

SAVE AUSTIN'S CEMETERIES GRANT APPLICATION GUIDELINES

Description of the SAC Grants Program

SAC grants are for cemetery documentation, repairs, construction, landscaping, preservation or other projects associated with cemetery public service projects within Travis County, Texas. Grants are for capital improvements only, not for general cleaning.

Eligibility

Organizations seeking to repair, improve or certify a cemetery within Travis County are eligible to receive a SAC grant.

Application Deadlines and Review

Two grant application deadlines occur annually, one on September 1st and one on February 1st. Applications can be submitted at any time and will be reviewed and considered for the next deadline.

The SAC Grants Committee reviews the applications and submits its selections to the SAC Board of Directors for approval at the September and February board meetings. Successful applicants are notified following the board meeting.

Funding Amounts and Schedule

Funding amounts range up to \$1,000 per organization per 12-month period. Projects are funded on a staggered basis, with half of the funding provided at initiation of the project and half at completion.

Reporting and Documentation Requirements

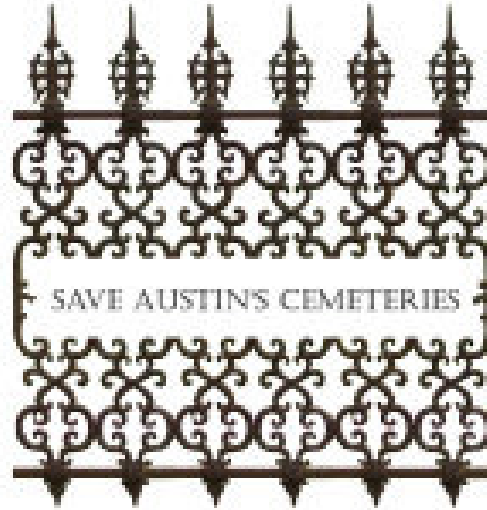
If using in-kind services, grant recipients must keep a log of hours, volunteers, and tasks performed, much like the SAC monthly volunteer log (available on the SAC website at www.sachome.org).

If a project duration is expected to be longer than one month, quarterly progress reports are required to be submitted to SAC at www.sachome.org.

Report and public involvement (e.g., article in local newspapers, elected officials, etc.) is required.

SAC is a non-profit organization

dedicated to preserving historic cemeteries in Austin through documentation and education, and to promoting historic cemeteries of Austin as local and state cultural resources. Contact us at: P.O. Box 16411, Austin, Texas 78761
Visit us on the web at: www.sachome.org



**SAVE AUSTIN'S CEMETERIES
GRANT APPLICATION**

Date: _____

Name of Organization: _____

Primary Contact name, address, telephone number, and email address: _____

Organization Status:

- € 501(c)(3) Organization; EIN: _____
- € Private Owner _____
- € /Public Institution _____

Description of Project

Using single spacing and a standard 12 pt. font (e.g., Times New Roman or Arial), describe your project in no more than two pages and attach it to this completed application. Include **all** of the following:

- Project/Property Name
 - Address _____
 - City _____
 - County _____
- Tell us about your cemetery—where is it, when was it established, who is the general population there, what is the historical significance, how will this project benefit families, individuals, other organizations, period of heritage?
- Does this project have any historic designations, e.g. Texas Historic Cemetery, Texas Historic Landmark, State Antiquities Landmark?
- Who is involved in this project? Who is leading it, who are the participants?
- How long will it take? What is the schedule?

- Provide photographs of the project area (photographs can be in addition to, not part of, your two-page description) include current conditions and historical images (if available).
- If you need other funds, how will you get them?
- What is the status of other pending grant applications?
- Include a map with location of project, boundaries of project, location of improvements

Source of matching funding: _____

What is the total project cost? _____

Funding requested? _____

Cash in hand? _____

€ The applicant hereby acknowledges that the information provided on this application is accurate to the best of their knowledge.

Signature of Organization's Representative

Date

Print Name