

**Virginia Beach Historic Preservation Commission
Research Grant Program 2022
Funding Policies**

Purpose

The purpose of the VBHPC Research Grant Program is to encourage scholarship about persons, places and events significant to the history of the City of Virginia Beach, Princess Anne County and the related earlier historic and prehistoric eras in this area of southeastern Virginia.

Description

- The grant program supports research on local history that provides a final report or other tangible product, such as a historic marker or interpretive sign.
- Funding is specifically for costs directly related to the compilation of research and production of the final report/product.
- Project funding is subject to appropriations on an annual basis.
- Grant requests should be for a minimum of \$500 and for a maximum of \$2,500.

Eligibility

The following individuals are eligible to apply for VBHPC Research Grant Program funding:

- Undergraduate level students attending accredited two-year or four-year colleges and universities in the Commonwealth of Virginia
- Graduate level students attending accredited universities in the Commonwealth of Virginia
- Teachers and professors in social studies and American history currently employed in public or private schools, colleges and universities in the Commonwealth of Virginia
- Professionals who are currently employed in museums, libraries, historical societies and similar organizations in the Commonwealth of Virginia
- Residents of the Commonwealth of Virginia over the age of 18 years of age who have a demonstrated ability for historical research. Please submit bibliography of publications or copies of three (3) non-published articles or reports as documentation.
- Owners of properties that are listed on the Virginia Beach Historical Register

Requirements – Project Sponsors

- All applicants are required to have a project sponsor who will be responsible for reviewing and approving the project final report/product prior to submittal.
- The project sponsor must be identified in the grant application and the project sponsor must sign the application.
- Project sponsors may be college professors, high school or middle school social studies/history teachers, educational administrators, museum curators, directors, educators, research librarians or similar professionals or persons retired from a career in those professions.

Grant Contract.

Successful applicants will receive a letter of award and a Contract for Services. The Contract must be signed by the applicant and returned to the Commission before payment is authorized.

Grant Payments

Most grant awards will be paid in two installments.

- Research Papers – 75% at the front end; 25% upon submittal of a satisfactory draft
- Historical Highway Markers – 100% of research costs at the front end; cost of the marker and dedication ceremony when application is submitted to DHR
- Interpretive Sign Panels – 100% of research and design costs at the front end; cost of fabrication and installation upon approval of design and text
- Oral Histories and Video Productions – 75% at the front end; 25% upon submittal of a satisfactory draft
- Scientific Investigations (archaeology, dendrochronology, etc.) – 50% at the front end; 50% upon submittal of written report

Grant Performance

Grant Awards may only be used for those purposes described in the application and approved in the Contract by the Commission. Grantees must notify the Commission in writing of any changes in the project as described in the Contract for Services. These changes must be approved in advance of the change through written notification from the Commission.

Most projects will require a preliminary draft submittal and the grantee must agree to address comments and recommendations in production of the final product. Final reports/products must be submitted by the date specified in the Contract, which will likely be April 15, 2023.

Each Grantee must maintain accurate financial records for any activity supported by Commission funds. A financial report is required as part of the final report. Grantees should be able to provide documented substantiation for the information provided in the financial report.

Research projects should be based on primary resources and must contain proper footnoting and/or documentation for the sources of the historical information.

All projects must provide acknowledgement that the project product was funded or partially funded by the City of Virginia Beach through the Virginia Beach Historic Preservation Commission.

Eligible Projects

The following types of projects will be considered eligible for consideration for VBHPC Research Grant funding:

- In-depth research papers about persons, places or events significant to the history of the City of Virginia Beach, Town of Virginia Beach, Princess Anne County and earlier jurisdictions contained within the boundaries of historic Princess Anne County
 - NOTE: Research Paper award recipients will also submit a brief 500 – 750-word article that provides a public interest perspective on their research. The grantee will release the use of the article to the Historic Preservation Commission for publicity and public information purposes.
- Research and development of proposed text for state or local highway markers (approximately 100 words of text), as well as manufacture and installation of said marker
- Research and development of proposed text and graphics for an interpretive sign or signs for placement in public areas such as Pungo, Back Bay, Kempsville, the Oceanfront, Municipal Center, local historic sites, etc., as well as manufacture and installation of said sign(s)
- Projects that add significantly to the base of knowledge or raise awareness about:
 - Cape Henry Historic Site
 - Native Americans and Native American sites
 - African Americans and African American communities
 - Contributions of minority and underrepresented communities
 - Origins of places and place names
 - History of roads and road names
 - Businesses and businesspersons
 - Community institutions and organizations
- Projects that initiate or further efforts for nomination of historic properties or districts for local, state or national registers
- Projects that increase awareness of Virginia Beach history in local schools
- Projects that provide scientific investigation of architectural or archaeological resources that will add significantly to our knowledge and understanding of those resources

Applicants are encouraged to discuss their research project ideas with the Historic Preservation Planner prior to submitting a grant application.

Restrictions on Funding

The Virginia Beach Historic Preservation Commission Research Grants may **not** be used to support the following:

- Advocacy or political action programs that promote a particular solution or point of view
- Courses for credit
- Acquisition of equipment
- Subvention of publications
- Indirect costs or overhead
- Meals

Members of the Virginia Beach Historic Preservation Commission are not eligible to receive research grant funding from the Commission

Application Process

All applicants must use the 2022 Grant Application Form and Guidelines form. The form is available at www.vbgov.com/historicpreservation.

Applications must be submitted by the stated deadline.

Applicants should keep a copy of their application for their records.

The applications are reviewed for completeness and eligibility. Incomplete or ineligible applications will not be considered and will be returned to the applicant with a brief explanation. Applicants have the opportunity of submitting a revised application **before** the deadline.

Final determination of grant awards will be made by the Virginia Beach Historic Preservation Commission. Final notification of grant awards will be sent to each applicant. Successful applicants will also receive a Contract for Services.

Deadlines

All applications must be typewritten on the appropriate form and delivered to the **Historic Preservation Planner** by the deadline of **March 3, 2022 by 5:00 p.m.**, via U.S.P.S. or other delivery service or in PDF format as an attachment and sent via e-mail to mreed@vbgov.com.

For questions about the program, please contact Mark A. Reed, Historic Preservation Planner, 757-385-8573, mreed@vbgov.com.

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