



Anice Read Fund 2024 Award Application

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 THC division. Along with representatives of Texas' 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 \$180,000.00 has been awarded, leveraging more than \$7.2 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.



Pre-Application

Prior to applying, Texas Downtown members **are required** to schedule a call with the **Texas Downtown Executive Director Tania Moody** to discuss the project or program to be considered for funding, and to discuss any questions about the application process.

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).

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.



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 Friday prior to Labor Day 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.
6. The completed application form found on Page 5.

Project Narrative (2 pages maximum) should

1. Briefly describe the applicant organization;
2. Describe the potential impact 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

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 quality images of the completed project or program
3. One :30 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 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.



**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:

Brief description of grant program:

Impact on the downtown area:

Amount requested from the Anice Read Fund:

Total project cost:

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?