



**Anice Read Fund
Award Application**
[See website for deadline](#)

Information

Background and History of the Anice Read Fund

The Anice Read Fund was formed in 1999 to honor the legacy of Anice Read of Austin, Texas. Anice was a beloved and passionate advocate for the historical preservation of Texas downtowns, believing them to be the lifeblood and heart of a community. She was appointed to the Texas Historical Commission in 1968 and became the first director of the Texas Main Street Program, a Texas Historical Commission (THC) division. Along with representatives of Texas's largest cities, Anice founded and was actively involved in Texas Downtown. Three years after her retirement, following a courageous battle with cancer, Mrs. Read passed away on November 30, 1999.

The first grants from the Anice Read Fund were awarded in 2000. Since that time, more than 100 grants have been awarded in the amount of \$243,900, leveraging more than \$8,661,866 million for downtown projects.

Communities Foundation of Texas

Communities Foundation of Texas (CFT) is a public charity founded in 1953 and works closely with donors, nonprofits, and other funding organizations. CFT is the fiscal agent for the Anice Read Fund; it reimburses grant awardees and manages the two Fund accounts. By doing so, it allows Texas Downtown to focus its energy on fulfilling the mission, vision and strategic goals that serve its members.

Purpose of the Fund

The Anice Read Fund is a small grant program that provides funding for downtown projects. These funds are intended to help close financing gaps on projects of any size. Because small grants offer the opportunity to leverage other funding, it is important that proposed projects have other sources of financing in addition to that which is being requested.

Required Reporting for Reimbursement

Texas Downtown is proud to provide grants for downtown revitalization projects. The grant application is the first step. Grant recipients are awarded each year at the Texas Downtown annual conference. Recipients have one year to complete the project **(unless an extension is requested and approved by TXD)**. **Completion of page four of this document, *Final Report for Grantees*, is required for reimbursement.** All steps on that page must be completed and submitted before the release of funds.

It is the responsibility of the grant recipient to maintain proper paperwork and turn in the final report required to receive this reimbursable grant. If no contact is made with the current Executive Director (E.D.) of Texas Downtown within the year scope of this grant, the recipient will forfeit the grant. Funding may be extended for a period of up to one year by the E.D. if the extension request is made before the funding deadline and the project is underway.



Pre-Application

Before applying, Texas Downtown members **are required** to schedule a call with the **Texas Downtown Executive Director (E.D.) Tania Moody** to discuss the project or program to be considered for funding, and to discuss any questions about the application process. Text or Email the E.D. to set this appointment: 512-472-7832, tania@texasdowntown.org

Project types to be considered

Only downtown projects/programs will be considered.

1. **Project Development**
2. **Program Development**

Grants are NOT given:

1. For political activities or lobbying efforts;
2. To support deficit financing or repay debt;
3. For non-charitable purposes;
4. For efforts without an impact to downtown;
5. Directly to an individual or private enterprise (see above).
6. Please do not submit an application for a mural only. If this mural is incorporated into a larger revitalization project, or program, this may be permissible.

Award

This is a *reimbursement* grant. Grants are awarded annually; however, any change will be announced on the Texas Downtown website where the application is available. Size per award may vary due to the number of awards given or economic factors affecting the fund.

Applicants must be members in good standing of Texas Downtown. If you're unsure of your membership status, contact Texas Downtown at shelly@texasdowntown.org.

Recipients of an Anice Read Grant must be a member, in good standing, of Texas Downtown. They also agree to continue their membership for at least two full years, covering the year they applied for and the year they must complete their project and receive reimbursement.



Submitting materials

- Copies of all application materials should be emailed as one PDF if possible, to tania@texasdowntown.org by 11:59 pm on the due date with the subject line “**Anice Read Application.**”
- Late or incomplete applications will not be accepted. NO EXCEPTIONS will be made.
- Receipt of completed applications will be acknowledged via email.

