

THE CONSERVATION SOCIETY OF SAN ANTONIO

2025 Community Building Grant Program

Community Building Grant Program: The Conservation Society of San Antonio offers grants once a year **for the exterior restoration or rehabilitation** of residential or commercial historic structures in the San Antonio area that **are at least 50 years old**. The building grants are awarded with preference towards structures that are eligible for the National Register of Historic Places or local landmark designation. The structure should also exhibit compelling architectural and/or historical distinction. **These grants are limited, and the program is competitive.**

Please ensure ALL requested information is provided.

Include the Application Fee of \$25.00

(make check payable to: The Conservation Society of San Antonio)

***** Incomplete applications are ineligible. *****

NOTE: The Grant is a REIMBURSEMENT for the APPROVED COMPLETION of the awarded project for the amounts specified by the Society's Community Building Grant Program.

APPLICANT INFORMATION

Name: _____

Contact Person: _____ Phone: _____

Mailing Address: _____ Zip Code: _____

Email Address: _____

How did you learn about the Community Building Grant Program? _____

Are you a member of the Conservation Society? **YES NO**

Have you applied for any grant funding from the Conservation Society in the Past? **YES NO**

Have you received for any grant funding from the Conservation Society in the Past **YES NO**

If yes, what year and for what purpose? _____

CURRENT PROJECT INFORMATION

Project Title (If applicable): _____

Project Address (If different from Mailing Address): _____ Zip Code _____

Project Type: (i.e, Foundation, Porch, Window(s), Roof, Woodwork, etc.): _____

AMOUNT REQUESTED: (Must be completed or application will not be accepted): \$ _____

HISTORIC INFORMATION *

Date of construction: _____ (Proof of built date required)

Bexar County Appraisal District (BCAD) dates are not acceptable.

Texas Historic Landmark? **YES NO** Designated San Antonio Landmark? **YES NO**

In a designated Historic District? **YES NO** National Register of Historic Places listed? **YES NO**

If in a **Historic District**, name of the **Historic District**: _____

*Possible sources of this information are the City of San Antonio Office of Historic Preservation: www.sanantonio.gov/Historic 210-207-0035, and The Conservation Society of San Antonio: www.saconservation.org/library-resources 210-224-6163

ON A SEPARATE PAGE, PLEASE PROVIDE THE HISTORY OF THE STRUCTURE.

ADDITIONAL PROJECT INFORMATION

Describe in detail the project for which the grant is requested: (Must be completed and have itemized bids attached)

How much of the Project Cost do you expect to incur? \$_____

Describe what you have done in the past to preserve, restore, or rehabilitate this historic structure, what the current project will accomplish, and what other preservation, restoration, or rehabilitative work is planned for the future. (Attach extra page(s) if needed):

Have you entered into any contracts relative to this project? **YES NO**
(If so, please attach copies of these contracts.)

What other avenues of funding have you explored? Please describe:

OWNERSHIP INFORMATION

Legal Owner of the Property: _____

How long have you owned this property? _____

Do you currently live in this structure? **YES NO**

If owner-occupied, how long do you plan on residing at this property? _____

Is this your Homestead? **YES NO**

Is this investment property? **YES NO**

GRANT POLICIES

1. The Conservation Society of San Antonio offers grants once a year for the exterior restoration or rehabilitation of residential or commercial historic structures in the San Antonio area that are at least 50 years old. These building grants are awarded with preference towards structures that are eligible for the National Register of Historic Places or local landmark designation. The structure should also exhibit compelling architectural and/or historical distinction.
2. Grants are restricted to project phases that are **not underway or already completed** at the time of awarding.
3. An applicant will not be awarded a grant for the same address in consecutive grant years.
4. Grant funds must be used by the date indicated in the notification letter, or the grant will be voided. **No extensions will be given.**
5. Grant amounts for building projects are fixed and do not increase due to unforeseen conditions encountered during construction.
6. The Conservation Society is not responsible for supervision of the contractor during construction on building projects.
7. Approval by the Conservation Society of grants for structures located in historic districts, **or individually designated structures**, does not take the place of approval of the project by the Historic and Design Review Commission.
8. **Interior work does not qualify for a grant**, with the exception of those interiors that are of landmark quality (such as the interior of the Majestic Theater).
9. Funding will not be awarded for new construction, vinyl windows, landscaping, sidewalks, driveways, garages, fences, retaining walls, patios, patio covers, air conditioning systems, electrical work, or ADA/handicapped projects. Maintenance, **such as painting**, is considered to be the responsibility of the property owner and is generally not eligible for grant funding.
10. **All work must be done per the “Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.”** The guidelines can be found at: www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm. Final work to be inspected and approved by the Conservation Society. The Society reserves the right to withhold the grant if work does not conform to these Standards.
11. If replacement of exterior elements is part of a project, there should be pictorial, historical, or physical documentation of the original elements.
12. If wood elements such as windows, foundation skirting, porch balusters, railings, columns, or latticework are to be replaced, please submit some type of detail drawing (Or photo example) showing the method of construction proposed and the specific type of materials to be used.
13. Please submit an itemized bid for each category of work for which you are requesting funding. For example, bids for foundation repair, porch restoration and roof replacement would require a separate cost breakdown for each of the three categories of work.
14. Make sure you have fulfilled the minimum requirements for digital images and historical photos. Quality digital images are extremely important elements of your application. Images are presented to the Board of Directors, who make the final decision on grant funding. Be sure to include a clear photo of the front façade of the structure and clear close-ups of areas to be repaired. (See CHECKLIST) Note: If applying for a roofing grant, there must be close-up photos of the roof’s condition taken from the roof level. Photos of roof condition taken from street level are not sufficient.
15. **Requests over \$10,000 are seldom granted under this program.**
16. It is understood that The Conservation Society of San Antonio may seek public recognition for its contribution to a project.

