



Veterans' Heritage Grants Program

Grant Guidelines

SUMMARY

The Massachusetts State Historical Records Advisory Board (MA SHRAB) is accepting applications for matching grants to preserve objects, sites, and collections of documents that are significant to the history and experiences of military veterans in the Commonwealth.

Municipalities and non-profit organizations may apply for matching funds for the renovation, rehabilitation, preservation, or enhancement of objects including existing markers, memorials, monuments, and plaques significant to the commemoration of the veterans of any military engagement. Proposals for construction of new markers for historically significant sites currently lacking markings will also be considered. Funds may be awarded for objects and sites that suffer from exposure to the elements, deferred maintenance, or are threatened by destruction. Grants may also be awarded to sites which would benefit by improving public access or adding educational information. Projects requiring planning including feasibility studies, historic research, or historic evaluations will also be considered. All projects related to physical structures and sites should follow the "Secretary of the Interior's Standards for the Treatment of Historical Properties" and are required to submit a Project Notification Form for the Massachusetts Historical Commission with their application.

Funding may also be awarded for the conservation, preservation or digitization of historically significant documents and archival collections related to the history and experiences of military veterans. Grants to survey and enhance physical and/or digital access to collections and grants for oral history projects will also be considered.

This grant program is offered through support from the Office of the Secretary of the Commonwealth and the Massachusetts General Court. Activities of the MA SHRAB are also supported by the National Historical Publications and Records Commission (NHPRC).

ELIGIBLE PROJECTS

Planning Projects: Requests may be submitted to conduct studies necessary to enable conservation and preservation of documents or an eligible property, including assessment and architectural/engineering fees to conduct such studies. Costs associated with the project, such as signage, photography, legal ads, and conducting and documenting

historical research are also eligible.

Preservation Projects: Requests may be submitted for conservation of documents and archival materials, as well as projects to stabilize and rehouse collections in appropriate boxes and housings, and/or to provide or improve public access to these records. Requests may also be submitted for preservation, safety, and accessibility improvements to physical structures and sites. These may include site stabilization, protection, rehabilitation, restoration, ADA compliance, and landscape preservation. Requests may also be submitted to construct new markers and educational signage for publicly-accessible sites.

Eligible costs: Labor, materials, overall site preservation, non-routine landscaping, building code compliance, universal access, signage, project legal notices, and certain other professional services.

Ineligible costs: General civic enhancement projects, routine maintenance, upgrading mechanical systems (HVAC), administrative personnel, and construction of buildings and additions.

Ineligible Projects: Non-veterans related objects, non-historic objects, private residences, privately owned documents, or sites not open to the public.

The MA SHRAB uses the definition of veteran status as set forth in Massachusetts General Law Chapter 4, Section 7, Clause 43 and will also consider on a case-by-case basis projects related to persons who engaged in military conflicts prior to the Spanish-American War dating back to the 17th century.

ELIGIBLE APPLICANTS

Municipalities and non-profit organizations that steward eligible objects, sites, and documents located in the Commonwealth of Massachusetts.

GRANT AMOUNTS

Matching funds are granted in amounts up to 50% of total project costs, but not to exceed a maximum grant of \$15,000 for applications from single institutions.

Cost sharing is required. The applicant's financial contribution may include both direct and indirect expenses, third-party contributions, and in-kind contributions including volunteer time. The rate for volunteer time in Massachusetts is \$36.38 per hour.

Work completed prior to a grant award is ineligible for funding consideration.

SELECTION PROCESS

Proposals will be reviewed by the SHRAB and additional subject experts, including representatives from the Massachusetts Historical Commission (MHC). All projects involving physical sites and memorials are reviewed by the MHC for suitability of the project. The review panel may request further information or hold interviews.

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 the 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
- Preference will be given to applicants who have not previously received funding through the Veterans Heritage Grants program.

APPLICATION DEADLINE

Letter of Intent due November 6, 2022 at 11:59pm

Final application due January 8, 2023 at 11:59pm

SUBMITTING LETTERS OF INTENT

Only those applicants who submit a satisfactory Letter of Intent will be invited to submit a full application.

By mail:

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

Electronically*: SHRAB@sec.state.ma.us

Subject line: Veterans' Heritage Grant application

*Electronic submissions are preferred.

DISPERSAL OF AWARDS

Final awards will be selected in January 2023. Upon completion and receipt of all required paperwork, funds will be distributed to grantees beginning in February 2023.

FOR GRANTEEES UPON COMPLETION OF PROJECT

Upon completion of the project, grantees are required to submit a brief description of completed work, a final budget including sources of funds, and other documentation such as photographs of the completed project. Grantees receiving funds for archival or document collections are encouraged to include information about their collections in the Digital Commonwealth (www.digitalcommonwealth.org).

Compliance Notice

Access Policy

In accordance with state law, applicants may not discriminate on the basis of race, gender, religion, creed, color, national origin, disability, sexual orientation, or age.

Organizations funded under this program must make reasonable accommodations to ensure that people with disabilities have equal physical, programmatic, and communications access as defined by federal law.

Equal Employment

In compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and Chapter 151B of the Massachusetts General Laws as amended, the applicant shall not discriminate in employment because of race, color, religion, national origin, ancestry, age, sex, or handicap.

Procurement requirements

Applicants must comply with all state and local rules and regulations regarding procurement.

Conflict of Interest

To ensure that the Commissioners acting as grant review panelists are free from conflicts of interest and the appearance of such conflicts, review panelists are required to disclose any past, current, or prospective affiliation they or their immediate family members may have with an actual or potential applicant. "Affiliation" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, and other financial relationships. In addition, review panelists are required to disclose any past or current adversarial relationships with actual or potential applicants of a professional or personal nature. Review panelists disclosing an affiliation with an applicant must recuse themselves from participating in the review of said applicant.