

**JUNIOR BOARD – Athens Chapter**

**Grant Application**

The Watson-Brown Foundation, Inc. supports **historic preservation** in part through its Junior Board, a group of local high school students whose exclusive mission is historic preservation. The Junior Board awards $33,000 in grants annually to historic preservation projects in select areas of Georgia and South Carolina.

The Junior Board primarily considers grants to organizations that are defined in Internal Revenue Code Sections 501(c)(3) and 509(a)(1), 509(a)(2) or 509(a)(3). They may consider grants to for-profit institutions. The Junior Board does not consider grants to individuals, for religious programs, for political or lobbying activities.

**Eligible Counties**: Projects must occur in one or more of the following counties in Georgia: Banks, Hall, Habersham, Stephens, Franklin, Hart, Madison, Jackson, Barrow, Walton, Oconee, Clarke, Oglethorpe, and Greene. Other counties may be covered through our Milledgeville and Thomson boards. Please ask if you need information on those.

**Grants WILL NOT be considered for:**  projects that have been completed, general operating funds, or endowments. Only 1 application per organization will be accepted in any fiscal year.

**Completed proposals** **must** be RECEIVED IN OFFICE by **February 16, 2024 (electronically is preferred.).** If mailed or dropped off, please clip together materials with a binder or paper clip; do not bind or staple materials. Grant notifications will be made by **mid-May** and be paid out in **June or July**.

**Mail proposals to:**

WBF Junior Board

c/o T.R.R. Cobb House

175 Hill St.

Athens, GA 30601

Or email to: [aoatts@trrcobbhouse.org](mailto:aoatts@trrcobbhouse.org)

**Review Process.** A Junior Board representative will contact the applicant for a site visit; these are generally conducted Monday through Friday (after 4:30pm) or on weekends in March and early April. ALL funded projects are required to submit a final report, receipts, photos or other deliverables upon completion of the project.

**If you have questions about a project or to receive an electronic copy of this application, please contact Ashleigh Oatts, Junior Board Coordinator, 706-369-3513 or via email at aoatts@trrcobbhouse.org. Electronic copies must follow our application format.**

**Grant Application**

**Cover Sheet**

**ORGANIZATION INFORMATION**

Legal Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRS Status (check one)

\_\_\_ For profit \_\_\_ 501(c)\_\_\_\_ \_\_\_\_509(a)\_\_\_\_\_

EIN Number, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Project:

□ Historic Structure □ Artifact □ Cemetery

□ Education □ Signage □ Archaeology

□ Research/Report □ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Virtual or In-Person Site Visit Preference: □ Virtual □ In-Person □ Either is fine

Has the organization secured additional funding for this project? □ **YES** □ **NO**

If so, for what amount? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your organization’s entire operating budget for the current fiscal year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant amount requested from the Junior Board**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that by signing this application that everything represented here is accurate to the best of my knowledge. I also understand that by applying my organization agrees to host a site visit by Junior Board representatives during the review process.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT BUDGET**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

**Please attach bid sheets for services and materials, with costs for various project elements broken out individually on the bid** (i.e., labor: $6000, replace siding $4000, paint $1200, reglaze windows $50); attach the contractor’s qualifications for work on a historic resource if relevant.

It is beneficial & accurate to show that the applicant organization is contributing hours (salary or volunteer), supplies, or other in-kind costs to the project.

* volunteer labor can be used as an applicant contribution match at the federal rate.
* in-kind supplies and services can be used as a match.
* the Federal mileage reimbursement is 65.5¢ per mile\*.

\*note: please check IRS mileage rates for 2024, as this number may change after January 1.

You may use an alternate budget format provided Applicant & Request amounts are clearly stated.

**Junior Board Applicant Total for**

**Request Contribution Project**

Project Staff Fees

(include staff, intern, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

and volunteer salaries

dedicated to this project)

Professional Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

(such as contractors)

Supplies and Materials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

(such as mortar,

bricks, glass)

Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

(such as backhoes)

Transportation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

(mileage reimbursement

related to project)

Postage and Printing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

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**TOTALS** **Junior Board Applicant Total Project**

**Request Contribution Budget**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

(column total) (column total) (total across/down)

**GRANT CHECKLIST – REQUIRED ELEMENTS**

**□ Cover Sheet:** The cover sheet must be the first page of your application**.**

**□ Contact Information:** Provide the name & contact information for the person we need to contact about the project.

**□ General Overview**: BRIEFLY Describe your organization and the general purpose of the preservation project.

**□ Project:** Describe the preservation project; include: the location, duration, anticipated outcome, goals, how this project will benefit the community, and the organization’s qualifications to achieve this project. Be detailed.

**□ Sustainability:** If this project is ongoing how will it be sustained/funded/maintained into the future?

**□ Secured Funding:** Include information about funding already secured for this project, including volunteer labor.

**□ Bids:** Acquire at least 1 bid for the project. The contractor MUST break out elements of the project with the costs if there are multiple project elements (i.e., labor, replace siding, paint, reglaze windows).

**□ Project Budget:** Please use our budget format. High school students will be looking over these. Check your math.

**□ Board of Directors List (***Please note- this is a requirement for any applications after 2018.)*

**OPTIONAL**

**□ Contractor Qualifications:** If appropriate, please include the contractor’s qualifications to perform work on a historic structure. Weight is given to contractors that have prior experience doing appropriate work on historic structures. No more than 5 pages is necessary.

**□ Photographs:** Include up to 10 images that relate to the project. These may be emailed separately. *New as of 2021 application: photos must be digital. If needed, a Dropbox link can be provided for easy submitting. Email* [*aoatts@trrcobbhouse.org*](mailto:aoatts@trrcobbhouse.org) *if you need a link for this or any other large files for your application.*



