



ESSEX NATIONAL
HERITAGE AREA

Essex Heritage Partnership Grant Program

2010 Partnership Grant Program Description - Timeline, Eligibility Criteria, and Requirements

The Essex National Heritage Commission's Partnership Grant Program is a matching grant program created to foster and support the stewardship activities of organizations that share the Commission's mission to preserve and promote the historic, cultural and natural resources of the Essex National Heritage Area.

Impacting many in the region, the 12-year old program has provided more than \$1,600,000 to municipalities and nonprofit heritage organizations that steward the region's nationally significant heritage.

Summary

NOTE: Please read all grant program materials carefully as significant changes are being implemented with this year's program, including a pre-set grant amount and an online application process.

Through its 2010 Partnership Grant Program, Essex Heritage will fulfill a strategic priority by awarding \$2,500 grants to ten (10) qualified applicants who apply for funding in one of three categories:

- Education: Create or further develop educational opportunities for youth
- Interpretation: Increase awareness and understanding of the region's heritage
- Preservation: Preserve and enhance historic structures, landscapes and cultural resources

Essex Heritage will accept applications for eligible projects **online only until 11:59 PM on Sunday, February 28, 2010**. Following a review of all applications, Essex Heritage will invite a select number of applicants to submit additional material for the commission's further consideration. All applicants will be notified by mid-May regarding the status of their application. Once designated to receive funding, grant recipients will be required to execute a grant contract which will outline match-funding requirements and grant reporting and as well as related responsibilities. All funded projects must be completed and all reports and financial documentation must be submitted to Essex Heritage by June 30, 2011.

Please read the following Questions & Answers carefully to determine if your project is a good match for a 2010 ENHC Partnership Grant:

1) What is the timeline for the 2010 Partnership Grant Program cycle?

- **February 28, 2010** Applications must be submitted ONLINE ONLY by 11:59 PM. No mailed, emailed, or faxed applications will be accepted.
- **Early to Mid-March** Applications reviewed by Essex Heritage
- **Late March** Selected applicants requested to submit supplemental materials
- **Mid April TBD** Supplemental materials due to Essex Heritage
- **Early May** Essex Heritage conducts final review and awards grants
- **May** Grant recipients notified, contracts prepared and distributed
- **July 1 or later** Grant contracts take effect and project invoices are countable
- **June 30, 2011** All final reports and budget information due to Essex Heritage

2) Is my project eligible for an Essex Heritage Partnership Grant?

Essex Heritage will consider projects in the following three categories:

- **Education: Create or further develop educational opportunities for youth.** Examples include but are not limited to historical research projects, archaeology programs, marine science programs, building research and site visits, documenting oral histories and developing computer-based resources;
- **Interpretation: Increase awareness and understanding of the region's heritage.** Examples include but are not limited to brochures, exhibits, public art installations, performance arts, audio and visual programs, trail maps, and signage.
- **Preservation: Preserve and enhance historic structures, landscapes and cultural resources.** Examples 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).

NOTE: For Preservation projects involving the restoration or rehabilitation of historic buildings or landscapes, *or* the development of plans (studies, plans, designs) to restore or rehabilitate historic structures or landscapes:

- The subject property must be 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](#). *(see URL below)
- The project is subject to review in accordance with Section 106 of the National Historical Preservation Act (36 CFR Part 800). **If awarded a Partnership Grant in the Preservation category**, an applicant must provide 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](#).***

All projects must occur within the geographic boundaries of the Essex National Heritage Area (Essex County, MA)

Essex Heritage Partnership Grant funds are NOT available for organizational operating cost or to purchase an interest in real property.

- * <http://www.nps.gov/history/hps/tps/standguide/>
- ** <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>
- *** <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>

3) Is my organization qualified for an Essex Heritage Partnership Grant?

