

## 2008 ENHC Partnership Grant Program Category 3 Profile and Criteria

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### Heritage Preservation and Resource Stewardship \$1,000 - \$7,500

ENHC will award grants in this category to projects that preserve and protect historic structures, heritage landscapes and cultural resources in the ENHA. All projects must be for properties that are listed or eligible for listing in the National Register of Historic Places. All proposed project work should conform to the Secretary of the Interior's "[Standards for the Treatment of Historic Properties.](#)"

Special consideration will be given to those projects that seek to implement recommendations contained in the community planning reports prepared as part of the [Essex County Heritage Landscape Inventory](#). Organized in partnership with the Massachusetts Department of Conservation and Recreation, 24 of the ENHA's 34 communities participated in the 2004/2005 inventory and planning project.

**PLEASE NOTE** that all projects proposed in this category are subject to review in accordance with Section 106 of the National Historical Preservation Act (36 CFR Part 800). All applications must include a completed [Project Notification Form](#) (PNF). The PNF will be reviewed by ENHC and forwarded to the Massachusetts Historical Commission for additional review as stipulated by the federal law. ENHC is only able to execute grant contracts for projects that have completed the Section 106 review process. Please refer to "[Guidance for Completing the Project Notification Form](#)".

Also, note that grant recipients in this category are required to prominently display a wooden exterior project sign (4'x4') provided by ENHC, and to provide to ENHC a digital photograph of the sign in place.

Eligible projects in this category include but are not limited to: preservation planning studies (historic resource inventory, historic structure report, structural assessment, paint analysis, historic landscape documentation and design), exterior and interior rehabilitation or restoration (cladding, roofs, windows, masonry, paint, floors, wall coverings, decorative elements), and historic landscape restoration (fences, walls, plant material, installation). These examples are intended as suggestions and are not offered as a complete list of all projects eligible in this category.

ENHC prefers the submission of projects that can be completed by June 30, 2009. For projects with longer timelines or which may begin before an ENHC grant contract can be executed, applicants are encouraged to identify and scope a portion of the overall project that can be undertaken between the targeted ENHC contract start date (August 1, 2008 or later) and June 30, 2009.

#### **Category 3 Application Requirements**

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All applicants must fill out the Application Form and provide complete answers. Prepare the applications on 8 ½ " x 11" paper using one side only. Type must not be smaller than 10-point.

Applications **must not exceed** four (4) pages, excluding application form, budget form, budget narrative, and supporting materials. Supporting materials **must not exceed** twenty (20) pages. Do not include materials such as DVDs, CDs, VHS tapes, oversized posters/maps (larger than 11x17 tablet size) etc. as they will not be accepted or reviewed. Applicants may fill out the application and budget forms online, but must print and submit hard copies of all materials to ENHC. Please do not email or fax applications.

All applications must contain all the information itemized below. Applications that lack any of these requirements will be removed from consideration. Number and label your application using the following outline:

## **I. Application Form**

### **II. Project Summary**

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In one paragraph, provide a clear and concise summary of the project. Begin by completing this sentence: The (name of your organization) seeks an ENHC Partnership grant to \_\_\_\_\_.

### **III. Project Profile**

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Please use the numbering system below to provide the following information about your Category 3 project:

1. A brief overview of the project, including how it furthers the preservation and protection of the ENHA's resources.
2. An explanation of the need for the project, including whether or not the resource is threatened or endangered.
3. A detailed description of the project's outcomes and deliverables, as well as the implementation plan and timetable for obtaining them. Include start and end dates.
4. A discussion of your organization's capacity to carry out the project, including the personnel involved, their roles, and their relevant experience.
5. A summary of similar accomplishments by the applicant organization, including the completion of other grant projects.

### **IV. Project Budget Form**

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It is important to submit an accurate, detailed budget for the project. List all sources of funding, including the grant amount being requested from ENHC. Note that project income must equal project expenses. Indicate if the income is cash or in-kind.

### **V. Project Budget Narrative**

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Provide a written explanation for each line item for all three columns.

### **VI. Evidence of Matching Funds & Tax Exemption Letter**

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Submit a one-page letter signed by the applicant organization's CEO or Chief Financial Officer certifying that the applicant will provide a one-to-one match for the ENHC grant and also has sufficient funding available to cover the total cost of the project. Indicate the source of the matching funds.

If the applicant is a non-profit organization, provide a copy of its IRS non-profit determination letter.

### **VII. Supporting Materials**

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Demonstrate support for the project by submitting materials such as recent letters of commitment from project partners, recent letters of support from municipal and elected officials, press clippings, photographs, evidence of feasibility (planning studies), and any other pertinent information. The supporting material **must not exceed** twenty (20) pages.

### **VIII. Massachusetts Historical Commission [Project Notification Form](#)**

All Category 3 applications must include a Project Notification Form (for Section 106 review). Please refer to "[Guidance for Completing the Project Notification Form](#)." For "Agency Name" fill in *Essex National Heritage Commission*, and for "Type of License or Funding" fill in *Partnership Grant*.

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