



PROCEDURES FOR HERITAGE GRANTS

Austin Convention and Visitors Bureau (ACVB)
Attn: Steve Genovesi, Senior Vice President, Sales
111 Congress Avenue, Suite 700, Austin, Texas, 78701
(512)583-7259

1. For copies of the grant application, guidelines, and procedures please visit the website of the Austin Convention & Visitors Bureau at www.austinheritage.org. The application form as well as the guidelines and procedures are located at the bottom of the Heritage Marketing page. If you need additional assistance, please contact Steve Genovesi, Senior Vice President, Sales at 512-583-7259 or by email at sgenovesi@austintexas.org.
2. Heritage Grant requests will generally be considered semi-annually. Applicants, via the website, will be informed of submission, review, and award dates. Applications should be submitted to Steve Genovesi (address above) by the submission deadline.
3. ACVB's Heritage Grant Review Committee will review applications for completeness and to ensure compliance with the tourism components of the application. At that point, if the committee finds the application does not provide those components, the applicant will be advised that the grant was not recommended to continue moving forward in the grant process. For those applications that were recommended by the ACVB's Heritage Grant Review Committee, there will be a scheduled time for review and recommendation by the Historic Landmark Commission (HLC) Grants Committee. Applicants (via the website) will be advised of the schedule, and may be asked to supply additional information in order to facilitate the Committee's recommendation.
4. A work session between ACVB and the Grants Committee will occur prior to the public meeting with applicants.
5. If desired, applicants may attend the Grants Committee meeting when their application is reviewed to answer questions. The Committee may ask for clarification, but it is expected that the grant application has complete information by the time of the meeting.
6. A majority vote of a quorum of the Committee is required to recommend a Heritage Grant award. All grants must comply with the hotel occupancy tax statute which means the grant must promote tourism. For historic preservation, the projects should demonstrate how they will encourage tourists and convention delegates to visit the historic site. The City of Austin Law Department will review to confirm documentation of the benefit to tourism and that the use fits within the approved uses in the statute. A summary report of approved grants will be submitted to the City Manager's Office for final review.

7. Awards receiving a recommendation from the Committee and verification from the City's Law Department and approval by the City Manager's Office will proceed to the HLC for consideration.
8. After the HLC hearing and recommendation, the Owner or the authorized agent shall sign a Preservation Agreement with ACVB for the grant funding that will set out the specific terms and requirements. If a Certificate of Appropriateness is required from HLC, it must be provided to ACVB prior to execution of the Preservation Agreement.
9. A preservation architect may be retained to represent the ACVB/HLC to monitor the progress of the restoration/rehabilitation work. The cost for the architect will be the responsibility of the applicant.
10. Once the restoration/rehabilitation work covered by the Preservation Agreement is complete, applicants shall submit an end-of-project written report to Steve Genovesi of ACVB. The report shall include an itemized accounting showing total expenditures. Copies of the front and back of cancelled checks verifying that payments have been made are required in order to receive payment of the grant from ACVB.
11. The work described in the Preservation Agreement shall be completed within twenty-four (24) months from the latest date of execution of the Preservation Agreement by all parties. **No additional time is allowed to complete the project unless by written approval of ACVB.**
12. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**