



## 2009 Heritage Partnership Grant Program

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### Partnership Grant for Planning, Implementation and / or Promotion of In-Town Historic Walking Tours Maximum: \$5,000

The Heritage Partnership Grant for planning, implementation and / or promotion of in-town historic walking tours is intended to educate and enlighten residents and visitors to each town's history through a thoughtfully designed thematic, self-guided walking tour. This annual grant will be awarded to one or more qualifying non-profit organizations to develop a new tour, or enhance / further promote an existing walking tour.

Theme walking tours within a historical context are also encouraged, if a specific theme is broad and compelling enough, and can be succinctly explored within the limitations of a self-guided tour. Desired outcomes may include some or all of the following:

- Photographic or illustrative depictions of significant historic sites,
- Compelling narrative that connects the historic sites within a town,
- Brief, yet detailed written information about historic sites,
- An interpretive brochure that delivers the desired information in a pleasing and easily understood format, preferably to the Housatonic Heritage uniform design standard,
- A website devoted to the interpretation of a town's history that utilizes this information,
- Interpretive plaques, markers or waysides at relevant historic sites,
- Pod casts / downloadable narrations of this information,
- Reformatting, redesigning, updating and / or reprinting an existing in-town historical walking tour interpretive materials,
- Brochure stands, kiosks or other display method for the purpose of displaying and distributing an in-town historic walking tour interpretive brochure,
- Other interpretive project as deemed suitable by Housatonic Heritage Trails Committee

Additionally, In-Town Historic Walking Tours projects may promote resource stewardship and foster a sense of pride. Projects with outcomes that can be shared with other organizations are encouraged. **Please note** that if the grant application is for a project that includes the creation or redesign / reprinting of a brochure, preference will be given to projects that adhere to Housatonic Heritage's uniform design standard, available for download from the GRANTS page of the website.

The UHVNHA supports innovative projects that create or further develop educational opportunities for children and adults, during and out of school. The goal is to utilize historic,

cultural and natural resources to engage residents in their local, regional and global communities, and thereby encourage the preservation and appreciation of heritage area resources.

Applicants must be non-profit organizations, and are encouraged to form a partnership with at least one other organization (can include other for-profit entities (businesses), qualifying non-profits, municipalities and school systems). Please note, no organization can receive a Heritage Partnership Grant more than once in any three-year cycle.

Preference will be given to projects that use creative methods to teach and nurture a sense of responsibility for area resources. A variety of mediums can be used to deliver results: historical research projects, archeology programs, historic document research, building research and site visits, documenting oral histories and video or website production, photography, video, music, audio (pod casts, cell phone tours, MP3 downloads, tape, other), first and third person accounts (oral history), computer resources, etc. These examples are intended as suggestions and are not offered as a complete list of projects eligible in this category.

### **Category I Application Requirements**

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All applicants must fill out the Application Form and provide complete answers. Prepare the applications on 8 ½ “ x 11” paper using one side only. Type must not be smaller than 10-point.

The narrative section of the application (II Project Summary and III Project Profile) **must not exceed** four (4) pages. This excludes the budget form, budget narrative, evidence of matching funds and supporting materials. Supporting materials **must not exceed** twenty (20) 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. Applicants may fill out the application and budget forms online, but must print and submit hard copies of all materials to UHVNHA. Please do not email or fax applications.

All applications must contain the following information. Applications that lack any of these requirements will be removed from consideration. Number and label your application using the following outline:

#### **I. Application Form**

Complete and sign the Application Form.

#### **II. Project Summary**

In one paragraph, provide a clear and concise summary of the project. Begin by completing this sentence: “The (name of your organization) seeks an UHVNHA Partnership grant to \_\_\_\_\_”.

#### **III. Project Profile**

Please use the numbering system below to provide the following information about your Category 1 project. Include only those

1. A brief summary of the project, including how it will benefit the participants (people who may enjoy the walk), the residents of your town and the general public.

2. An explanation of how the project fulfills a demonstrated area of need in the completion of the project.
3. A detailed description of the project's outcomes and deliverables, as well as the implementation plan and timetable for obtaining them. Include start and end dates.
4. 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.

#### **IV. Project Budget Form**

It is important to submit an accurate, detailed budget for the project. Please download and use the 2009 UHVNHA Project Budget Form (one page), available from our website. List all sources of 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.

#### **V. Project Budget Narrative**

Provide a written explanation for each line item (for all three columns) of the Project Budget Form (item IV above).

#### **VI. 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.

#### **VII. Supporting Materials**

Demonstrate support for the project 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** twenty (20) pages.

#### **VIII. Original application and 3 additional copies**

Please submit a complete original application with all supporting documentation, plus 3 additional collated copies. **Materials must be postmarked no later than June 30, 2009.**



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