

# Annual Navy History and Heritage Awards Program Application Form Maintenance Excellence Pennant (Maintenance “E”)

**Criteria.** Ship-shape and well-restored macro-artifacts (including ships) can best tell the United States (U.S.) Navy’s story to the public. Awards packages should focus on short-term or long-term maintenance projects that have made or will make significant impacts in the preservation or restoration of a macro artifact (for example, a historic ship) to help better tell the U.S. Navy’s story in ways that reflect the U.S. Navy’s history in peacetime and war. Projects that have already been executed must have demonstrated a dramatic positive change in the overall condition of the macro-artifact, including historical accuracy of the maintenance or restoration. If project is still being executed, the anticipated end-state of the preservation or restoration must be detailed. Proposed projects, or projects that had to be halted due to resourcing, will not be considered. The document will consist of an impact statement, background, execution, and end-state benefits.

## Organization Information

Tax Identification No.

Name of Organization

Street Address

City

State

Zip Code

Organization POC

Email

Phone

**Impact Statement of Institution:** State purpose of maintenance project and what is the desired end-state (material condition) of macro-artifact, and how this project will help better tell the U.S. Navy’s story through a well-maintained and restored macro-artifact or ship. *Submit on a separate sheet as Attachment Maintenance E-1.*

**Background of Organization:** State what events led to this maintenance project. If it was simply the passage of time, state how much time passed since last relevant maintenance project; discuss mitigation measures taken during this time period. Discuss obstacles that had to be overcome. *Submit on a separate sheet as Attachment Maintenance E-2.*

**Execution elements:** Discuss in detail how the maintenance project was executed. Referencing enclosures can be used to tell the story. Content of this section must be sufficient to tell the story of how the project was executed, from beginning to end (or status at time of submission). *Submit on a separate sheet as Attachment Maintenance E-3.*

**End-state Benefits.** State the material condition of the macro-artifact and if it met the spirit of the impact statement. Specifically describe the improvement in material condition following the maintenance project. If the project is not yet complete, state whether project, at the stage of award submission, is on track to meet the material condition anticipated in the impact statement. Regardless of whether the anticipated material condition was met or not, discuss the benefits of the end-state material readiness. *Submit on a separate sheet as Attachment Maintenance 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 Breese St. SE, Washington Navy Yard, D.C. 20374-5060

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**Internal Use Only**

**Award Subcategory**

**Date Received**

- small
- medium
- large
- other