Note: You must include digital images on a USB flash drive. Your application will not be considered if required items are not included. Note the flash drive will not be returned.

CHECKLIST

- ☐ **Contractor's Itemized Bid** (not an architect's estimate). Enclose at least one contractor's bid and amount requested.
- ☐ **\$25.00 Application Fee**
- ☐ ***No less than three (3) and no more than eight (8) individual color digital images must be submitted in JPEG format on a labeled USB flash drive** clearly showing current/existing conditions, one of which should show the **front façade** of the structure. It is extremely important for these photos to **clear, focused, and illustrate** the purpose for which the grant is being requested.
- ☐ ***No more than four (4) historic photos** (If available and/or applicable) preferably in **JPEG format** on the same labeled USB flash drive.
- ☐ **Location** of the structure on a map in **JPEG format**
- ☐ **Architectural plans** (if any) in **JPEG format**
- ☐ **Copies** (not originals) of legal documents showing ownership (Examples: property tax form; deed of trust).
- ☐ Are there any liens, loans, or other encumbrances on the property? _____ Yes _____ No
If yes, explain: _____
- ☐ Is property insured? _____ Yes _____ No
- ☐ Documentation establishing permission to work on property if not owned by applicant.

Please read this application carefully and double-check to make sure you have answered all questions and have provided us with all required items by 4:00 p.m. on the deadline date.

Failure to do so will result in your grant being ineligible for the current grant cycle.

All materials submitted become the property of The Conservation Society of San Antonio. **Please make copies for your own records.**

GRANT APPLICATION DEADLINE:	FRIDAY, SEPTEMBER 26, 2025 (By 4:00 p.m.)
GRANT NOTIFICATION:	WITHIN THE FIRST TWO WEEKS OF DECEMBER

RETURN THIS APPLICATION TO: **THE CONSERVATION SOCIETY OF SAN ANTONIO,
1146 S. Alamo Street, San Antonio, Texas 78210-1178**

To the best of my/our knowledge, my application is complete, and all information provided herein is true and correct.

Applicant's Signature

Date

CONDITIONAL GRANT REIMBURSEMENT INFORMATION and AGREEMENT

To indicate your agreement, please initial each item below, sign and return with your application:

- ☐ 1. The grant is a reimbursement for approved funds spent by recipient upon completion of work. Awarded grant work shall not begin until the grant recipient, recipient's contractor and the Society's representative have met on site.
- ☐ 2. The grant recipient will pay the contractor for work on the project, according to the terms of the contract between the grant recipient and the contractor.
- ☐ 3. The grant recipient will then submit a Request for Reimbursement form of these funds to The Conservation Society of San Antonio upon completion of awarded grant work.
- ☐ 4. The grant recipient will include proof of payment - such as a photocopy of the check made out to the contractor - along with a receipt for this payment signed by the contractor.
- ☐ 5. If the grant recipient is paying for materials used in the project, receipts for these materials should also be submitted.
- ☐ 6. The Conservation Society will inspect the completed grant project prior to reimbursement.
- ☐ 7. The Conservation Society will reimburse the grant recipient within 30 days following the submission of Request for Reimbursement form, proof-of-payment, and the final Conservation Society site inspection.
- ☐ 8. All work must be done according to the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings." A link to the guidelines can be found on the Society's website www.saconservation.org/what-we-do/building-grants/; www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm. It is the applicant's responsibility to become familiar with the standards and guidelines because they are an integral part of the conditions of the grant.
- ☐ 9. Should you decide to use another contractor, change professionals (e.g., Architect), or contract for additional work during the active period of this grant (12 months), you agree to notify the Conservation Society in writing of your intent within 30 days of the new agreement.
- ☐ 10. The Conservation Society reserves the right to cease funding of a grant project if Grant Policies and the Conditional Grant Reimbursement Agreement are not followed by the recipient.

AGREEMENT

I understand the payment policy of The Conservation Society's Grants Program and, if chosen to receive a grant, will follow these procedures.

Applicant's Signature

Date