

National Aviation Heritage Area Small Grants 2024

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1. Introduction

NAHA (National Aviation Heritage Alliance) Small Grants are a sub-award of federal dollars to be used as an economic catalyst advancing the National Aviation Heritage Area. The grants are available for a variety of activities including, but not limited to planning, technical assistance, interpretation, workshops, events, preservation, collections, exhibits, aircraft maintenance/preservation, marketing & promotion, and wayfinding & signage. All projects must support the mission of the National Aviation Heritage Area which is: to preserve and develop the assets of the National Aviation Heritage Area and promote aviation heritage and the future of aerospace.

2. Eligibility:

The grant applicant must be:

- a 501c3, 501c6, higher-ed academic institutions, counties, municipalities, or units of local government
- located within the Heritage Area boundaries (Auglaize, Shelby, Miami, Montgomery, Warren, Greene, or Clark County) or have a direct tie to the NAHA mission.

3. Ineligibility:

Ineligible applicants:

- Cannot be a designated partner as defined by an organization with a voting seat on the board of trustees
- Individuals
- For-profit businesses
- Political or religious organizations
- Certain special purpose units of government, such as K-12 schools or fire districts

Ineligible projects:

- Ongoing programs
- Operating costs
- Payments for previous activities and projects
- Reduction of existing debt
- Indirect costs

- Purchase of real property or an interest in real property
- Purchase of equipment with over \$5,000 of federal dollars
- Additions to reserve funds or endowments of an organization
- General organizational marketing (including development of websites) or general advertising
- Projects or programs that will re-grant the funds received
- Fundraising events
- Tuition or scholarships

4. 2024 Application Important Dates

Notice of Funding Opportunity: January 2024

Grant deadline: Rolling deadlines of January 15, March 18, and July 6, 2024.

Notice of Award and Issuance of Grant Agreement: Within 30 days of grant review in January, March, and July

Grant Performance Period: From date of signed grant agreement through 9/30/2024

Final Report Deadline: Friday, October 11, 2024

5. Complete Application, Submission, & Review

1. Consider scheduling a time to discuss your project and ask questions well before the grant review months.
2. Complete the application on the NAHA website.
3. Applicants may only apply for one Small Grant per year.
4. To maintain the highest standards of fairness in the competition for grants, any member of the staff, grants review committee, or board of trustees will abstain from commenting, deliberating, or voting on any proposal in which they are connected through employment, through service as an unpaid consultant to the project, or as an officer or other representative. Staff members are available for questions and information only. The responsibility of preparing the application is solely that of the requesting entity.
5. All applications will be reviewed by a NAHA board committee using a scoring rubric.

6. Award

1. All submissions will be notified by the end of the month in January, March, and July.
2. Upon award, the recipient's authorized signatory must sign a project agreement before the grant may start.
3. Under no circumstances should the recipient begin work on the grant project until the agreement has been signed by both the recipient and NAHA. Failure to follow this guidance will result in no reimbursement for that work and may result in the grant's cancellation.
4. 50% of the grant will be awarded after the signed grant agreement and 50% will be awarded at grant closeout.

7. Reporting

1. Recipients are required by the grant agreement to complete a grant closeout form.
2. Failure to complete the form by Friday, October 11, 2024, will result in a reimbursement delay and may result in the award's cancellation.

8. Payment of the Award

1. 50% of the grant will be awarded after the signed grant agreement and 50% will be awarded at grant closeout.
2. Terms and Conditions will be outlined in the grant agreement.
3. Matching funds must also be fully documented.

4. Requests for advances will not be considered.
5. Requests for a grant agreement extension will not be considered.
6. Failure to adhere to the Terms & Conditions including the Matching Funds regulations below and project specific requirements outlined within the grant agreement may result in recall of the 50% grant award and may result in the cancelation of the grant.

9. Project Completion and Grant Closeout

1. A grant is considered finished when the grant closeout form is submitted, the last dollar is spent, and the final award has been processed.
2. Upon closeout, the recipient will receive email notification of completion.

10. Terms & Conditions:

Before submission, the applicant should review the following section of grantee responsibilities to determine if their institution can comply with these requirements.

The grantee is required to:

1. Grant funds must be used in accordance with the budget included in the grant application.
2. Be subject to the provisions of Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards (2CFR 200), as applicable. (No fundraising, no lobbying, no food or alcohol, and no land acquisition).
3. Comply with all applicable laws including, but not limited to the following, as applicable:
 - a. Section 106 of the Historic Preservation Act. (on historical structures or landscapes) – Grant recipients must provide a copy of the SHPO approval letter to NAHA before any construction or capital improvements commence.
 - b. Secretary of the Interior Standards ([View here](#))
 - c. Native American Graves Protection and Repatriation Act (NAGPRA) ([View here](#))
 - d. National Environmental Policy Act (NEPA) ([View here](#))
 - e. Americans with Disabilities Act (ADA) ([View here](#))
4. Comply with the Davis-Bacon Act for construction contracts over \$2,000. (Prevailing wages)
5. Provide certificate of General Liability Insurance and IRS Letter of Determination of status, if requested.
6. **Consultants:** Applicants requesting funding for consulting services shall summarize the contractor selection process and the contractor's qualifications. If a consultant is to be selected after a grant commitment, the applicant must submit the proposed consultant's qualifications to the NAHA, prior to finalizing the grant agreement.
7. **Recognition:** Grant funding must be recognized in press releases, websites, exhibits, signage, and other promotional materials related to the grant agreement. Recipients must include the NAHA logo and/or "this project is funded in-part by the National Aviation Heritage Area." When possible, the use of the logo is preferred. You will be required to submit documentation of recognition in the performance reports to receive reimbursement.
8. The grantee will notify NAHA of applicable personnel changes within 30 days of the change.
9. The grantee will notify NAHA of any change in the grantee's tax-exempt status or standing with the State of Ohio.
10. Allow inspection of grant program records by NAHA and authorized federal agencies during the grant period and up to three years following completion of the grant project.

Terms & Conditions Continued - Matching Funds Regulations:

All cash or in-kind contributions will be counted as match if they meet the following criteria:

1. Are verifiable from the recipient's records.
2. Are not counted toward another federally funded project or program.
3. Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. Are not paid by the federal government under another award (i.e., other federal funds or federally supported costs cannot be used as matching share). **IMPORTANT:** Many state funds are derived from federal sources. If the project utilizes a state funding source as a match, please verify with the agency that the funds are not federal. It is the applicant's responsibility to provide documentation to NAHA verifying that the state funds are not federal funds.
5. The basis for determining the valuation for donated services, materials, equipment, and space must be documented.
6. Volunteer services furnished by professional and technical personnel, consultants, and other skilled labor may be counted as cost sharing or matching, if the service is an integral and necessary part of the approved project or program. Unskilled labor cannot count as match.
7. Hours contributed by a board member are not eligible. If a board member contributes hours outside of their role as board member, those hours may be eligible.
8. The current estimated value of volunteer time is \$31.80 unless a specialized skill is being utilized.
9. The value of donated supplies may be assessed at the fair market value of the property at the time of the donation.
10. The value of donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation.
11. The value of loaned equipment shall not exceed its fair rental value.
12. The value of donated space shall not exceed the fair rental value of comparable space.
13. Unacceptable matches include general operating costs of sites/organizations, routine repair and maintenance costs, staff, and volunteer costs/time unrelated to the project.

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