

Please read the following to see if your organization is the right match for a 2008 ENHC Partnership Grant

- 1) What is the timeline for a Partnership Grant cycle?
 - 2) Is my organization qualified for an ENHC Partnership Grant?
 - 3) Does my project conform to ENHC Partnership requirements?
 - 4) How do I write and submit an ENHC Partnership Grant proposal?
 - 5) What are the match requirements for the ENHC Partnership Grant?
 - 6) What other information should I know about ENHC Partnership Grant?
 - 7) Whom can I contact with questions about an ENHC Partnership Grant?
-

1) What is the timeline for a Partnership Grant cycle?

- **March 3, 2008** Partnership applications must be received by ENHC by 5:00 PM. Postmarks **NOT** accepted.
- **March to May** Applications are reviewed by ENHC
- **June** Awards are announced at Partnership Grants Breakfast
- **July to August** Contracts sent out to education, interpretation and archives grants
Information on preservation grants sent to Massachusetts Historical Commission for compliance with federal Section 106 review
- **June 30, 2009** All final reports and budget information due to ENHC

2) Is my organization qualified for an ENHC Partnership Grant?

Qualified applicants must be:

- Non-profit organization as evidenced by IRS non-profit determination letter
or
- Public entity (municipality, state government, or institution of higher learning)

In addition:

- Project must fall within the geographic boundaries of the Essex National Heritage Area (Essex County, MA)
- Project must closely relate to the mission of the Essex National Heritage Commission
- Project or portion of project to be funded with a Partnership Grant must **NOT** begin before the grant is awarded and ENHC grant contract is signed
- For Heritage Preservation and Resource Stewardship applicant (Category 3), project must be listed or eligible for listing in the National Register of Historic Places

Other considerations include:

- Applicants demonstrating strong administrative, financial, and program management capabilities are given preference
- Past performance as a grantee, especially if with the ENHC, will be considered
- Special consideration will be given to projects that incorporate one or more of the Areas three historically significant themes: Early Settlement, Maritime, and Industrial

3) Does my project conform to ENHC Partnership Grant requirements?

Before preparing and submitting a Partnership Grant application, the CEO or Chief Financial Officer of the applicant organization should review the following to determine if the organization is able to comply with the grant requirements.

Financial and Legal Requirements:

- Have accurate and complete financial records
- Be subject to the provisions of OMB Circular A-102 or A-110 as applicable
- Procure and maintain Workmans Compensation and General Liability Insurance (\$1,000,000 per person; \$2,000,000 per incident)
- Name the National Park Service as an additional insured
- Complete certifications regarding Debarment, Suspension, and Other Responsibilities Matters, Drug-Free Workplace Requirements and Lobbying

Program Management Requirements:

- Adhere to all ENHC reporting requirements, which include providing thorough project reports and documentation of all project income and expenses
- Meet ENHC deadlines set forth in the grant contract
- Monitor project work

Additional Grant Requirements:

- Acknowledge ENHC support in all press opportunities and materials publicizing or resulting from grant activities
- Use the ENHA logo where appropriate (brochures, websites, newsletters, etc)
- Provide digital photographs of project or program activities
- Provide ENHC with copy of all original work (DVD, brochures, photographs, etc)
- Authorize ENHC to distribute or utilize all original work with proper authorship citations
- Allow inspection of program records by authorized federal agencies during the grant period
- In the event an extension of grant period is required, or budget or programmatic changed occur, submit request for changes to original proposal to ENHC in writing

Applicants in Heritage Preservation & Resource Stewardship (Category 3) must also:

- Complete a Project Notification Form that ENHC will review and submit to the Massachusetts Historical Commission for compliance with federal Section 106 review
- Prominently display an exterior project sign that ENHC will provide
- Submit a photo to ENHC of the exterior project sign in place

4) How do I write and submit an ENHC Partnership Grant proposal?

Contact ENHC staff to discuss your project (see contact information below). Follow the Profile and Criteria sheet for the specific category you are applying in. In addition to the category criteria, applications must conform to the following standards to be considered for funding.

All eligible applicants must submit the following:

- One (1) original signed application

- Ten (10) additional completed, assembled copies of application (*Note: ENHC can not make copies for applicants or assist with assembly*)
- Non-refundable application fee of \$50.00 (check payable to “ENHC”)
- Completed grant application to 221 Essex Street, Suite 41, Salem MA 01970 by 5:00 pm on Monday, March 3, 2008 (Postmark **NOT** accepted)
- Applications must be clipped together, **DO NOT** staple the applications or put them in binders or folders
- Pages must be numbered
- **DO NOT** include DVDs, CDs, VHS tapes, oversized posters/maps (larger than 11x17 tablet size), etc. with the application, they will not be accepted or reviewed

5) What are the match requirements for the ENHC Partnership Grant?

The Partnership Grant Program awards matching grants of federal funds on a reimbursable basis. Grant recipients must match all grant awards on a ONE-TO-ONE basis, with cash funds or in-kind contributions. The total cost of the project must be AT LEAST TWICE the amount of your grant request. For example, if your request is \$2,000 then you must demonstrate that your project costs AT LEAST \$4,000.

Matching Funds Requirement:

- Applicant must have sufficient funds to cover the entire cost of the project
- Applicant must have evidence of applicant’s ability to provide one-to-one matching
- Letter signed by the CEO of Chief Financial Officer of the applicant organization documenting the amount of match funding being contributed to the project and the source

Match Funds must be:

- Verifiable from your records
- Necessary and reasonable for proper and efficient completion of the project

Match Funds must **NOT**:

- Be included as direct contributions from any other federally assisted program
- Be paid by the federal government under another award
- Include operating costs of the organization and routine repair and facility costs

Cash and In-Kind Match:

- Match funds can be cash or in-kind contributions of time, materials, or services
- Cash match requires that real money change hands, and must be documented by copies of invoices or receipts and evidence of payment (cancelled checks, bank statements)
- In-kind match must be documented and directly attributable to the project
- In-kind matches must be documented and may include personnel time for employees, board members, and volunteers as well as contributions of services, materials and supplies

The following is a recommended format for valuing and documenting in-kind matches:

- Contributed Time
 Name of Individual: _____
 Hours _____ x \$ _____/hour = \$ _____
- Contributed Materials and/or Services
 Types of Materials and/or Services: _____
 Value: \$ _____

6) What other information should I know about ENHC Partnership Grant?

Funding and Award Disbursement:

- The applicant must have sufficient funding to cover the entire cost of the project
- The first payment equaling 25% of grant award is made upon the grantee signing the Partnership Grant contract
- A second and final reimbursement payment equaling 75% of the grant award is made upon ENHC's receipt and approval of all deliverables, project reports, and required financial documentation
- Expenses must be incurred within the grant period dates stated in the grant contract
- Expenses incurred outside the grant period WILL NOT be reimbursed upon grant

7) Who can I contact with questions about an ENHC Partnership Grant?

You are strongly encouraged to contact the appropriate ENHC staff person with questions as you prepare your organization's application.

Contact Sheilagh Doerfler
sheilaghd@essexheritage.org

Category 1 Thomas M. Leonard Educational Grants

Contact Elizabeth Rankin
elizabethr@essexheritage.org

Category 2 Heritage Interpretation and Programming

Contact Bill Steelman
bills@essexheritage.org

Category 3 Heritage Preservation & Resource Stewardship

Contact Bill Steelman
bills@essexheritage.org

Category 4 Archives and Historical Records

Contact Emily Antone
emilya@essexheritage.org

General ENHC Partnership Grant Administration