Watson-Brown Foundation

January15, 2020

Dear Prospective Grant Applicant:

The Watson-Brown Foundation Junior Board of Trustees, Milledgeville Chapter is pleased to announce the start of our 2020 grant program. Our mission is to seek out historic preservation opportunities in the Middle Georgia Area. These opportunities aligned with education, include, but are not limited to, historic projects and organizations that promote historic preservation. To assist local entities in their endeavors, the Junior Board is pleased to announce the availability of $33,000.00 in grant monies to projects which fit the mission of the organization.  
  
Enclosed, please find a Request for Proposal for this year’s Junior Board grants. This document contains information on the process, procedures, and deadlines for the submission of the proposal and ideas on what projects are considered fundable. However, should you have any questions about the process; I encourage you to contact our board coordinator, Mr. Matt Davis at 478-445-4545 or by email at [matt.davis@gcsu.edu](mailto:matt.davis@gcsu.edu). Please note that all applications **must be received by the postmark deadline of March 20, 2020.**

I hope that you will seriously consider this opportunity and I congratulate you on your efforts to promote historic preservation.

Sincerely,

Cara Bennett  
President

Enclosures



**JUNIOR BOARD – Milledgeville 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 $30,000 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 –Bibb, Monroe, Twiggs, Wilkinson, Jones, Jasper, Morgan, Putnam, Baldwin, Hancock, and Washington.

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

**Completed proposals** **must** be RECEIVED IN OFFICE by **March 20, 2020.** Please clip together materials with a binder or paper clip; do not bind or staple materials. Grant notifications will be made by **mid- late May** and be paid out in **June**.

**Mail proposals to:**

WBF Junior Board of Trustees   
 Milledgeville Chapter  
 C/O Matthew S. Davis  
 Campus Box 092  
 Milledgeville, GA 31061

Or by email at [matt.davis@gcsu.edu](mailto:matt.davis@gcsu.edu)

**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 Saturday. 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 Matthew S. Davis, Junior Board Coordinator, 478-445-4545 or via email at** [matt.davis@gcsu.edu](mailto:matt.davis@gcsu.edu).

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Do you plan to apply to the Watson-Brown Foundation Board this fiscal year? **YES NO**

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

**Grant amount requested from the Junior Board in 2019**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 man hours (salary or volunteer), supplies, or other in-kind costs to the project.

* volunteer labor can be used as a match at the federal rate of $23.56 per hour.
* in-kind supplies and services can be used as a match.
* the Federal mileage reimbursement is 53¢ per mile.

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

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

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

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

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

**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. Check your math.

**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.

**🞏 Photographs:** Include no more than 5 images that relate to the project. These may be emailed separately.



Campus Box 092  
Milledgeville, GA 31061