



## War of 1812 Interpretive Trail Wayside Exhibit Grants

(Deadline for Submission: February 11, 2011)

### Request for Proposals

The Champlain Valley National Heritage Partnership (CVNHP) and Lake Champlain Basin Program (LCBP) issue this Request for Proposals for the awarding of individual wayside exhibits to develop a War of 1812 Interpretive Trail in the Champlain Valley. **No funds will be awarded with these grants.** The CVNHP will provide interpretation, translation and design assistance along with complete fabricated interpretive signs to grant recipients—an estimated \$1500 value. Funding for this project comes from a partnership agreement with the Hudson River Valley National Heritage Area (HRVNHA).

### Proposal Guidelines

These guidelines are provided to help you prepare a competitive proposal for an individual wayside exhibit that interprets the War of 1812 in the Champlain Valley. They also provide additional information on what to expect if you are offered an award. Please read this section carefully before proceeding with your proposal. We encourage you to call the CVNHP Assistant Director Jim Brangan at 802-372-3213 if you need further explanation of the requirements and

policies summarized here. Additional guidance and forms will be distributed to those organizations receiving award offers.

## **Notice of Friday, February 11, 2011 Proposal Deadline**

All parties considering responding to this Request for Proposals should note that **the deadline for receipt of proposals is 4:30 p.m. Friday February 11, 2011.** All hardcopy proposals must be delivered to the CVNHP office at 54 West Shore Road in Grand Isle, VT 05458. Faxed applications will not be accepted. Instead of hardcopy, applicants may submit their forms and letters of support electronically to: [grants@lcbp.org](mailto:grants@lcbp.org). Award recipients will be notified by email or telephone in March 2011.

## **Program Overview**

Grant recipients will work with the CVNHP to develop written and graphic content for wayside exhibits that interpret a component



A War of 1812 Wayside Exhibit at Cumberland Head, NY

of the War of 1812. Exhibits can focus on events, historic sites and individuals associated with the war and the causes and lasting effects of the conflict. It is anticipated that the first 10 wayside exhibits awarded through this program will constitute “phase one” of a larger War of 1812 Interpretive Trail to commemorate the 200<sup>th</sup> anniversary of the conflict.

Applicants should review the [Lake Champlain Wayside Exhibit Manual](#), prior to applying for a War of 1812 Interpretive Trail Wayside Exhibit Grant. The manual gives insight into creating effective interpretive signs. If awarded, grant recipients must submit all content for each

wayside exhibit, including approved interpretive text and credited graphics by May 27, 2011. Fabricated signs will be distributed to grant recipients in summer 2011.

## **Eligibility**

The following are eligible to apply for War of 1812 Interpretive Trail Wayside Exhibit Grants:

- Local government entities including municipal boards, commissions, or committees;
- Organizations with 501(c)(3) nonprofit corporation status.
- **NOTE:** Private businesses, individuals, and state government agencies may collaborate with an applicant, but are not, themselves, eligible to apply under this grant program
- **NOTE:** Any organization with an existing CVNHP/LCBP award that has overdue workplans, reports, or other deliverables is ineligible and should not apply

Applicants may apply for one wayside exhibit using the attached application form. More than one form may be submitted per applicant.

All applications must include the name of the property owner for the intended location of the proposed wayside exhibit. If the property is privately owned, a letter of permission for installation is required with the grant application form. Applications without landowner permission letters will be considered incomplete and not reviewed.

## **Selection Criteria**

Applications will be evaluated according to the following criteria, based on the information provided in your application form. A confidential peer review committee will evaluate and rank applications and make award recommendations to the Lake Champlain Executive Committee, which makes all decisions on project awards. The decisions of the Executive Committee are final and may not be appealed.

1. **(40 Points)** Extent to which the proposed wayside exhibit will interpret information relevant to the causes, events and lasting effects of the War of 1812.
2. **(40 Points)** Extent to which the proposed location of the wayside exhibit will be accessible to a significant amount of people.
3. **(20 Points)** Support for the project by partners (up to three letters of support may be included with each application form).

## **Letters of Participation, Support and Landowner Permission**

- Signed letters confirming the participation of any major partner involved with your project (if any) must be attached to your application. If a non-profit organization is applying for a grant on behalf of a municipality, a confirmation letter is required from that municipality.
- Up to three letters of support may be included.
- All support and landowner permission letters must be submitted with the application.

- Be aware that if the wayside exhibit is to be installed on private property, written landowner permission is required at the time of application.

## **Award Procedures**

Grant recipients will be notified by e-mail in March 2011. A letter of agreement will be sent to recipients following notification. The letter will include a project timeline and describe the process for developing an interpretive sign. No direct funding will be awarded to grant recipients. Completed wayside exhibits consisting of a 42”X24” graphic panel and a painted aluminum frame will be delivered to grant recipients in summer 2011.

## **Reporting, Publicity and Funding Credits**

Grant recipients are required to submit a brief progress report on April 22, 2011, with all written material and graphics submitted by May 27, 2011. Failure to submit these materials on time will mean forfeiture of the grant award.

Recipients are required to prepare press releases citing the CVNHP and HRVNHA as the funding sources at the project’s inception and conclusion.

In addition to project partner logos, all wayside exhibits will include the CVNHP, LCBP, HRVNHA and National Park Service “arrowhead” logos.

## **Project Time Period**

*Award notification is expected in March 2011.* All interpretive material, including text and graphics must be submitted by May 27, 2011.

## **LCBP Staff Support**

Because they are not members of the review committees making award decisions, CVNHP staff may assist applicants in the interpretation of application guidelines. All applicants are encouraged to contact the CVNHP before submitting applications. Once awards are announced, the CVNHP will provide technical support for the project. CVNHP Assistant Director Jim Brangan will oversee the administration of the project.

## **Other Grant Programs**

In addition to these grants, the LCBP sponsors other grant programs. There are also several other funding opportunities for projects within the Lake Champlain Basin. Please visit the LCBP website ([www.lcbp.org](http://www.lcbp.org)) for more information.