

**ANNOUNCING N.R.H.S. RAILWAY HERITAGE GRANTS OF \$40,000 FOR 2009**

The National Railway Historical Society will be awarding in 2009 a limited number of grants in the areas of railway history and the preservation of railway heritage including publications, research and educational projects. Grant requests for basic software and computer equipment are discouraged. The maximum individual award will be \$5,000. Applicants are restricted to one application annually and may be either individuals or organizations knowledgeable in railway history and operations.

Grant awards will be based upon the following criteria:

- The proposed project contributes to the preservation of, increases the general knowledge and understanding of, or promotes public interest in railway history.
- The proposed project does not duplicate work already underway or completed elsewhere.
- The applicant is able to complete the scope of the project as proposed within a reasonable time. Urgency of the project, if any, should be clearly stated.
- The applicant has a plan to provide matching contributions of at least 50 percent of the total cost of the project.
- Membership in the NRHS or endorsement by a NRHS chapter are not absolute requirements, but will be considered as a tie-breaker between two proposals of otherwise equal value.
- The award of a Railway Heritage Grant to the same applicant in a past year is not a consideration in evaluating priorities for the current year. However, an individual or organization which has received a Railway Heritage Grant in two (2) consecutive years is disqualified from applying for a period of one year following the second award.
- Routine maintenance of already-restored assets is not eligible for Railway Heritage Grant funding. However, Railway Heritage Grant funding will be considered for previously restored assets under any of the following conditions:
  - External conditions (e.g., changes to FRA standards or local fire codes, loss of secure storage, etc.) will lead to significant deterioration;
  - Replacement of major life-expired assets (e.g., a leaking roof) is necessary to avoid significant deterioration of the rest of the project;
  - Additional assets (e.g., storage sheds, fireproof cabinets, etc.) will significantly improve the life and/or safety of a restored asset.

Grant requests **MUST** be submitted using the NRHS Application Form. Failure to do so will **DISQUALIFY** your application. Applications are available from our website ([www.nrhs.com](http://www.nrhs.com)), or by contacting: NRHS, 100 N. 20th St., Suite 400 Philadelphia, PA 19103-1462; telephone 215-557-6606; fax 215-963-9785; e-mail [info@nrhs.com](mailto:info@nrhs.com).

Please condense the information regarding your project. It is essential that all pertinent information be included on the attached application form within the spaces on the six pages provided.

Applicants for and recipients of NRHS Railway Heritage Grants are required to adhere to the Terms and Conditions enclosed with the application form.

Grant applications must be received at our Philadelphia offices not later than 5:00 P.M. on Thursday June 25, 2009. We suggest applications -- 10 copies of each -- be sent via FedEx, UPS 2nd Day or USPS Priority Mail. Transmission via fax or e-mail is **NOT** acceptable.



## 2009 NRHS RAILWAY HERITAGE GRANTS

### Terms and Conditions

Maximum individual award is \$5,000.

Decision will be made by an appointed review board and approved by the National President of the NRHS, and shall be considered final.

Grant recipients shall sign a letter of agreement consenting to the Terms and Conditions listed herein.

Recipient shall provide matching contributions of at least 50% of the cost of the project. Matching contributions may consist of any or all of:

- Contribution of the recipient's own funds,
- Other grants and contributions raised by the recipient,
- Grants and contributions raised by other organizations with which the recipient has a formal cooperation,
- Volunteer labor (valued at \$10 per hour) contributed to the project.

The evaluation of the matching component will be based on the total project, not just the purchase of materials or services specified in the grant applications.

The primary purpose of the project may be research, education, preservation or publications. Preference will be given to non-profit and/or public entities. Grant requests for basic software and computer equipment are discouraged.

There is no requirement that this Grant be repaid. However, Grantees who receive revenue as a result of a project funded by an NRHS grant are expected to return to NRHS a significant portion of the grant received. Grantees who successfully complete a project which results in monetary improvement to the Grantee's net worth are expected to make a donation to the NRHS Grants Program so that additional worthwhile projects may be funded.

Recipient will provide an annual progress report to the NRHS, including:

- Description of progress made,
- Photographs of work in progress,
- Accounting of funds received and disbursed,
- Accounting of volunteer labor expended,
- Plans for the coming year.

On completion of the project, recipients will provide the NRHS with a final report including:

- Description of work completed,
- Photographs of work completed,
- Accounting of funds received and disbursed, including copies of receipts and canceled checks,
- Accounting of volunteer labor expended.

Recipients acknowledge the right of the NRHS to make on-site inspections of the work in progress and upon completion.

If the project is terminated for any reason, the unused grant funds shall be returned to the NRHS along with a full accounting of the funds spent.

Failure of the recipient to use the grant funds for the purpose requested, or within one year of the schedule proposed without the written approval of the NRHS, shall constitute default. In the event of default, all unused grant funds shall be returned to the NRHS and the recipient shall be barred from consideration for future grants under this program.

Grantees agree to acknowledge and list NRHS financial support by conspicuous posting in exhibits, by mention in publications and promotional materials. Grantees further acknowledge the right of NRHS to publicize its support of the project and to use project photographs.

**2009 NRHS RAILWAY HERITAGE GRANTS PROGRAM****INSTRUCTIONS FOR THE PROPER COMPLETION  
OF THE SIX-PAGE APPLICATION FORM**

NOTE: Applicants are restricted to one application for one project annually.

