

HERITAGE PRESERVATION GRANT PROGRAM

Required Documentation

- Validation of Application Form
- Balance Sheet and Statement of Income and Expenses or Form 990 as filed with the U.S. Internal Revenue Services for the two most recently ended fiscal years.
- Attach copy of most recent independent audit if budget request is \$75,000 or more, exclusive of in-kind. Audit must have been completed within the past 2 years.
- Organization's budget summary, including actual revenues and expenditures, from your most recently completed fiscal year.
- Schedule of Board of Directors meetings for the period of October 1 through September 30 of the previous city fiscal year. Board of Directors meetings must occur at least once per quarter.
- Proof of the occurrence of the previous year's meetings.
- Names and titles of the agency's board of directors.
- Resumes of principal staff and existing or potential job descriptions.
- Organization's Long Range Plan.
- IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- Certificate of Account Status from the State Comptroller's Office proving current status to be in good and "active" standing. A certificate may be obtained online at <https://mycpa.cpa.state.tx.us/coa/search.do>
- Articles of Incorporation, if applicable.
- Organization Constitution and/or By-Laws.
- Certificate of Insurance for liability coverage as outlined in the Insurance Requirement document.
- Returning grant recipients must provide a copy of the organization's most recent quarterly report including promotional items, publicity, articles and reviews. New grant applicants must provide a summary of past projects and preservation efforts.
- Expense Summary for total requested grant projects.
- Income Summary for total requested grant projects.
- Submit two bids for constructed-related heritage projects over \$3,000.
- Optional Supporting Documentation - This should be additional relevant material that you wish to append that further explains the activities of your organization such as: Photographs, exhibits, workshops, capital project and/or other activities.

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Planning Department

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