



American WWII Heritage Cities Grant Program NOFO 2025 Grant Guidelines

PROGRAM DESCRIPTION

Purpose

The American WWII Heritage Cities Grant Program administered by The National WWII Museum will provide assistance to government, non-profit, and educational organizations within designated American WWII Heritage Cities to better interpret and preserve their WWII Home Front heritage. Funds will be made available through competitive applications. Grants will range from **\$5,000** to **\$10,000**. Activities such as development of signage, exhibits, and brochures; educational and public programs; planning efforts; and collaborative projects between multiple cities are eligible. Activities with potential to affect historic properties, such as installations in/on historic buildings or hands-on preservation efforts, will not be eligible.

Background

The National Park Service (NPS) WWII Heritage Cities program recognizes the historic importance of the United States' involvement in World War II. The Secretary of the Interior may designate up to one city (jurisdiction) from each state and territory as an American WWII Heritage City. More information about the program is located here:

<https://www.nps.gov/subjects/worldwarII/americanheritagecity.htm>

The [National WWII Museum](#) tells the story of the American experience in *the war that changed the world*—why it was fought, how it was won, and what it means today—so that all generations will understand the price of freedom and be inspired by what they learn. Eligibility Information

Eligible Applicants/Grantees:

Local governments must be designated by NPS as WWII Heritage Cities to receive funding under this grant, as per the 2024 cooperative agreement between the NPS and The National WWII Museum. Nonprofits, educational institutions, or subsidiary local governments must be located within and endorsed by a designated WWII Heritage City in order to be considered for funding.

Eligibility requirements and application instructions for the NPS WWII Heritage Cities program are available here: <https://www.nps.gov/subjects/worldwarII/nominate.htm>

A designated heritage city may only submit or endorse one project for consideration under this grant; however, more than one organization within a designated heritage city can be endorsed as a unit and can submit a single application for consideration. Multiple cities applying together for shared funding (\$5,000-\$10,000 per city) intended for a single project should submit individual applications and use the same project title in the project information section in Submittable. Explain the collaborative activities in the response to Project Proposal Description question.

AWARD INFORMATION

NPS will provide funding to The National WWII Museum to subgrant to eligible organizations (“Grantees”). Awards will be no less than **\$5,000.00** and no more than **\$10,000.00**. Projects funded are not required to have a cost share.

Funding available is up to \$10,000 but total project cost may exceed the funded amount. The National WWII Museum expects to award \$200,000 in subgrants during two grant cycles (2025 and 2026). The agreed upon project periods are from July 1, 2025, to June 30, 2026, and from July 1, 2026, to June 30, 2027. Applicant projects must be able to meet all requirements under the subgrant within one year.

Cycle 1 Timeline

NOFO Opens: January 21, 2025

NOFO Closes: March 3, 2025

Anticipated Selection Notice: June 1, 2025

Grant Agreement Execution: June 30, 2025

Award Disbursement: August 1, 2025

Projects receiving funding through this NOFO will commence on July 1, 2025, subject to a fully executed agreement.

ELIGIBLE PROJECTS

Projects will help increase or enhance the public’s understanding of Americans’ Home Front contributions during World War II and commemorate these contributions.

Projects considered will include but are not limited to: development of signage, exhibits, and brochures; educational and public programs; curriculum development; community or commemoration events; research; printing and distribution of materials; design or marketing; capacity building; and collaborative projects between multiple cities.

Activities with potential to affect historic properties, such as installations in/on historic buildings or hands-on preservation efforts, will not be eligible.

ELIGIBLE COSTS UNDER THIS PROGRAM INCLUDE BUT ARE NOT LIMITED TO:

- Administrative costs necessary to complete and administer the project;
- Costs to research, design, fabricate, or deliver signage, but not to install it;
- Costs associated with required training or reporting;
- Exhibit costs;

- Marketing collateral design, printing, and distribution in alignment with NPS AWW2HC logo use requirements;
- Curriculum development and production costs;
- Event planning, supplies, space rental, giveaways, and so on;
- Costs to produce and implement educational programming;
- Research costs;
- Capacity building and technical assistance.

Agreements are not effective until released via Submittable by The National WWII Museum.

WHAT IS NOT ELIGIBLE:

- Projects occurring outside of a designated American WWII Heritage City
- Construction, repair, rehab of existing or new sites;
- Acquisition of collections or historic sites;
- Expenses for projects beyond the grant period;
- Reconstructing historic properties (recreating all or a significant portion that no longer exists);
- Moving historic properties or work on moved historic properties that are no longer eligible for listing in the National Register of Historic Places;
- Cash reserves, endowments, revolving funds, or fundraising costs;
- Work performed prior to award date;
- Work on properties or collections owned by the NPS;
- Lobbying activities;
- Costs for work already completed or funded through other programs;
- Items intended for commercial sale or nonprofit fundraising;
- Administrative costs plus indirect costs beyond 25 percent of the total project budget;
- Sub-grants to other organizations;
- Miscellaneous costs, contingencies, reserves, and overhead.

APPLICATION AND SUBMISSION INFORMATION

All applicants must submit their application via the Submittable platform on The National WWII Museum's website: <https://nationalww2museum.submittable.com/submit>

The list below describes the requirements.

