



## **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 \$20,000 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 \$42.00 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

Draft (optional) due: October 10, 2025 at 11:59pm

Final application due: November 11, 2025 at 11:59pm

## SUBMITTING A DRAFT

Applicants may submit a rough draft of their application to SHRAB for comments. This draft may be submitted at any time before October 10, 2025. Comments will be returned to submitting institution within 2 weeks of receipt.

**Electronically:** [SHRAB@sec.state.ma.us](mailto:SHRAB@sec.state.ma.us)

Subject line: Veterans' Heritage Grant application draft

## FOR GRANTEES 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. These submissions must be received by the end of the calendar year.

## **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.

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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)*