



## The Daughters of the Republic of Texas Native Texan License Plate Grant Funding Request

\_\_\_\_ DRT Chapter or \_\_\_\_ Committee \_\_\_\_\_

Non-DRT Organization \_\_\_\_\_

**Project Description** - describe the project, its goals and need for NTLP support.

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**Requested Amount:** \_\_\_\_\_ **Total # of pages** \_\_\_\_\_ if approved, may DRT publicize it? Yes \_\_\_\_\_ No \_\_\_\_\_

On separate sheet(s) provide the following information. Be sure to include the project name and date on each page.

Please limit additional pages to 3 plus copies of any outside quotes.

**Costs:** Provide a detailed explanation for how the funds will be spent and if possible include copies of vendor quotes.

**Funding:** The requesting group is encouraged to provide a portion of the funds necessary for the project as well as solicit funds from other sources. Indicate whether funds are being sought and/or provided from your organization or entities outside of DRT and the amounts.

**Contact** \_\_\_\_\_ **Title** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone: Home** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Work** \_\_\_\_\_

**Alternate Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone: Home** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Work** \_\_\_\_\_

**If requestor is a non-DRT organization:**

**Describe its mission or purpose**

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**Describe your position and/or history with the organization**

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By completing the NTLP Grant request form, you certify that this application does not contain false, deceptive or misleading information and is in compliance with the terms and condition of the program.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

## **NTLP Grant Process and Instructions**

*(This page is for your records. Do not include it with the grant request)*

Per the agreement between DRT and the State of Texas, Native Texan License Plate funds are to be used *“for the purpose of all aspects of preserving Texas historic sites or funding educational programs that teach Texas history, including but not limited to the maintenance and preservation of historic properties and furnishings as well as acquisition, maintenance, preservation and cataloging of historic documents and artifacts.”* A report of income and disbursements of the Fund is supplied annually by DRT to the State.

### **Please read the following guidelines and ensure that you include all required documentation.**

Each grant request should include a completed application, including detailed description of the project. It must include details of how the funds will be spent and information about any additional funding being sought. Please restrict total number of pages (including application form) to 4 pages and include the project name and date on each page. Copies of quotes from vendors may also be attached.

Applications pending information will be kept on file for 90 days, and discarded if the requester does not provide the required information within that time frame. Requesters will be allowed to resubmit a request after they obtain the required data.

Requests for funds for a project dependent on additional and/or matching funds may be given provisional approval with final approval and funding determined on a case by case basis. If funds are granted and/or held for a project and that project (or phase of the project) is not completed within 6 months of the decision, the requester should reapply to retain the funds for a longer period or return/release the funds back to the NTLP account.

Requests must be received at least two weeks prior to each Board of Management meeting (June, September, November, February & May). Current BOM meeting dates can be found on the DRT website or call DRT Headquarters at 512-339-1997. All applications will be reviewed by the Finance Committee (and the Historian General if appropriate) then forwarded with their comments and recommendations to the Board of Management for final approval.

Completed applications should be emailed as a **pdf file** to the Treasurer General at [Treasurer@drinfo.org](mailto:Treasurer@drinfo.org) and/or mailed to DRT Headquarters, 810 San Marcos Street, Austin, TX 78702

Any plaque, sign or acknowledgement of funding should include the Native Texan License Plate Fund.

Upon completion of the project, requester will supply copies of paid receipts. The NTLP Fund does not reimburse for expenses paid prior to the request's approval. Any funds not spent shall be returned to the Treasurer General with an explanation.