Essex Heritage Partnership Grant Program
2024 Grant Cycle

Open Date: January 3, 2024  
Application Deadline: **February 23, 2024 at 11:59 PM**  
Contact: Charles Smith, Manager of Future Resources  
          978-740-0444 or charless@essexheritage.org  
          [www.essexheritage.org/grants](http://www.essexheritage.org/grants)

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). Starting in 2024, special consideration will be given to projects focusing on Essex County’s connection to the American Revolution.

In 2024, Essex Heritage will award $2,000 matching grants to 12 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 or enhance historic structures, landscapes and cultural resources.
- **Access and Inclusion**: Provide accessibility accommodations for programming such as hiring Interpreters or using audio or visual aids, or make programming available to those who otherwise may not be able to experience them.

Essex Heritage will accept applications for eligible projects online only until Friday, February 23, 2024 (by 11:59 PM). All applicants will be notified in March regarding the status of their application. If selected, awardees will be required to execute a grant contract which will outline match-funding requirements, grant reporting and other responsibilities.

**Please note:**
Partnership Grants are REIMBURSABLE MATCHING grants, meaning grantees must first pay for expenditures themselves totaling a minimum of $4,000 and then submit for reimbursement using the required documentation.
## Partnership Grant Project & Disbursement Timeline

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 23, 2024</td>
<td>Deadline for submitting applications online (by 11:59 PM)</td>
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<tr>
<td>February 24 - March 15, 2024</td>
<td>Applications reviewed by Essex Heritage Grant Review Committee</td>
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<tr>
<td>March 20, 2024</td>
<td>Essex Heritage notifies all applicants</td>
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<tr>
<td>March 20 – April 5, 2024</td>
<td>Essex Heritage collects images for presentation in April</td>
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<tr>
<td>April 2024</td>
<td>Essex Heritage announces grant winners at Spring Annual Meeting</td>
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<tr>
<td>May &amp; June 2024</td>
<td>Grant contracts prepared and distributed, signed and returned</td>
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**Project related invoices will not be countable until after June 30, 2024 AND grant contract has been signed**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>July 1, 2024</td>
<td>Projects can begin from this date on</td>
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<tr>
<td>June 30, 2025</td>
<td>Final report &amp; fiscal documentation due to Essex Heritage.</td>
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**Funds will be disbursed only after final report & fiscal documentation have been submitted**
Partnership Grant Applicant Eligibility

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].

**Additionally, applicants:**
- Must NOT apply more than once in the same grant cycle
- May NOT apply if they have an open or uncompleted Partnership Grant

Applicants must demonstrate strong administrative, financial, and program management capabilities and, if awarded a Partnership Grant, must meet the following requirements:

**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.

**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.
Partnership Grant Project Types

**Qualified project must:**
- Occur within the geographic boundaries of the heritage area (Essex County, MA)
- Align with one of the four approved categories:

- **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.

- **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.

- **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).

- **Access and Inclusion**: Provide accessibility accommodations for programming or make programming available to those who otherwise may not be able to experience them.
  - Examples include but are not limited to hiring ASL Interpreters or creating audio or visual aids for events and exhibitions, providing transportation to populations who may not otherwise have access to the particular programming, translating events or exhibitions, or updating accommodations for mobility aids and service animals.

2026 marks the 250th anniversary of the American Revolution in 1776, with much of the groundwork having been set in years prior. Starting in 2024, projects specifically focusing on Essex County connections within the broader “Revolution 250” context will be given special consideration.
**Additionally, projects must NOT:**

- Be used for **organizational operating costs** or to purchase an interest in real property.

*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
Partnership Grant Project Requirements

If selected to receive a partnership grant, awardees will be required to adhere to the following publicity requirements:

- Acknowledge Essex Heritage’s 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.
  - If you are applying for a preservation grant, please provide both before and after photos of your project.
- 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.
- If a public event is held regarding the unveiling of the project or celebration of project completion, please inform Grant Administrator, Charles Smith, by phone (978-226-8154) or email (charless@essexheritage.org) so Essex Heritage may have a presence at event.
Partnership Grant Matching Funds & Reimbursement Process

MATCHING FUNDS
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 BETWEEN July 1, 2024 and June 30, 2025.
- 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 $39.19 /hour = $ _______________
  - Contributed Materials and/or Services
    - Types of Materials and/or Services: _______________________
    - Value: $_________________________

REIMBURSMENT PROCESS
- 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, 2024) unless prior written approval is made by Essex Heritage.
- Project expenses incurred outside the grant period-of-performance dates will NOT be reimbursed.
Partnership Grant Online Application

All grant applications are due by February 23, 2024 by 11:59 PM. Applications are only accepted online. No mailed, emailed, or faxed applications will be accepted. 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 23, 2024 – 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** (500 words/2750 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 projected 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?
- **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

Remember: 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.

All applications MUST BE SUBMITTED ONLINE at EssexHeritage.Org/Programs/Partnership-Grants