

**FLORIDA STATE ORGANIZATION**  
**STATE PRESERVATION AND RESTORATION GRANTS PROGRAM GUIDELINES**

1. *Projects must fit the definition of preservation and restoration of existing memorials, historical buildings and/or landmarks. Projects must have a Federal tax exempt status as defined by Sec. 501(c)(3) of the Internal Revenue Code. Projects must be on a Non-Profit Status.*
2. *The form, APPLICATION FOR STATE GRANTS, must be completed. The chapter must submit a specific need of the project when applying for the Grant. These will be in the possession of the State P&R Chairman. (See State Directory for name and address).*
3. *The grant to be awarded any individual project will be a minimum of \$100.00 and up to a maximum of \$500.00*
4. *A specific project may receive only one grant per year, regardless of the number of chapters involved. Chapters may submit a joint application through one officially designated correspondent. An International Grant and a State Grant may not be on the same project in the same year.*
5. *The Project Chairman or correspondent for the project may not be a State Officer or member of the Preservation and Restoration Committee.*
6. *The State Board and the P&R Committee reserve the privilege of contacting local project authorities directly to confirm, clarify or complete any information submitted on the application.*
7. *Priority will be given to projects which have not been awarded State Grants as a result of previous applications.*
8. *Projects will be judged according to the following: (a) appropriateness (b) degree of chapter involvement (c) significance to the community (d) age or original date of subject (e) organization of project (f) publicity for the Questers (g) funding from other sources (h) geographical location (i) time of application*
9. *At the time of awarding the Approved Grant check, a Chapter representative shall sign a form upon receiving the check. The Chapter representative will also be given a Compliance Agreement Form to be signed by the local project authority. (See Guideline #11)*
10. *Upon receiving the check, Project Chairman must deposit promptly so as to clear the sixty (60) day time limit of issuance, or will be subject to recall by the P&R Committee upon the direction of the Executive Board.*
11. *The Compliance Agreement must be signed by a chapter representative and a representative of the group responsible for seeing that the State Grant is used for the purpose for which it was awarded. The signed Compliance Agreement will be sent to the P&R Chairman.*
12. *The project must be completed within one year and a completed portfolio of the project be on file with the State P&R Chairman. If the project cannot be completed within one year, the chapter must notify the State P&R Chairman in writing explaining the delay, and specify when the project will be completed.*
13. *Grant applications are due to the State P&R Chairman by January 1 of each year. Awards will be granted at the SPRING COUNCIL MEETING.*

**Final Decision on all Grants shall rest with the State Executive Board.**