**Essex Heritage Partnership Grant Program**

**Application Deadline:** Wednesday, February 19, 2021 (by 11:59 PM)

2021 Partnership Grant Program Description - Timeline, Eligibility Criteria, and Requirements

The Essex Heritage Partnership Grant Program is a reimbursable, matching grant program created to foster and support the stewardship activities of organizations that share our mission to preserve and enhance the historic, cultural and natural resources of the Essex National Heritage Area (Essex County, Massachusetts).

In 2021, Essex Heritage will award **$2,000 matching grants to 12 qualified applicants** who apply for funding in one of following four categories:

- **Education:** Create or further develop educational opportunities for youth.
- **Interpretation:** Increase awareness and understanding of the region’s heritage.
- **Preservation:** Preserve or enhance historic structures, landscapes and cultural resources.
- **Access and Inclusion:** New for 2021, the Access and Inclusion category is designed to empower our many partners in addressing the needs of the community to provide equitable experiences to all residents of and visitors to the Essex National Heritage Area.

Essex Heritage will accept applications for eligible projects **online only until Wednesday, February 19, 2021 (by 11:59 PM).** All applicants will be notified by early March 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, grant reporting and other responsibilities. **All projects must be completed and all reports and financial documentation submitted to Essex Heritage by June 30, 2022.**

Prospective applicants are strongly encouraged to contact Charles Smith at Essex Heritage to discuss proposed projects prior to preparing and submitting an application, and to **anticipate attending the Essex Heritage Spring Annual Meeting Thursday, April 22, 2021 in the event of being awarded a grant.**

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All applications MUST BE SUBMITTED ONLINE at [www.essexheritage.org/grants](http://www.essexheritage.org/grants)

**Only ONE application per organization or public entity (unit of government) may be submitted.**

**Note that recipients of a 2020 Essex Heritage Partnership Grant may NOT apply in 2021.**

**Organizations or public entities with an open Essex Heritage Partnership Grant may NOT apply.**
Please review the following Questions & Answers carefully to determine if your project is a good match for an Essex Heritage Partnership Grant:

1) What is the timeline for the 2021 Partnership Grant Program cycle?
   - February 19, 2021  Deadline for submitting applications ONLINE ONLY (by 11:59PM)

   No mailed, emailed, or faxed applications will be accepted.

   - February 22, 2021  Applications reviewed by Essex Heritage Grant Review Committee.
   - March 22, 2020  Essex Heritage notifies all applicants.
   - April 22, 2020  Essex Heritage announces grant winners at the Spring Annual Meeting.
   - May 2020 (ongoing)  Grant contracts prepared and distributed, signed and returned.
   - July 1, 2021  Projects begin. Note: project related invoices cannot become countable until your contract is signed.
   - June 30, 2022  Final report and financial documentation due to Essex Heritage.

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

Essex Heritage will only consider projects in the following four categories:

   I. **Education:** Create or further develop educational opportunities for youth.
      - Examples include but are not limited to historical research projects, after-school programs, natural science programs, building research and site visits, documenting oral histories and developing computer-based resources.

   II. **Interpretation:** Increase awareness and understanding of the region’s heritage.
      - Examples include but are not limited to signage, brochures, maps, exhibits, public art installations, performance arts, and audio-visual programs.

   III. **Preservation:** Preserve or 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, the applicant is responsible for the preparation and submission of a Project Notification Form to the Massachusetts Historical Commission for review as stipulated by federal law. **Essex Heritage is only able to execute grant contracts for preservation projects that have completed the Section 106 review process.** Please refer to Guidance for Completing the Project Notification Form. ***

* 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

IV. **Access and Inclusion: Improve upon the ability of all residents and visitors to the Essex National Heritage Area.**

- Examples include but are not limited to carrying out social justice events and exhibit design, providing transportation for underprivileged populations, providing wheelchair lifts and ramps, developing braille exhibit labels, or hiring American Sign Language interpreters.

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

Essex Heritage Partnership Grant funds may NOT be used for organizational operating costs or to purchase an interest in real property.

