



GRANT APPLICATION

Austin Convention and Visitors Bureau
Attn: Steve Genovesi, Senior Vice President, Sales
111 Congress Avenue, Suite 700
Austin, Texas 78701
Phone: 512-583-7259 Email: sgenovesi@austintexas.org

DATE: \_\_\_\_\_

HISTORIC PROPERTY AND ADDRESS: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

NAME AND ADDRESS OF OWNER, IF DIFFERENT FROM APPLICANT: \_\_\_\_\_

TAX I.D. NUMBER/TAX STATUS: \_\_\_\_\_

PERSON PRESENTING REQUEST/CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

DESCRIPTION OF PROJECT - PLEASE SUMMARIZE THE PROPOSED PROJECT. (IF DESIRED, APPLICANT MAY ALSO ATTACH AN ADDITIONAL SHEET MORE FULLY EXPLAINING THE PROJECT AND THE REASON FOR THE GRANT REQUEST.)

PLEASE LIST HISTORIC DESIGNATIONS OF THE PROPERTY, AND IF LOCATED WITHIN A NATIONAL REGISTER OR LOCAL HISTORIC DISTRICT (PLEASE SPECIFY WHICH DISTRICT), AND IF THE PROPERTY IS CONTRIBUTING:

AMOUNT OF FUNDING REQUESTED: \_\_\_\_\_

AMOUNT OF MATCH OR VALUE OF IN-KIND MATCH: \_\_\_\_\_

DO LIENS EXIST AGAINST THE HISTORIC PROPERTY? ( ) YES ( ) NO

IF YES, DESCRIBE THE LIENS AND AMOUNTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(OWNER OR AUTHORIZED AGENT, AND TENANT IF APPLICABLE)

**REQUIRED ATTACHMENTS:**

- 1) **TOURISM JUSTIFICATION:** Include substantiation of contribution to the tourism industry in Austin (i.e., annual summary of out of town visitation, copies of promotional material, list of promotional activities, hours of operations, tours provided, etc.).
- 2) **HISTORIC DOCUMENTATION:** Historic photograph(s) or other documentation (especially those showing the elevation(s) of the historic property where restoration, alterations, changes, and/or improvements are planned).
- 3) **CERTIFICATE OF APPROPRIATENESS FOR CITY DESIGNATED LANDMARKS AND LETTER OF APPROVAL FOR STATE DESIGNATED LANDMARKS:** Proof of approval for historic property alterations, if required. *NOTE: If an approval is required, the Preservation Agreement with ACVB will not be executed until such documentation has been issued and provided to ACVB.*
- 4) **PROJECT BUDGET:** Applicant must include a budget, specifying the major components of the restoration/preservation project with associated costs. Also include evidence of other sources of funding, i.e. your own or others' match, and the corresponding work to be performed with these funds.
- 5) **THREE COMPETITIVE BIDS** for the proposed work (in excess of \$5,000) must accompany the application.
- 6) **PROJECT SCHEDULE:** Phasing schedule and amount of funding required for each phase, if applicable.
- 7) **PROOF OF OWNERSHIP/LEASE/AUTHORIZATION:** Copy of the Deed or Will (if applicant is the owner) or documentation showing authorization from owner and any existing lease between owner and applicant.
- 8) **INSURANCE:** Proof of casualty, fire and federal flood insurance, if applicable.
- 9) **PLANS AND SPECIFICATIONS OF PROPOSED WORK.**
- 10) **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**