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

Qualified applicants must be:

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

Applicants must demonstrate strong administrative, financial, and program management capabilities and, **if awarded a Partnership Grant**, must meet the following 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
- If awarded a grant, complete certifications regarding Debarment, Suspension, and Other Responsibilities Matters, Drug-Free Workplace Requirements and Lobbying

Program Management Requirements:

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

Additional Grant Requirements:

- Acknowledge Essex Heritage 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 Essex Heritage with copy of all original work (DVD, brochures, photographs, etc)
- Authorize Essex Heritage 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 a grant period extension is required, or budget or programmatic changes occur, grant recipients must submit a written request for changes to original proposal to Essex Heritage in writing

4) What are the match funding requirements for an Essex Heritage 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 \$5,000.**

Matching Funds Requirement:

- Applicant must have sufficient funds on-hand to cover the entire cost of the project
- Applicant must be able to provide evidence of applicant's ability to provide one-to-one matching

Matching Funds must be:

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

Matching 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:

- **All match funds must be applied to the project AFTER July 1, 2010 and BEFORE June 30, 2011**
- 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 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: \$ _____

5) When will I receive funds from an Essex Heritage Partnership Grant?

Disbursement of Grant Funding:

- All grant recipients are required to execute a grant contract prior to beginning the project
- A single, one time reimbursement payment of \$2,500 will be made to the grant recipient only upon Essex Heritage’s receipt and approval of all deliverables, project completion reports, and required financial documentation
- Expenses must be incurred within the grant period dates stated in the grant contract (after July 1, 2010 and before June 30, 2011) unless prior written approval is made by Essex Heritage
- Expenses incurred outside the grant period CAN NOT be reimbursed

6) How do I apply for an Essex Heritage Partnership Grant?

Potential applicants are strongly encouraged to contact Essex Heritage to discuss proposed projects prior preparing and submitting a pre-application in accordance with the following requirements:

- All applications **MUST BE SUBMITTED ONLINE** at www.essexheritage.org/partnershipgrants
- All applicants are required to pay a non-refundable \$20 application fee.
- Online payment of the fee can be made through the secure MKTix website. *Note that an additional \$2.00 surcharge will be assessed for making an online payment.*
- **Mailed checks must be postmarked no later than February 27.** Make check payable to “ENHC” and send to: 2010 Partnership Grant Program, Essex National Heritage Commission, 221 Essex Street, Suite 41, Salem, MA 01970.

7) Guidance for Completing for On-line Submission

Use the following information to help you compose and enter the required information:

Consider preparing you responses off-line and then cutting & pasting them into the online application. Note that when coping text from text editors like WORD, not all formatting features will be applied. Adjust text accordingly.

Once submitted, an application can be revised anytime until 11:59 PM on February 28.

Required Information:

Grant Applicant (75 characters maximum)

- Enter name of municipality or IRS approved nonprofit organization applying for the grant and that will administer the project.

Project Category

- Select one of the following categories
 - Education: Create or further develop educational opportunities for youth
 - Interpretation: Increase awareness and understanding of the region's heritage
 - Preservation: Preserve and enhance historic structures, landscapes and cultural resources

Project Title (50 characters maximum)

- Select and enter the official name of the project.

Project Description (20 words maximum)

- Describe the essence of the project.

Project Summary (700 words maximum)

- Please provide a clear and concise summary of the project. Briefly discuss each of the following: need for the project; implementation plan; timetable; and all project outcomes and deliverables.

Include, as appropriate, a brief description of the project's intended audience, marketing plan and partners. If funding is being sought for an existing program or project, please describe how it will be further developed or improved.

ENHC Mission Alignment (50 words maximum)

- Please state how the project supports the mission of Essex Heritage to preserve and promote the historic, cultural, or natural resources of the Essex National Heritage Area. Begin by completing this sentence: "The (project title) supports the Essex Heritage mission by _____."

Estimated Project Cost

- If funding is for phase or portion of a larger or multi-year project, enter cost of phase or portion.

Project Contact

- Person administering the project

Phone

Email

Applicant Mailing Address

City or Town

ZIP Code

8) Who can I call with questions about an Essex Heritage Partnership Grant?

Bill Steelman

Director of Heritage Development

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