1. Grant requests **MUST** be submitted using this attached 2009 NRHS Application Form. Failure to do so will **DISQUALIFY** your application. No alteration is to be made to the format of the application form.
2. Applications should be **TYPED** (printed) and **NOT** handwritten.
3. Questions A. through N. must be answered. Incomplete applications will be **DISQUALIFIED**.
4. Please condense the information regarding your project. It is essential that all pertinent information be included on the attached six-page application form within the spaces provided.
5. Pictures and diagrams (Ten (10) copies of each) related to the proposed project, suitable for additional photocopying, may be attached. Be sure to attach a photograph of the artifact(s) that are the subject of the application. Also attach concise descriptive literature about major items to be purchased.
6. Please do **NOT** send videos, booklets or other materials.
7. Ten (10) copies of your grant application must be individually **STAPLED** and forwarded to:  
Director of Grants, National Railway Historical Society  
100 North 20th Street, Suite 400  
Philadelphia, PA 19103-1462
8. We suggest applications -- 10 copies of each -- be sent via FedEx, UPS 2nd Day or USPS Priority Mail. Transmission via fax or e-mail is **NOT** acceptable.
9. **2009 grant applications must be received at our offices not later than 5:00 p.m. on Thursday, June 25, 2009. NO EXCEPTIONS!**
10. All applications will be evaluated by the Grants Review Board whose members reside throughout the United States of America. Selection is made by tele-conference phone call. Grants decisions will be announced on Friday, August 14, 2009 during the Board of Directors Meeting at our National Convention in Duluth, MN, and on our website ([www.nrhs.com](http://www.nrhs.com)). Grant amounts may vary from \$500 to a maximum of \$5,000.

# NATIONAL RAILWAY HISTORICAL SOCIETY

## 2009 NRHS RAILWAY HERITAGE GRANTS APPLICATION FORM

page 1 of 6 pages

Name of applying organization \_\_\_\_\_

Name of application preparer \_\_\_\_\_ Title: \_\_\_\_\_

Is the applicant an NRHS chapter? \_\_\_\_\_ Chapter name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day phone no. \_\_\_\_\_ Evening phone no. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Amount requested \_\_\_\_\_

Purpose for which funds are requested (maximum 50 words):

A. Provide a detailed description of the project:

In the description, provide a detailed history of the item(s) or artifact(s) which are the subject of this proposal. If this project is part of a larger project, briefly describe the scope of the larger project and the place of this project within it.

Name of applying organization \_\_\_\_\_

B. A brief description of how this project will contribute to railway history:

C. Cost and Budget:

1. Separate cost of materials, cost of paid labor and hours of volunteer labor.
2. Indicate **specific use** of NRHS grant funds.
3. If this project is part of a larger project, show detailed cost and budget for this project as well as a general budget for the larger project.

(Requests for basic computer equipment and software are discouraged. Applicants are urged to seek donations of equipment and software. If computer equipment is requested, the applicant must specify who will have custody and who will be the ultimate owner.)

Name of applying organization \_\_\_\_\_

D. Summary of project execution schedule:

E. List all grants received by your organization within the last five years, including dollar amounts, grantors and projects.

If you have received previous grants from the NRHS, for each grant, attach a statement indicating work undertaken on that project, the specific use made of NRHS funds, and the acknowledgment given to NRHS for the grant.

F. Amount of funds currently raised for this project (exclusive of volunteer labor):

Name of applying organization \_\_\_\_\_

G. Amount of additional funds to be raised to complete this project and how this will be accomplished: \_\_\_\_\_

H. Matching Funds:

Specify the ways in which matching contributions are to be made (see grant announcement), and verify that they will constitute at least 50% of the cost of the project.

I. Will the proposed grant result in the receipt of matching funds? If so, from what source and how much? \_\_\_\_\_

Name of applying organization \_\_\_\_\_

J. Describe your organization's membership, its size and geographic area served:

1. Indicate how many members are active.
2. Indicate how many people are expected to work on this project.
3. If your organization or group is not an NRHS Chapter, indicate if you have any close affiliations with any NRHS Chapters and estimate how many of your members are also NRHS members.

K. Provide a detailed statement of all the applicant organization's revenues and expenditures, by category, for each of the past two years.

Name of applying organization \_\_\_\_\_

L. Is this project expected to generate revenue, and if so, approximately how much?

M. a. Is the applicant organization a Not-For-Profit organization? YES \_\_\_ NO \_\_\_\_\_

b. Does the organization have Federal Tax Exemption Status under 501(c)(3) of the Internal Revenue Code? YES \_\_\_ NO \_\_\_\_\_

N. Provide a description of your plan for public acknowledgment of NRHS financial support of this project.

**REMINDER: COMPLETED APPLICATIONS MUST BE RECEIVED NOT LATER THAN 5:00 P.M. ON THURSDAY, JUNE 25, 2009.**

Date of directors' approval of filing application \_\_\_\_\_

\_\_\_\_\_  
Signature of application preparer

\_\_\_\_\_  
Print name of application preparer

\_\_\_\_\_  
Application date

\_\_\_\_\_  
Print title of the preparer

=====  
**\*\*\* The Following is For Use by NRHS National ONLY \*\*\***

A completed 2009 NRHS Railway Heritage Grant Application Form was received at the NRHS National Office on \_\_\_\_\_ at \_\_\_\_\_

From \_\_\_\_\_

signed: \_\_\_\_\_