

VETERANS & WAR MEMORIALS GRANT

2022

OREGON PARKS AND RECREATION DEPARTMENT

The Veterans' and War Memorials Grant Program was created and established to provide funding assistance to local governments for the construction and restoration of veterans' and war memorials. The program will help honor Oregon's soldiers and veterans by commemorating their service to the country. This grant will be offered once per biennium.

FINANCIAL INFORMATION: Awards have ranged \$14,000-\$80,000. \$300,000 is available to award.

MATCH: The Veterans' and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash. Match may include budgeted funds, donated funds, value of equipment use, donated materials, volunteer labor, planning or any combination thereof. The project sponsor may provide the remaining match by planning work done prior to project authorization or planning, construction, or restoration work performed following project authorization. Planning work includes research, design, engineering, environmental, and site survey for any construction or restoration project.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting is included in the Veterans and War Memorials Grant Guidelines.

GRANT TIMELINE:

Deadline – December 10, 2021 (11:59pm)

Notification – March 1, 2022

Work can begin with signed agreements – April 1, 2022

Grant completion and final reporting deadline – May 15, 2023

ELIGIBILITY, CRITERIA AND PRIORITIES:

ELIGIBILITY

- **ORGANIZATIONS:** Local government entities and federally recognized tribes in Oregon are eligible to apply. Local governmental entities include cities (municipal corporations); counties (political subdivisions); metropolitan service districts, park and recreation districts, and port districts. The governmental entity must partner with veteran organization. Partner veteran's organizations must meet the following criteria:
 - A. Represent veterans of the Armed Forces of the United States of America;
 - B. Were established for the purpose of supporting or recognizing veterans;
 - C. Have an established membership, that includes officers, and bylaws; and
 - D. Are physically located in Oregon or have a Chapter that is physically located in Oregon.



- **SITE/LOCATION:** To be eligible for a grant, veterans' and war memorials must be placed on public property in Oregon owned and controlled by a government entity. A government entity is a body of government, whether district, local, state, federal, or Tribal that owns or leases the property on which the project is to reside. The property can be owned by a government entity that is not the applicant, when there is an agreement in place between the two.

The named government entity must agree to the memorial's siting and maintenance for not less than 25 years from completion of the project.

For a construction project, an applicant must demonstrate that the government entity that owns or controls the public property will accept the memorial on that site. For a restoration, an applicant must demonstrate the government entity that owns or controls the public property will authorize restoration activities on the memorial.

- **PROJECTS:** The types of eligible projects include construction of a new memorial or restoration of an existing memorial. A memorial is a monument or place designated to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America. Maintenance projects are NOT eligible for grants.

CRITERIA:

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project to recognize veterans and/or wars.
- The level participations of veteran organization partners in the project.
- The level of commitment to long term maintenance of the memorial.

PRIORITIES:

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.
- Projects that are part of a long range plan.

REVIEW: The Grant Review Committee will review all grant requests and make funding recommendations to the OPRD Director.

REGISTER ON TO APPLY ONLINE: Visit the OPRD: Grants Online at www.oprdgrants.org to request an account and receive your login. Please use the instructions for OPRD: Grants Online which can be found at <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#eleven>.

APPLICATION SUBMISSION: Applications must be submitted online. Once you have a login, you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#eleven>. Contact the grant coordinator for assistance.



APPLICATION QUESTIONS: The following questions will appear on the online application.

Project Information

- Project Name
- Brief Project Description – enter what you plan to do. For example, contrast a memorial for the Vietnam War in Jones Park in Jones City.
- Project Start Date – when work will begin. This should be after the start of the grant period.
- Project End Date – when work will be complete. This should be before the end of the grant period.
- Site Name – Enter the name of the park or site
- Site City/Town/Area – Enter name
- Site County – Enter county name
- Site Description – Provide one or two sentences of description about the memorial location
- Site Acreage – If less than 1, enter 1.
- Latitude and Longitude – Use the button and map to select the location of the memorial. Please see the online grant instructions for details.

Contact Information

- Applicant – Enter the organization
- Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Address
- Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Federal EIN

Financial Information

- Requested amount
- Match amount
- Total amount
- Budget grouped by category
 - Contractor/Consultant
 - Staff time
 - Volunteer time
 - Materials & equipment
 - Printing, publication & design
 - Travel
 - Other (specify)
- Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
- Budget must include both expenses and income sources of funding.
- NOTE: Contingency cannot be funded by grant dollars.



Supplemental

Project Description

- Briefly describe the project for which funding assistance is requested.
- What are the primary goals and objectives of this project?
- What is your timeline for completing the project including proposed beginning and completion dates?

Project Need and Value

- If the project includes removing and replacing an existing memorial, explain the need to remove the original memorial and the public engagement and decision making process.
- What veterans or war does the memorial recognize and how does it accomplish this?
- How is the memorial unique in the community? Does it recognize a war, veterans, or a group of veterans who would otherwise go unrecognized? How does it differ from other war or veteran memorials in your community?

Project Specifications

- Describe how the memorial will be restored or constructed – materials, design, foundation, etc.
- If the project is a restoration, explain how the work plan follows standards that promote the long-term preservation of the memorial?
- Explain how the specific location for the memorial was selected and why it is the best place to recognize the wars or veterans.
- Explain who will be recognized on the memorial and how the selection was made. If individual names are included, explain how they were selected, who was involved in the selection, and how missed names will be addressed.
- If the project includes ADA access, explain the specifications that will be used to meet Federal, State and Local requirements.

Project Management

- Describe who will do the work and who will manage the project.

Community and Organization Support

- How was the local community involved in the memorial conception, design, and fundraising? Include how community was engaged and what organizations are involved.

Veteran Organization Partner

- Describe the primary veteran organization partner involved in the project. Include their mission, veteran involvement, and how they serve veterans.
- How was the organization involved in the conception, design, and fundraising? Include a letter of participation with attachments.

Long Term Commitment to Maintenance

- Please describe the long-term plan for care and maintenance of the memorial. Who will provide the maintenance? What is the anticipated cost of annual maintenance?

Budget Detail

- Provide details about the budget – source of funding, reasons for high or low estimates, etc.
- Describe how the grants funds specifically will be used.

ASSISTANCE:

Grant questions and OPRD: Grants Online assistance: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

