



**Preservation Grants for
Veterans Collections, Sites
and Memorials
FY2021 Application**

Final Deadline: **April 9, 2021 at 11:59pm**

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 (no longer than 1000 words) of the project, highlighting the following topics:
- a. Is this proposal for a planning project or an implementation project?
 - b. Describe the proposed work to be done under this grant proposal and the expertise of persons who would be completing the proposed project.
 - c. Timeline for project completion
 - d. How will additional funds for the project be secured?
 - e. How much of additional funding has already been secured?
 - f. Include relevant information such as location description, ownership, condition, work to be performed, and historical and educational significance to the public.
 - g. Attach any professional assessment or survey of the object which may have been conducted.
- B. In a separate attachment, please include a budget narrative (no longer than 250 words) that describes how grant funds will be used in this project.

C. Total cost of project

Total grant amount requested:

Total matching funds secured to date:

- a. Cash contributions secured to date:
- b. Other contributions secured to date:
- c. In kind contributions secured to date:

In kind contributions can be met with volunteer time at a rate of \$32.96 per hour.

SECTION 3: Attachments

- A. REQUIRED: Letter of commitment documenting and indicating all necessary approvals and permissions to complete the proposed project have been obtained.
- B. REQUIRED: Letters of support from the community and/or researchers.
- C. REQUIRED: Letters of commitment for matching funds and in-kind services.
- D. REQUIRED FOR CONSTRUCTION PROJECTS: Assessors map or legally recorded plot plans or surveys and/or photographs.
- E. REQUIRED FOR CONSTRUCTION PROJECTS: Project Notification Form (PNF)
 - a. All projects related to physical structures and sites are required to submit a PNF **by mail** to the Massachusetts Historical Commission (MHC).
 - b. Available at <https://www.sec.state.ma.us/mhc/mhcform/formidx.htm>
 - c. Please include a copy of the PNF in your grant application 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 April 9, 2021 so that issues can be worked through prior to the final application deadline.
Project approval by MHC does not constitute a grant award, but a construction grant cannot be awarded without MHC approval.
- F. OPTIONAL: Any other supporting materials

SECTION 4: Post-Award Requirements

- A. Awarded grants made to **non-municipal entities** will be required to complete the following documents:
 - a. Massachusetts Standard Contract and Terms and Conditions:
<http://www.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm-.docx>
 - b. W-9 (if not on file with the Commonwealth)

B. Award Acknowledgement and Final Reports

- a. Successful applicants are requested to credit the Preservation Grants for Veterans' Collections, Sites, and Memorials in any materials and publicity associated with the project.
- b. Successful applicants are required to submit the following, within 60 days after completion of the proposed project:
 - i. Brief description of completed work;
 - ii. A final budget including sources of funds;
 - iii. Other documentation such as
 1. photographs of the completed projects,
 2. finding aids, or
 3. publicity materials, etc.

SECTION 5: Selection Criteria

Eligible projects must be relevant to veterans and their military service.

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