



## Veterans' Heritage Grant FY2026 Application

Final Deadline: **November 11, 2025 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:
- Is this proposal for a planning project or an implementation project?
  - Describe the proposed work to be done under this grant proposal and the expertise of persons who would be completing the proposed project.
  - Timeline for project completion
  - How will additional funds for the 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.
- 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 \$42.00 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 fax or mail** to the Massachusetts Historical Commission (MHC).
  - b. 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. Please consider submitting your PNF before the application deadline. Construction grants 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 sent and required to complete the following documents:
  - a. Massachusetts Standard Contract Form and Terms and Conditions
  - b. A current W-9

## B. Award Acknowledgment 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, by the end of the calendar year:
  - 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.
- L. Preference will be given to applicants who have not previously received funding through the Veterans Heritage Grants program.

## 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](mailto:SHRAB@sec.state.ma.us)

Subject line: Veterans' Heritage Grant Application

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APPENDIX A

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD

BOSTON, MASS. 02125

617-727-8470, FAX: 617-727-5128

**PROJECT NOTIFICATION FORM**

Project Name: \_\_\_\_\_

Location / Address: \_\_\_\_\_

City / Town: \_\_\_\_\_

Project Proponent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Zip/Telephone: \_\_\_\_\_

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies).

Agency Name

Type of License or funding (specify)

**Project Description (narrative):**

**Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.**

**Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.**

**Does the project include new construction? If so, describe (attach plans and elevations if necessary).**

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APPENDIX A (continued)

**To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, specify.**

**What is the total acreage of the project area?**

Woodland \_\_\_\_\_ acres  
Wetland \_\_\_\_\_ acres  
Floodplain \_\_\_\_\_ acres  
Open space \_\_\_\_\_ acres  
Developed \_\_\_\_\_ acres

Productive Resources:  
Agriculture \_\_\_\_\_ acres  
Forestry \_\_\_\_\_ acres  
Mining/Extraction \_\_\_\_\_ acres  
Total Project Acreage \_\_\_\_\_ acres

**What is the acreage of the proposed new construction?** \_\_\_\_\_ acres

**What is the present land use of the project area?**

**Please attach a copy of the section of the USGS quadrangle map which clearly marks the project location.**

This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

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Signature of Person submitting this form: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**REGULATORY AUTHORITY**

950 CMR 71.00: M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

*Guidance for Completing MHC's **Project Notification Form** (950 CMR 71.00, Appendix A)*

- ❖ Please make sure you **type or print legibly** the Project Notification Form (PNF) and fill out **all** sections of the form.
- ❖ Please submit a PNF for **each** project separately. This will facilitate MHC's review of multiple project submissions.
- ❖ Please include the street and number in the address line of the project area. Please be sure to specify the town name.
- ❖ Please make sure you fill out *both* the **project address section** and the **project contact** section. Please note that these two addresses may be the same in some cases. It is important for MHC to have a contact person in order to facilitate review, should questions arise.
- ❖ The funding, licensing, and permitting section **must be completed** in order for MHC to review the PNF. Be sure to list *all* funding, licensing and permitting involved with the entire project; this includes **federally** funded, licensed, and permitted projects, as well as **state** funded, licensed, and permitted projects. Some examples of common funding, licensing, and permitting agencies and funding sources are: **Army Corps of Engineers; Federal Communications Commission; Community Development Block Grants; School Building Assistance from the Massachusetts Department of Education; Department of Housing and Community Development; Department of Environmental Protection (permits such as sewer connection, wetlands, or Chapter 91 permits); Massachusetts Highway Department (curb cut permits), etc. There are many others.**
- ❖ Please be sure to **describe** the proposed project in **detail**. Attach additional pages if necessary. If dates of construction on buildings or dates of alterations to a site are known, please be sure to include this information in your project description.
- ❖ Please include photographs of the proposed project site. If the project involves demolition or rehabilitation of a building(s), be sure to include photos of major elevations of the building(s). Please also be sure to label photographs. Attach the most current project plans and elevations if available.
- ❖ **Please be sure to include a photocopy of the pertinent section of the U.S.G.S. map with your submission.** The MHC cannot review a PNF without a U.S.G.S. section map. You can purchase U.S.G.S. maps at local camping, hiking, and sporting goods stores, or download U.S.G.S. maps from the World Wide Web at [www.topozone.com](http://www.topozone.com); or make a photocopy of U.S.G.S. maps at libraries.
- ❖ Do not use other maps instead of the U.S.G.S. map. However, additional maps such as plot plans or assessors' maps may be included **in addition** to the U.S.G.S. section map.
- ❖ **Boundaries of the project area** should be specific. Do not circle a large plot of land on the U.S.G.S. map and indicate that the project falls within the circle.

*This guidance document is offered to assist in compliance with M.G.L. Chapter 9, Section 26-27c, as amended by Chapter 254 of the Acts of 1988 (950 CMR 71.00)*