

E. Jay Matsler Trust for Historic Preservation

Before You Begin

Deadlines for Applications: September 1st

Applications must be submitted by midnight. Only complete applications will be considered for funding.

About the E. Jay Matsler Trust for Historic Preservation

The E. Jay Matsler Trust for Historic Preservation was established with a bequest of \$348,000 to support historic preservation projects in Lubbock and Hale counties. Mr. Matsler's gift reflects his roots as the child of a Hale County pioneer family and an avid supporter of historic preservation.

Criteria:

The E. Jay Matsler Trust for Historic Preservation grant program focuses on but is not limited to the preservation and reuse of historic buildings and sites that serve as civic, cultural, or economic hubs for communities. Grants may be focused on capital projects. The committee will consider the following criteria:

- The property's historical significance at the local, state, or national level
- Extent to which the property is threatened
- Extent to which the project preserves the historical integrity of the building, object, or property
- The organizational readiness of the applicant to accomplish the proposed work and the likelihood of the project's completion within a year

All proposed projects related to the preservation and reuse of historic buildings and sites must be for historic buildings or sites listed or in the process of being listed in the National Register of Historic Places. Strong preference will be given to applicants that demonstrate how other sources of support will be combined with a grant from this program to accomplish the proposed work.

An advisory committee has been appointed by the Community Foundation of West Texas Board of Trustees to assist in reviewing proposals. This group will make recommendations to the Foundation's Grants Committee and Board of Trustees for funding historic preservation initiatives that they believe to be of the greatest benefit to the community.

For this purpose, Historic Preservation is defined as an endeavor that seeks to preserve, conserve and protect buildings, objects, landscapes or other artifacts of historical significance.

Who is eligible?

All grantees must be from Lubbock and Hale Counties and be eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code. Grantees must immediately notify the Foundation of any change in or challenge to their tax-exempt status (as determined by Section 501(c)3 of the Internal Revenue Code) before the end of the grant period.

The Community Foundation of West Texas will make grants to religious groups but will not make grants for religious purposes. No part of any grant may be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research.

No portion of the award may be granted to a secondary grantee without the express permission of the Foundation.

What to Include:

Attachments

- Project Narrative **see below*
- Photographs of the building and proposed work area.
- Itemized estimated project budget.
- Copy of condition assessment reports, plans and specifications, and contractor estimates
- Current annual operating budget
- Current year-to-date financial statements
- Most recent year-end financial statements
- Copy of most recent IRS Filing (Form 990)
- Copy of most recent audit (if applicable)

***Narrative should include the following:**

- Project description including the historical, cultural, or civic significance of the building
- Project evaluation
- Estimated project schedule
- Maintenance management plan
- Organizational capacity to complete work
- List of key personnel

Reporting:

All grantees are required to submit a Final Report within one year of the grant award. A Final Report link for each grant awarded will be available on your account page. Future grant awards are conditioned upon the receipt of complete reporting. In some cases, it may be appropriate to submit a Progress Report. If this is the case, you will be notified by Foundation staff, and a link will be made available on your account page.

If you have any questions about the application process, please contact:

Priscilla Rodriguez
Administrative Manager
Phone: 800.762.8061
Email: priscilla@cfwtx.org

Applicant Information

E. Jay Matsler Trust for Historic Preservation -- Application for Funding

Organization Information

Organization Name

Tax ID/Employer Identification Number

Mailing Address City State
TX

Zip Code

E-mail Address Phone

Extension

Web Address

Background and Mission

Annual Budget Prefix First Name Last Name
 Total Budget for All Organization Activities in the Texas South Plains Region - Select One -

Suffix
<None>

Organization Primary Contact (generally this will be the CEO, President or Executive Director)

Title Office Phone Extension

Alternate Phone/Mobile Phone

E-mail

Proposal Summary

Community Grants Program Application for Funding

Project Contact

Prefix First Name Last Name Suffix E-mail Office Phone
 - Select One - <None>

Extension

Alternate Phone

Project Information

Project Title Project Budget
 total amount budgeted for this project

Request Amount
 total amount requested for this proposal

Project Start Date	Project End Date	Type of Support	Geographical Area(s) Served Primary and Secondary (if applicable)
Number Served (Projected number for this project)		Program Area Primary and Secondary (if applicable)	
Age Group Served Primary and Secondary (if applicable)	Primary Population Served		

Project Summary

Please provide a summary (150 words or less) of the project purpose and proposed activities. Detailed information should be provided in your proposal narrative attachment.

What will be different, changed, preserved, and/or improved because of this project?
(200 words or less)

Attachments

The following documents must be uploaded as attachments to complete your application.

Proposal Narrative (should include the information below)**Project Description**

Please describe your project, including the historic, cultural, or civic significance of the building or site. Include a detailed description of the existing condition of the building or site followed by an explanation of the proposed work for which you are requesting grant funding. Identify the cause of the problem (if new), and the repair techniques and materials that you are proposing to use. This description should also indicate the extent to which this work will address critical needs that threaten the building or site. If you are applying for only one portion or phase of a project, please explain how this request fits into the larger project.

Project Evaluation

Please describe how the public would benefit from this project, including how this building or site serves (or will serve) as a civic, cultural, or economic hub for your community.

Estimated Project Schedule

Include an estimated project schedule based on a one-year completion date. If you are applying for a portion of a larger project, please indicate the long-term timeline that you are working under.

Maintenance Management Plan

Describe your organization's long-term maintenance plan for the property, including the proposed source for any future annual operational funds that will be needed.

Organizational Capacity to Complete Work

Describe your organization's financial capacity to undertake the preservation project if funded. This should indicate whether other needed funds are on-hand or will need to be raised from other sources to complete the work, as well as evidence that the project schedule can be met. If you will be raising additional funds beyond what is requested here, please briefly describe your plans for securing the funds. Please also include how you will undertake the fundraising and implementation of this project, including who will lead the effort. If applicable, please share any previous experience the organization has in undertaking similar projects in the past.

Key Personnel

List all key personnel who will be involved in the project, with a brief explanation of their qualifications and role in the project. If applicable, please include your chosen contractor's experience working on historic properties.

Project Photographs

- One photograph (minimum) of each exterior side of the building;
- Photographs of the interior of the building;
- Photographs depicting the area(s) of proposed work;
- At least one photograph of the building as seen from a public way.

Copy of condition assessment reports, plans and specifications, and contractor estimates

Project Budget

Detailed revenue and expenses for this project and specific use of funds requested.

Organization Budget - Projected and actual revenue and expense line items for the current fiscal year.

A Sample Budget Template is available online at <https://www.cfwtx.org/current-grant-opportunities>

IMPORTANT: If your organization is an affiliate or division of a larger organization, PROVIDE ONLY INFORMATION RELATED TO YOUR LOCAL/DIVISION LEVEL OPERATIONS.

Current Financial Statements

Most recent month-end Statement of Financial Position and Statement of Financial Activities

Most Recent YEAR END Financial Statements

Most recent year-end Statement of Financial Position and Statement of Financial Activities

Most Recent IRS Filing (Form 990)

Board Roster

List of Board Members, including employment affiliations, race, gender, and contact information.

Copy of most recent audit (if applicable)

SAMPLE APPLICATION
Please visit www.cfwtx.org
for online application