1. Grant Program Application
2. Project Information

3. [BUDGET FORM \(Submittable\) Workbook](#)

a. Attach a complete set of financial statements including:

- Balance Sheet/Statement of Financial Position
- Statement of Revenue and Expense/Statement of Activities
- Statement of Cash Flow

b. Attach a certification of good standing from your state or municipality

4. Project Team Description (Enter Project Team Narrative or Upload Resumes/CVs)

5. Project Scope (with an emphasis on expected impacts)

6. Project Timeline

7. Letter(s) of Endorsement: This is required and must be signed by an American WWII Heritage City Point of Contact, defined as the highest local elected official(s) or their representative(s) from the jurisdiction(s) that submitted the NPS WWII Heritage City nomination(s). In cases of nonprofit applications from jointly nominated jurisdictions, the applicant is responsible for ensuring each local government is aware of the application.

Materials not specifically requested as part of the application package may not be reviewed.

Content of Application Submission

Applications must address each of the evaluation criteria below and applications will be reviewed with this rubric as a guide as part of the merit evaluation process.

Applications are due on March 3, 2025, at 5:00 p.m. CT via the Submittable platform. Applications submitted via email or via any other means, electronic or physical, will not be considered.

If technical issues arise that prevent an application from meeting the Submittable deadline, contact the National WWII Museum representative listed in this NOFO by email explaining the technical issue that prevented appropriate submission via the Submittable platform and ensure the email is time stamped before 5:00 p.m. CT.

APPLICATION REVIEW INFORMATION

Criteria

CRITERION 1 | MAXIMUM POINTS = 5

<p>Description: The proposed project must have a connection to the contributions by a city and its environs to the WWII Home Front war effort. The proposed project must highlight achievements by a city and its environs to preserve the heritage and legacy of the city's contributions to the war effort and to preserve WWII history such as contributions related to:</p>
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- Adaptations to wartime survival
- Civil defense preparedness
- Defense manufacturing, such as ships, aircraft, uniforms, and equipment
- Production of foodstuffs and consumer items for Armed Forces and civilian consumption
- Volunteer participation
- War bond drives
- Personnel serving in the Armed Forces, their achievements, and facilities for their rest and recreation
- The presence of Armed Forces camps, bases, airfields, harbors, repair facilities, and other installations within or in its environs.

CRITERION 2 | MAXIMUM POINTS = 5

Description: The proposed project must expand public/community understanding of the contributions identified in Criterion 1. The applicant should describe within the Project Information section:

- Expected impact of the project within their local community
- Desired educational outcomes of the project
- Expected audience(s)

CRITERION 3 | MAXIMUM POINTS = 5

Description: The proposed project must be achievable within one year, within a reasonable budget, and be performed with qualified personnel and/or consultants.

Feasibility

1. List and describe all tasks and their expected results.
2. Justify the timeline as provided in the timeline field of Project Information section, keeping in mind that award announcements are not expected until approximately 6 months following the application due date.
3. Demonstrate that the costs identified in the BUDGET FORM are necessary, reasonable, and allowable.
4. Demonstrate how you will successfully complete the project within the given timeline (1 year) and with the given resources.
5. Briefly describe who or what type of expertise will be involved in carrying out the project and their qualifications, attach resumes/CVs as applicable.

CRITERION 4 | MAXIMUM POINTS = 5

Description: Proposed projects must serve the WWII Heritage City's local community in the long-term by building interpretive infrastructure or developing partnerships.

Sustainability

1. Describe the expected impacts of the project after completion.
2. Describe how your project will support the community and continue to tell the story of the applicant's WWII heritage after completion.

AWARD ADMINISTRATION INFORMATION

Award Notices

Upon being selected for the award, successful applicants will receive notification of the selection of their application for funding. The National WWII Museum will disseminate funding notifications to the applicants selected for an award, following the application deadline. A notice of selection is not an authorization to begin performance on an agreement. This notice will detail the next steps in the awarding process.

Work cannot begin before the grantee receives a fully executed copy of the grant agreement through Submittable. Any pre-award costs incurred prior to the receipt of a fully executed copy of the grant agreement or written notice signed by the grant administrator authorizing pre-award costs, is at the applicant's own risk.

Applicants that have not been selected will be advised as promptly as possible.

Reporting

PERFORMANCE AND FINANCIAL REPORTS

Performance and financial reports must contain a comparison of actual accomplishments and expenses with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due on September 1, 2026, for Cycle 1 and September 1, 2027, for Cycle 2.

A separate budget worksheet that accounts for monies spent against the categories established in the application budget worksheet must also be included in the performance report.

SIGNIFICANT DEVELOPMENT REPORTS

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify The National WWII Museum in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the National WWII Museum award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify The National WWII Museum in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

CONFLICT OF INTEREST DISCLOSURES

Recipients must disclose any conflict of interest that arises during the life of their award per the grant agreement. Failure to disclose and resolve conflicts of interest in a manner that satisfies The National WWII Museum may result in termination of the award.

AWARDING ORGANIZATION CONTACT

For assistance regarding the application process, program administration, and Submittable, contact:

Nina Luckman, Project Manager, Education & Access

The National WWII Museum

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Direct: (504) 528-1944 x389