



P.O. Box 689
Key West, FL 33041
305-294-9501
www.oirf.org

Grant Application 2018-19

General Guidelines

- The historic preservation grant program is intended to provide financial assistance to projects of historical architectural significance that may not be undertaken or not completed without such assistance.
- Funding for projects of historic and/or cultural significance as approved by the Old Island Restoration Foundation (OIRF).
- Funding is limited to an aggregate total of up to \$25,000 for all projects to be funded in the 2018-19 grant cycle.

Applicants

- Tax-exempt organizations and individuals may apply for grants.
- For-profit organizations are ineligible.
- Only projects within the City of Key West are eligible.

Eligible Projects

- Rehabilitation, restoration, and preservation of historic properties, and other projects of historic and/or cultural significance.

Selection Criteria

- Historic significance of the project.
- The demonstrated need and urgency of the project.
- Probability of success of the project based on the proposed plans, schedule, and resources.
- Benefits of the project to Key West community and to the general public.
- Preference will be given to grant proposals containing project cost sharing between OIRF and the proposing organization.
- Preference will be given to proposals from individuals and organizations who establish their need for the funding.

Other Information

- Applications will be accepted until January 11, 2019, 3:30 pm.
- Applicants will be notified on intent or non-intent to fund by February 23, 2019.
- The funding period is one year from the notification date.
- One-page progress reports will be required quarterly when applicable.
- No expenses for which grant support is proposed should be incurred before the grant award notification and additional criteria have been satisfied.
- OIRF reserves the right to fully, partially, or decline to fund any grant(s) in the 2018-19 grant period.

Instructions

- Please type and single-space all proposals.
- Please answer all question in the order listed.
- Please use headings as provided.
- Please submit six (6) copies of the Application Form and Cover Sheet not later than January 11, 2019, 3:30 pm.
- Please do not include any materials other than those specifically requested at this time.
- Submission of photos demonstrating the selection criteria is encouraged.



2018-19 Grant Application Cover Sheet

Date of Application: _____

Name of Organization or Individual: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Executive Director: _____

Contact Person and Title (if not executive director): _____

Is your organization a not-for-profit? (Yes or no): _____

Under which section of the IRS code does it qualify? _____

Project Name: _____

Request: \$ _____

Total organizational budget (for current year): \$ _____

Total project budget: \$ _____

Dates covered by project: _____

Have you applied for any other grants this year? Yes ____ No ____ If so, how many? ____

Did you apply for grants last year? Yes ____ No ____ How many? ____ and for what?

PROPOSAL SUMMARY: one-half page, maximum

Please summarize in a short paragraph the purpose of your organization or a personal background if individual applicant. Briefly explain why your agency or you as an individual are requesting this grant, the historic significance of the project, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

ORGANIZATION NARRATIVE (INDIVIDUAL APPLICANTS SKIP THIS SECTION):

Four pages maximum

A. Background- Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location.
3. Current programs and accomplishments.

FUNDING REQUEST: Please describe the project, for which you seek funding, including:

1. A statement of its primary purpose, the historic significance, and the need or problem that you are seeking to address.
2. The population that you plan to serve and how this population will benefit from the project, if applicable.
3. Strategies that you will employ to implement your project.
4. The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project. Please describe the relevant experience of the project manager, list who will perform the work (contractors) and provide contractor and organization estimates of project costs.
5. Anticipated length of the project.
6. How the project contributes to your organization's overall mission, if applicable.

EVALUATION: Describe your criteria for a successful project and the results you expect to have achieved by the end of the funding period.

ATTACHMENTS: Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information for Organizations (SKIP SECTIONS A AND B BELOW IF AN INDIVIDUAL APPLICANT) – Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENTS (Balance Sheet, Revenue and Expense or Income Statement) / TAX RETURN**, audited if available. This statement should reflect your actual expenditures and funds received during your most recent fiscal year or individual taxpayer year.
2. Your **OPERATING and CAPITAL BUDGETS** for the current and most recent fiscal year.
3. **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.
5. **A CURRENT EXPENSE BUDGET FOR THE PROJECT**. Include % of time spent by key personnel on the project. Indicate the specific uses of the requested grant.
6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials for Organizations

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax exempt status.
3. Your most recent annual report, if available.

C. Financial Information for Individuals- Will vary by type of funding and funding source.

1. A copy of your most recent tax return with Social Security Numbers deleted.
2. **A CURRENT EXPENSE BUDGET FOR THE PROJECT**.
3. A list of all **SOURCES OF FUNDING**, actual and prospective with amounts and availability status.

D. Photos – Please provide photos of the work you are seeking funding to complete, if available.

Please mail or hand-deliver to the Oldest House, 322 Duval Street, Key West, to arrive not later than January 11, 2019, 3:30 pm. Please note that the Oldest House is closed Wednesdays, Sundays, and legal holidays.