

Guidelines for Contract Awards

Tennessee Civil War National Heritage Area

“Telling the Whole Story of America’s Greatest Challenge, 1860-1875”

September 2009

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 the each party’s responsibilities, and C. 6. 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:
 - Substitute W-9
 - Minority/Ethnicity form
- Return original signed contract and forms to:
Tennessee Civil War National Heritage Area
MTSU Box 80
Murfreesboro, TN 37132
- Contract and all forms must be signed and returned to the Heritage Area *within 2 weeks* of the date on which it was received.

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.
- Heritage Area staff must review and approve interim and final drafts of the project. Please send drafts for review in a timely manner in order to ensure that you meet the project completion date.
- Projects must be approved and completed, and invoices submitted to the Heritage Area, a minimum of three weeks before the contract deadline.
- It is your responsibility to monitor your project’s progression and the contract expiration date. 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 and acknowledgement of support and/or funding must be given to the Tennessee Civil War National Heritage for each project. This includes the use of the Tennessee Civil War National Heritage Area logo in a prominent location for all publications, film credits, signage, and other project products. The support and/or funding of the Heritage Area must also be acknowledged in all media announcements, press releases and events associated with each project. To request a copy of the logo, or to ensure that your project has provided adequate acknowledgment of the Heritage Area, please contact the Heritage Area secretary at ahendrix@mtsu.edu.

Invoice submission:

- Projects must be approved and completed, and final invoices submitted to the Heritage Area, a minimum of three weeks before the contract deadline.
- Invoices should be on organization letterhead with the word “Invoice” clearly stated at the top.
- Invoices cannot request an amount greater than what is stated in the contract.
- Invoices may be submitted by mail or via email.

We look forward to working with you on your project! If you have additional questions, please contact the Heritage Area at 615-898-2947.