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

Before preparing and submitting a Partnership Grant application, the Chief Executive Officer 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:

- Public entity (municipality, state government, or public institution of higher learning).
  or a
- Non-profit organization as evidenced by IRS non-profit determination letter [501(c)(3) only].

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.
- Allow inspection of program records by authorized federal agencies during the grant period.
- Be subject to the provisions of OMB Circular A-102 or A-110 as applicable.
- Procure and maintain Workers’ 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 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.
- In the event a grant period extension is required, or budget or programmatic changes occur, grant recipients must submit to Essex Heritage a written request for changes to original project proposal.

Publicity Requirements:
- Acknowledge Essex Heritage financial support in all press and media materials publicizing or resulting from grant-funded activities.
- Display the Essex National Heritage Area logo on brochures, websites, newsletters, etc.
- Provide digital photographs of project or program activities funded by the Partnership Grant.
- Provide Essex Heritage with copy of all original work (DVD, brochures, photographs, etc.). If you are applying for a preservation grant, please provide both before and after photos of your project.
- Authorize Essex Heritage to distribute or utilize all original work with proper authorship citations.
- If a public event is held regarding the unveiling of the project, Essex Heritage should be invited so as to be present

4) What are the match funding requirements for an Essex Heritage Partnership Grant?
- The Essex Heritage Partnership Grant Program awards matching grants of federal funds on a reimbursable basis. Grant recipients must match all grant monies awarded on a ONE-TO-ONE basis, with cash funds, in-kind contributions, or a combination. **The total cost of the project must be at least $4,000.**

Match Funding 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.

Match Funding Must:
- Be verifiable from your records.
- Be necessary and reasonable for proper and efficient completion of the project.

Match Funding 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 Funding:
- **All matching funds must be applied to the project AFTER the date of contract signature by the grant recipient and BEFORE June 30, 2022.**
- Matching funds can be cash or in-kind contributions of time, materials, or services.
- Cash matches require 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 matches 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 reimbursement funds from an Essex Heritage Partnership Grant?

- All grant recipients are required to execute a grant contract prior to beginning the project.
- A single, one-time reimbursement payment of $2,000 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.
- To be eligible for reimbursement, project expenses must be incurred within the grant period-of-performance dates stated in the grant contract (after date of contract signature by the grant recipient and before June 30, 2022) unless prior written approval is made by Essex Heritage.
- Project expenses incurred outside the grant period-of-performance dates will NOT be reimbursed.

6) Guidance for Completing the Online Application

Use the following guidance when composing and entering the required information:

Consider preparing responses off-line and then cutting & pasting them into the online application. Note that when copying text from text editors such as Microsoft Word, not all formatting features will be applied. Adjust text accordingly.

Once started, an application can be revised anytime until 11:59 PM on Friday, February 21, 2021 – at which time all applications will be automatically submitted (applicants will NOT receive a confirmation notice.)

Required Information:

Project Title (50 characters maximum)
- Determine and enter the official name of the project.

Project Summary (20 words/102 characters maximum)
- Describe the essence of the project.

Project Description (700 words/3570 characters 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. Please try to accurately convey the following:
  - What is the Essex County historical, cultural or landscape asset in need that this project will either preserve or enhance?
  - Is this project long-term, or is it an immediate necessity?
  - How will this project preserve and/or enhance the asset?
  - What audience will this project involve? Is this a new audience to your organization?
  - Where do you expect the match to come from?
- The more easily we can understand the extent of your project, the better we can select projects which most accurately represent the mission of Essex Heritage to preserve and enhance Essex County’s historical, cultural and landscape assets.

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 or enhance historic structures, landscapes and cultural resources.

Estimated Project Cost
• If funding is for a phase or portion of a larger or multi-year project, enter cost of phase or portion to be funded by the Partnership Grant.

Grant Applicant (75 characters maximum)
• Enter name of municipality or IRS approved non-profit organization applying for the grant and the phone and email address of the person managing the project.

• Mailing Address
• City or Town
• ZIP Code
• First Name
• Last Name
• Phone
• Email

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

Charles Smith, Essex Heritage Program Manager, (978) 740-0444, Charless@essexheritage.org