

## **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 1<sup>st</sup> and one on February 1<sup>st</sup>. 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**

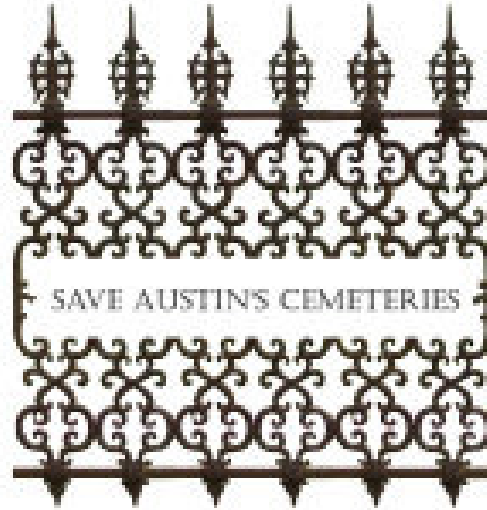
If using in-kind services, grant recipients must keep a log of hours, volunteers, and tasks performed, much like the SAC monthly volunteer log (available on the SAC website at [www.sachome.org](http://www.sachome.org)).

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](http://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](http://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