



P.O. Box 689, Key West, FL 33041
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Grant Application Form

General Guidelines:

- The historic preservation grant program is intended to provide financial assistance to projects of historical significance that may not be undertaken or not completed without such assistance.

Applicants:

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

Eligible Projects:

- Rehabilitation, restoration, and preservation of historic property.

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 citizens 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 who establish their need for the funding.

Other Information:

- Applications will be accepted from December 2nd, 2019 to January 10th, 2020.
- Applicants will be notified on intent or non-intent to fund by February 28th, 2020.
- The funding period is one year from the notification date.
- Grant recipients will be acknowledged at the Annual Meeting in April 2020.
- 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.

Instructions:

- Please type and single-space all proposals.
- Please answer all question in the order listed.
- Please use headings as provided.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send video tapes.



Grant Application 2019-2020 Cover Sheet

Date of application: _____

____ Organization or ____ Individual

Name of organization or individual: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Executive Director: _____

Contact person and title (if not executive director): _____

Is your organization an IRS 501 (c) (3) not-for-profit? (yes or no): _____

Project Name: _____

Grant Request: \$ _____

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

Total project budget: \$ _____

Dates covered by project: _____

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 individual is 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: 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, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
3. Current programs and accomplishments.
4. Number of paid full-time staff, number of paid part-time staff, number of volunteers.
5. Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

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.
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.
5. Anticipated length of the project.
6. How the project contributes to your organization's overall mission.

EVALUATION: Please explain how you will measure the effectiveness of your activities associated with the project. 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 – Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL 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. Aligned side by side on the same page, your **OPERATING BUDGETS/ PERSONAL HOUSEHOLD BUDGETS** for the current and most recent fiscal or individual taxpayer year.

3. Aligned side by side on the same page, **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.** List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.

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. One-paragraph resumes of Key staff, including qualifications relevant to the specific project request.

4. Your most recent annual report, if available.

5. No more than three examples of recent articles about, or evaluations of, your organization, if available.

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

Please email proposals to oirf@oirf.org or call 305-294-9501 to make other arrangements.