



Contract Awards Guidelines

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

October 2010

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 original signed contract and forms to:
Heritage Area Manager
Tennessee Civil War National Heritage Area
MTSU Box 80
Murfreesboro, TN 37132
- Keep and refer to the following information sheets:
 - TCWNHA Guidelines for Contract Awards
 - TCWNHA Requirements for Matching Funds

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 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, please contact the Heritage Area secretary at ahendrix@mtsu.edu.
- Projects must be approved and completed, and invoice and reports submitted to the Heritage Area, a minimum of three weeks before the contract deadline.

Three weeks before contract deadline:

- Submit invoice, match report, and final report to the Heritage Area Manager.
- 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.
- Invoice, match report, and final report may be submitted by mail or via email.
- Match report should be completed using the TCWNHA Matching Funds Requirements.

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

Please note that although your contract is with Middle Tennessee State University, any funds that your organization receives from the Tennessee Civil War National Heritage Area are federal funds.