



2021 Heritage Partnership Grant Program Guidelines

Partnership Grant for Interpretation: Interpretation, Education, Research, Exhibits, Events & Programs Related to Native Americans in the Upper Housatonic Valley Region. Maximum: \$35,000

The 2021 Heritage Partnership Grant for Interpretation is intended to provide residents and visitors with new / expanded opportunities for deeper understanding of indigenous peoples of the Upper Housatonic River Valley. The grants will support research projects, interpretive exhibits, events and programming that provide informed and thoughtful exploration of Native American history, culture, spirituality, named places, people and events.

Heritage Partnership Grants are intended to fulfill the mission of Housatonic Heritage to provide a more complete understanding and enjoyment of the heritage area's themes of history, culture, scenic beauty (natural resources) and / or independent spirit.

This grant round is explicitly targeted to expenses that are directly related to the Upper Housatonic Valley 2021 Native American Heritage Public Program of interpretation, and for related events, programs and exhibits that are created and presented publicly between July 1, 2021 and June 30, 2022.

Topic areas that are eligible under this grant round may include Stockbridge-Munsee Band of Mohican Indians (including broader scope of Mohican Indians in New England / Western NY State) history, culture, lifeways (such as spiritual, customs, beliefs, daily life, food, shelter), colonial contact (social, faith, trade and / or military interactions), conflict, land use, named places, pre-historical and / or contemporary life of Mohican Indians.

What Programs / Projects are Eligible?

Eligible programs and projects under this grant program include:

- Publicly accessible interpretive / informative exhibits that may be indoors or outdoors, permanent or non-permanent,
- Events to inform, engage or otherwise expose the public to information about Mohican Indians in the upper Housatonic Valley region,
- Publicly accessible programs to educate and inform the public about Mohican Indians,
- Additional deliverables may include interpretive signs, printed collateral (including brochures & flyers), digital content,

- Updates and / or enhancements to existing interpretive signs, printed collateral (including brochures & flyers), digital content,
- Updates and / or enhancements to existing physical trail projects will be considered for grant funding, provided that the trails are accessible to the public, offer a meaningful Native American heritage experience to visitors, and have been / are planned to be routinely maintained,
- Grant funding may be considered for the purpose of interpretive planning, design, or non-construction enhancements of existing physical trails, and / or researching, inventorying and creating thematic trails (Native American heritage themes) including interpretive brochures, maps, website, etc. and / or promoting both physical and interpretive trails within the 29 communities of the Upper Housatonic Valley region,

Eligible Expenses

- Costs associated with planning, curating, designing, fabricating, installing exhibits,
- Personnel costs and costs associated with staff time and office expenses that are directly related to the planning and execution of exhibits, events and programs,
- Costs associated with conserving artifacts for the purposes of publicly exhibiting these materials, or for the purpose loaning them for related exhibits at another public exhibition as part of Upper Housatonic Valley 2021 Native American Heritage Public Program.

Proposed projects must:

- Be publicly accessible (not for private audiences or memberships) during regular days and hours that may correspond to the applicant organization's normal operating schedule,
- Reflect an informed approach to interpretation that incorporates the best available research and knowledge of Native American history and culture,
- If the proposed project includes commonly held myths, misinformation and misconceptions, those misconceptions may be presented only in the context of comparing / contrasting them with research and fact-based information.
- Include a plan to promote, publicize and otherwise engage with its intended audience to the greatest extent possible.
- Make reference to the regional program of Native American heritage interpretation and include the uniform branding / design elements that distinguish all grant-funded projects as part of this coordinated effort. See: www.NativeAmericanTrail.org

Match Requirement

Grant applicants must provide 1-1 match to the grant request. The matching requirement may include applicant's operating funds, external grants, and / or in-kind value of contributed time and services.

Public Engagement

Please be sure to specify how your project / program will publicize, engage and generally reach its proposed audience. Grant applications will be evaluated on the project / program's ability to connect residents and visitors to the history and heritage of the Mohican Indians in the Upper Housatonic Valley, and increase awareness, appreciation and use of the scenic, cultural, historic, recreational and natural areas within the Upper Housatonic Valley region.

Who's Eligible?

This grant program is available to qualifying non-profit organizations, educational institutions and / or municipalities that demonstrate a need in one or more of the grant topic areas (as noted above). Housatonic Heritage staff is available for a pre-application conference call to discuss the proposed grant concept, outcomes and eligibility.

