



**Preservation Grants for
Veterans Collections,
Sites and Memorials
2017-2018 Application**

Draft deadline (optional): **December 15, 2017**

Final Deadline: **January 16, 2018**

All materials must be received by the MA SHRAB by the final deadline.

SECTION 1. Project Information

A. Application Date:

B. Project Name/Title:

C. Project Address:

City/Town:

Zip:

Application Information

D. Name of Applicant (Non-profit organization or municipality)

Applicant Address:

City/Town:

Zip:

Phone:

Email:

Website (if available):

E. Project Contact(s): Indicate contacts authorized to oversee procurement, enter into contracts, and administer and disburse funds for the proposed work (additional contacts can be listed in a separate attachment).

1. Name:

Title/Role:

Phone:

Email:

2. Name:

Title/Role:

Phone:

Email:

F. Will these funds be paid to a Massachusetts municipality/municipal office?

Yes

No

SECTION 2: Project Proposal

- A. In a separate attachment, please include a detailed description of the object, site, or documents to be preserved through this grant request, highlighting the following topics:
- Is this a planning project or an implementation project?
 - Timeline for project completion
 - How will additional funds for project be secured?
 - How much of additional funding has already been secured?

Include relevant information such as location description, ownership, condition, work to be performed, and historical and educational significance to the public.

Attach any professional assessment or survey of the object which may have been conducted. Describe the proposed work to be done under this grant proposal and the expertise of persons who would be completing the proposed project.

B. Total cost of project (in addition to information provided in Section A narrative):

Grant amount requested:

Total cash contributions secured to date:

Total in kind contributions secured to date:

(Attach any letters of commitment for matching funds and in kind services. You may attach in a separate document any additional description of the proposed project budget and sources of match funds. In Kind contributions can be met with volunteer time at a rate of \$29.00 per hour.)

SECTION 3: ATTACHMENTS

- A. Letter of commitment documenting and indicating all necessary approvals and permissions to complete the proposed project have been obtained.
- B. Assessors map or legally recorded plot plans or surveys and/or photographs (for construction projects).
- C. Letters of support from the community and/or researchers.
- D. Letters of commitment for matching funds and in-kind services.
- E. Project Notification Form (PNF) – required for construction projects.
 - a. Required by Massachusetts Historical Commission (MHC).
 - b. Available at <https://www.sec.state.ma.us/mhc/mhcform/formidx.htm>
 - c. Please submit a copy to both the MHC and to the MA SHRAB.

(The MHC has 30 days from receipt of the form to determine if the project meets their guidelines, so please consider submitting your PNF before the final deadline so that issues can be worked through prior to the January 16, 2018 application deadline. Project approval by MHC does not constitute a grant award, but a construction grant cannot be awarded without MHC approval.)

- F. Any other supporting materials (optional)

SECTION 4: Post-Award Requirements

Awarded grants made to non-municipal entities will be required to complete the following documents:

- Massachusetts Standard Contract <http://www.mass.gov/dor/docs/dor/ust/forms/standard-contract-form.pdf>
- Standard Terms and Conditions <http://www.mass.gov/mova/docs/voca/commonwealth-terms-and-conditions.pdf>
- W-9 (if not on file with the Commonwealth)

Award Acknowledgement and Final Reports

Successful applicants are requested to credit the Preservation Grants for Veterans' Collections, Sites, and Memorials in any materials and publicity associated with the project.

Successful applicants are required to submit the following, within 60 days after completion of the proposed project:

- A. Brief description of completed work;
- B. A final budget including sources of funds;
- C. Other documentation such as
 - a. photographs of the completed projects,
 - b. finding aids, or
 - c. publicity materials, etc.

Selection Criteria

- Level of historical significance of the object, site or collection of documents.
- Potential for public education, as well as public use of and interest in this site or item(s).
- Potential for loss or destruction.
- Administrative and financial management capabilities of the applicant.
- Appropriateness of proposed project.
- Demonstrated financial need.
- Demonstrated ability to provide matching funds and complete the project.
- Extent of public support.
- Consistency with state and local preservation and community revitalization plans.
- Use of historically accurate materials and preservation techniques.
- Geographic distribution of proposals.

Submitting Proposals

By Mail:

Massachusetts Archives
ATTN: MA SHRAB Veterans
220 Morrissey Blvd
Boston, MA 02125

Electronically:

Electronic submission preferred

SHRAB@sec.state.ma.us

Subject line: Veterans Preservation Project application