

Annual Navy History and Heritage Awards Program Application Form

Navy History and Heritage Excellence Pennant (History “E”)

Organization Information

Tax Identification No.

Name of Organization

Street Address

City

State

Zip Code

Organization POC

Email

Phone

Mission and Vision Statement of the Institution: Ensure you include how your Organization’s mission and vision work to tell the United States (U.S.) Navy’s story. *Submit on a separate sheet as Attachment History-E-1.*

Completed a professional Museum Assessment Program? Yes No

Title of Program or Project:

Operating budget for most recently completed fiscal year, and cost of project or program:

Number of program attendees (virtual and/or in person) or approximate size of the project footprint:

Dates of project, when exhibition opened, or dates of program if non-continuous:

Organization profile: In no more than 500 words, provide general information about your organization. This may include annual number of visitors, number of employees, a description of collections and permanent exhibits, number of special or temporary exhibits, and/or other information relevant to your institution and how your project works to tell the U.S. Navy’s story. *Submit on a separate sheet as Attachment History E-2.*

Narrative statement: In no more than 4,500 words, provide a detailed overview of the project or program. Describe how your project has impacted your mission, goals, and public stewardship, and how the project told the U.S. Navy’s story through an excellent historical interpretation, well-maintained and restored macro-artifact or ship. Include program-specific public participation/visitation if for a specific program or education event, and any innovations. Include return on investment data if known/available. *Submit on a separate sheet as Attachment History E-3.*

Staff: In no more than 1,000 words, list key in-house staff and describe their roles/impact on this project. *Submit on a separate sheet as Attachment History E-4.*

Media: Provide no more than 10 photographs documenting the project or program. Ensure clearance is provided by any persons in these photographs for use on social media, especially if children are depicted. Submissions should be hard copy photographs. If related materials or posts are online, provide a link.

Application Checklist:

- copy of 501(c)(3) documents, verifying nonprofit status
- nomination letter (self or by other 503(c)(3))
- completed application/attachments, copies of supporting materials (brochures, pamphlets, web pages, lectures, videos, pictures, curricula, et cetera), or evidence of meeting criteria for applicable award category

I certify the materials and information included in this application are true and correct to the best of my knowledge. I understand that falsifying statements and information are grounds for disqualification of this application.

Organizational signature by person with signature authority:

Submit application, supporting documents, and media to: Deputy Director, Navy Museums Division, Naval History and Heritage Command, 805 Kidder Breesee St. SE, Washington Navy Yard, D.C. 20374-5060

Internal Use Only

Award Subcategory	Date Received
<input type="checkbox"/> small	
<input type="checkbox"/> medium	
<input type="checkbox"/> large	
<input type="checkbox"/> other	