Applicants may form a partnership with other organizations (can include for-profit entities ((businesses)), qualifying non-profits, municipalities and school systems) to develop and implement their grant-funded program / project.

Preference will be given to projects that use creative methods to teach and nurture a sense of understanding and responsibility for area resources.

Timeline

Timeline for Heritage Partnership grants:

- Friday, May 14, 2021 by Noon EST
- All applications must be submitted online.

- April / May 2021
- Grant awards announced on a rolling basis.

- June 30, 2022
- All grant work completed.

- Final Reports due no later than 90 days after an event or completion of the project or no later than September 30, 2022, whichever comes first.

Additional Grant Requirements:

- Acknowledge Housatonic Heritage's support in all press opportunities and materials publicizing or resulting from grant activities,
- Use the Housatonic Heritage logo where appropriate (brochures, websites, newsletters, etc.); logo is available for download from our website,
- The Housatonic Heritage logo must be placed prominently to indicate that your grant-funded project is part of a larger / regional program of interpretation, along with language to the effect of 'in partnership with Housatonic Heritage',
- Provide digital photographs of completed project or program activities,
- Provide Housatonic Heritage with copy of all original work (DVD, brochures, photographs, etc.)

Application Requirements

We want the application process to be as easy and quick as possible. Please fill out the Application Form with the basic information that we'll need to know about you, your proposed project and your partners (if any).

Forms may be downloaded at: <https://housatonicheritage.org/grant-program/>

The narrative section of the application (Project Summary) should be no longer than three (3) pages and must include a detailed proposal outlining the nature of the project, including: the budget form, budget narrative, evidence of matching funds and supporting materials.

Supporting materials (if applicable) **must not exceed** five (5) 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.

All applications must contain the following information. Applications that lack any of these requirements may be removed from consideration.

I. Application Form

Complete and sign the Application Form.

II. Project Summary (narrative)

On a separate page(s) provide one paragraph with a clear and concise summary of the project. Begin by completing this sentence:

“The (name of your organization) seeks an UHVNHA Partnership grant to _____”.

Provide this additional information about your project, using these *suggested* topics:

1. A brief summary of the project, including any partnerships or other people to be involved, important dates (i.e. opening / closing dates, program dates, etc.), proposed audience(s), locations and any additional information that will assist the grant reviewers to determine how it will benefit the participants, the residents of your town and / or the general public.
2. A description of the main activities to be carried out.
3. A detailed description of the project’s outcomes and deliverables, as well as the implementation plan and timetable for achieving them. Include start and end dates.
4. The names and titles of the key personnel overseeing the project and other people involved (including advisors and / or consultants)
5. A discussion of your organization’s capacity to carry out the project, including the personnel involved, their roles, and their relevant experience and completion of similar projects.
6. A detailed project budget (see next item below) including the total cost of the grant-funded project / program

III. Project Budget Form

It is important to submit an accurate, detailed budget for the project. Please download and use the UHVNHA Project Budget Form (one page), available from our website. List all sources of estimated funding, including the grant amount being requested from UHVNHA. Note that project income must equal project expenses. Indicate if the income is cash or in-kind.

IV. Project Budget Narrative

Provide a brief written explanation for each line item of the Project Budget Form.

V. Evidence of Matching Funds & Tax Exemption Letter

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

Provide a copy of the applicant's IRS non-profit determination letter.

VI. Supporting Materials (If Applicable)

Demonstrate support for the project / program by submitting materials such as recent letters of commitment from project partners, recent letters of support from municipal and elected officials, press clippings, project photographs, evidence of feasibility (planning studies), and any other pertinent information. The supporting material **must not exceed** five (5) pages.

VII. Submission

Please submit a complete original application (PDF format preferred) with all supporting documentation by Email. **Materials must be received no later than 12:00 PM EST on Friday, May 14, 2021.** Grant applications should be sent by email to Housatonic Heritage: Info@HousatonicHeritage.org

NOTE – This grant program is administered by the Upper Housatonic Valley National Heritage Area (Housatonic Heritage) and is a federally-funded 50% matching grant reimbursement program established as permitted under Public Law 109-338 to support the implementation of the approved management plan.

Applicants must be a municipality, accredited educational institution or nonprofit organization. Please note that grant disbursement is subject to authorization of federal funds for Upper Housatonic Valley National Heritage Area for the fiscal year in which this grant program is made available, and the availability of sufficient allocated funds.



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