Required documentation

1. A cover letter on the applicant organization’s letterhead (city, non-profit) signed by the chief executive (i.e., non-profit president, city manager) providing a brief description of the proposed project and the amount being requested from the Anice Read Fund;
2. A copy of the 501(c)(3) IRS letter of determination if the applicant is a non-profit organization (Note: an IRS (c)(6) must partner with a (c)(3) organization or government entity and the application will be submitted from one of those organizations);
3. Most recently submitted IRS Form 990 (for non-profits only);
4. Project narrative of no more than two pages (see below)
5. A budget for the project or program that includes in-kind or contributions from other sources and the total cost; and
6. The completed application form found on Page 5.

Project Narrative (2 pages maximum) should

1. Briefly describe the applicant organization.
2. Describe the project (illustrations and/or a site plan is helpful but not required) and its potential impact on downtown and the importance of an Anice Read Fund grant on your downtown.
3. Describe the process the City/Organization plans to administer the grant(s).
4. Name all financial and in-kind partners.
5. Outline how the Anice Read Fund of Texas Downtown and Communities Foundation of Texas will be acknowledged for their contribution (media, etc.).

Announcement of Awards

Awards are announced at the Texas Downtown Annual Meeting held in conjunction with the Texas Downtown Conference held in a different member community each year.



Final Report for Grantees

*****Keep this page. It contains requirements for Reimbursement.**

Please note: Grant programs must be underway or completed within twelve months of grant announcement or an extension request must be submitted. If these conditions are not met, then the award will be forfeited.

Upon project completion, the grantee will submit a report via email to Texas Downtown that includes:

1. A report on the project/program and the impact of the grant (minimum of a 100 word summary).
2. Photos 3-6 high resolution images of the completed project or program
3. One :30 to :60 second video of the completed project or program
4. Copies of press coverage and/or promotional materials about the project/program
5. Copies of paid invoices/receipts related to the project/program that equal the grant amount.

Note: All of the above must be supplied to Texas Downtown before grant reimbursement will be released.

The report will be forwarded to the Communities Foundation of Texas for final review and reimbursement.

Keep a Copy of This Packet

It is the responsibility of the grant recipient to maintain proper paperwork and turn in the final report required to receive this reimbursable grant. We recommend making sure that you have a secondary "responsible party" that in the event you resign or retire before grant project completion, someone else knows the steps for grant completion. Please make sure they too have a copy and note the deadline.

Deadline for Project Completion is: October 31st unless otherwise designated.

If no contact is made with the current E.D. of Texas Downtown within the year scope of this grant, then you will forfeit the grant. If the project has had delays, and you contact the E.D. prior to the deadline, and make arrangements, a reasonable extension may be given.

Contact:

Tania Moody

Executive Director

Texas Downtown

tania@texasdowntown.org

512-472-7832



Anice Read Fund Application Form

This form must be emailed to Texas Downtown along with other application materials.

Applicant (city or organization):

EIN (Employee Identification Number):

Address (physical, mailing, city, state, zip):

Contact name:

Email:

Phone:

Secondary Contact name:

Email:

Phone:

Brief description of grant program:

How will maintenance of the project be addressed for at least ten years?

Impact on the downtown area:

Who is the target market for this improvement? (include specific information about the impact on businesses):

How does this project improve what makes your downtown unique?



Amount requested from the Anice Read Fund:

Total project cost:

Please include a budget that shows all funding sources that will be used to complete the project:

*This should include in-kind and expected partner contributions.

Would an amount less than the request be considered? Yes _____ No _____

Authorized Signature
(non-profit or municipal chief executive):

Printed name:

Title:

Date:

Have you received an Anice Read Fund grant in the past? Yes _____ No _____

If so, what years?

*By signing this application, the applicant understands that if the committee awards a grant from the Anice Read Fund, these conditions must be met **before** the applicant can receive reimbursement.

- All items 1-5 on page 4, preceding this page, must be delivered to the Executive Director.
- Application requires that projects be completed within 12 months.
- You acknowledge that failure to implement within 12 months forfeits the award, unless other arrangements are made and authorized by the Executive Director.
- You acknowledge that if you forfeit the award, your member organization will have to wait two years before being authorized to apply again.
- You acknowledge that it is your responsibility to maintain these records, a copy of the submitted application, and final grant reporting instructions.