



Contract Awards Guidelines

"Telling the Whole Story of America's Greatest Challenge, 1860-1875"

November 2012

Congratulations on your accepted proposal! This packet includes your contract for the partnership project funding, approved by the Tennessee Civil War National Heritage Area (Heritage Area) and our Board of Advisors, and guidelines to assist you through the duration of the contract.

Upon receipt of contract and required forms:

- Please read the contract carefully, especially sections A. and B. which describe each party's responsibilities, and C.5. which states the length of the contract.
- Sign and date the contract and the Illegal Immigration Attestation form included on the last page of the contract (on this page, leave the contract number box blank).
- Complete and sign the following forms (only if included in your packet):
 - Substitute W-9
 - Minority/Ethnicity form
- *Within 2 weeks of receipt*, return signed contract and forms to the Heritage Area.
- Keep and refer to the following information sheets:
 - TCWNHA Contract Awards Guidelines
 - TCWNHA Match Report Guidelines

For the duration of the contract:

- Once your signed contract and forms are returned to the Heritage Area, they will be sent to the MTSU Business Office for processing. Within a few weeks, you will receive a final copy of the contract signed by both parties.
- Maintain receipts for reimbursable services and purchases so that you may supply copies with the match report and invoice.
- Project costs are reimbursable up to the contract award amount provided paid receipts are submitted.
- As a nonprofit in Tennessee, you should have and use an exemption certificate provided by the Tennessee Department of Revenue. Sales tax will not be reimbursed.
- Any funds that your organization receives from the Tennessee Civil War National Heritage Area are federal funds. National Heritage Areas are a program of the National Park Service, and the Tennessee Civil War National Heritage Area is administered by the Center for Historic Preservation at Middle Tennessee State University. These federal funds cannot be matched by other federal funds.
- Heritage Area staff must review and approve interim (if required by contract) and final drafts of the project. Please send drafts for review in a timely manner in order to ensure that you meet the contract deadline.
- It is your responsibility to monitor your project's progression and the contract deadline. The Heritage Area is unable to process payment once a contract has expired. If your project is not completed before the contract deadline, the contract becomes void and your organization will need to re-apply for funding during the next project cycle.
- Appropriate credit, including inclusion of the Tennessee Civil War National Heritage Area logo, must be given to the Heritage Area for its contributions to each project in all publications, film credits, signage, media, press releases, and events associated with each project. To request a copy of the logo, email civilwar@mtsu.edu.
- Projects must be approved and completed, and invoice, receipts, match report, and final report submitted to the Heritage Area, a minimum of three weeks before the contract deadline.

Three weeks before contract/payment deadline:

- Submit invoice, receipts, match report, and final report to the Heritage Area.
- Invoice should be on organization letterhead, have an invoice number, and the word "Invoice" should be clearly printed at the top.
- Invoice can only request amount for which receipts are provided. Amount cannot be greater than what is stated in the contract.
- Invoice, receipts, match report, and final report may be submitted by mail or via email.
- Match report should be completed using the TCWNHA Match Report Guidelines and the interactive PDF form, available on our website at www.tncivilwar.org.

Submit any and all contract paperwork (contract, forms, project drafts, invoice, receipts, match report, project report) by email to civilwar@mtsu.edu or by mail to Tennessee Civil War National Heritage Area, MTSU Box 80, Murfreesboro, TN 37132. If you have additional questions for Heritage Area staff, please phone us at 615-898-2947.