



## **Massachusetts Bay Railroad Enthusiasts, Inc.**

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### **The H. ALBERT WEBB MEMORIAL RAILROAD PRESERVATION AWARD**

#### **2017 Award Application & Instructions**

The purpose of the H. Albert Webb Memorial Railroad Preservation Award is to assist in the preservation of New England railroad history. Nonprofit, tax-exempt [Internal Revenue Code 501(c)(3)] organizations that preserve historically significant railroad equipment, structures or information from New England railroads are eligible to apply, whether or not they are based in New England.

Leigh Webb, the son of the late H. Albert Webb and donor of the Award, has committed to an annual award grant of \$10,000. The Award grant may fund either an entire preservation project or the completion of a specific, measurable portion of a larger preservation project.

Mr. Webb has designated the Massachusetts Bay Railroad Enthusiasts, Inc. (Mass Bay RRE) as the administrator of the H. Albert Webb Memorial Railroad Preservation Award. Each year the Mass Bay RRE Board of Directors appoints an Award Committee to conduct the selection process and make recommendations to Mr. Webb, who makes the final Award selection. Among other considerations, projects will be evaluated on the basis of their historical significance and the ability of the sponsor to fund and complete the entire preservation project, not just that portion to be funded by the Award grant.

The selected project sponsor will be required to sign a "project sponsorship agreement" with Mass Bay RRE that sets forth the terms and conditions for receiving and applying the Award grant, including a project work schedule. The sponsor each year shall provide Mass Bay RRE with two copies of an Annual Progress Report, including a brief description of the progress made, photographs of work in progress, an accounting of the funds received and used, and planning which leads to the completion of the project. On completion of the project, the project sponsor shall provide Mass Bay RRE with two copies of a Final Report, including a detailed description of the finished work, with photographic documentation as appropriate, and a final accounting of funds received and disbursed (including copies of receipts and cancelled checks). The project sponsor will acknowledge the right of Mass Bay RRE representatives, acting on behalf of Mr. Webb, to make on-site inspections of all work in progress, as well as the completed project. The project sponsor will also acknowledge the H. Albert Webb Memorial Railroad Preservation Award as a source of funds supporting its project.

***Seven copies of the attached Application Form, with supporting documentation (optional, but encouraged), must be received not later than 5:00 PM on Tuesday, November 1, 2016. A qualified organization may submit only one project application each year. By submitting this application, the sponsoring institution confirms that its 501(c)(3) determination has not been revoked by the Internal Revenue Service. Unless previously submitted with a prior Award application, all applicants must provide one copy of the organization's IRS [501(c)(3)] determination letter with their application.***

Send completed Award application to:

**H. Albert Webb Award 2017  
Mass Bay Railroad Enthusiasts  
c/o William Crawford  
15 Howe Road  
Nahant, MA 01908-1116  
[awards@massbayrre.org](mailto:awards@massbayrre.org)**

*Massachusetts Bay Railroad Enthusiasts, Inc. is a Massachusetts non-profit, tax-exempt [501(c)(3)] educational corporation. We have organized railroad excursions since 1934.*

**The H. ALBERT WEBB MEMORIAL RAILROAD PRESERVATION AWARD**

**2017 Award Application**

Name of Organization: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ – \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Project Officer/Administrator/Manager: \_\_\_\_\_

**1. DESCRIPTION OF PROPOSED PROJECT:** *(Describe in detail the work to be done as part of the Award project. If the portion to be funded by the Award is part of a larger preservation project, describe the scope of the entire project as well.)*

**2. HISTORIC SIGNIFICANCE OF PROPOSED PROJECT:**

Organization: \_\_\_\_\_

3. **PROJECT SCHEDULE AND COMPLETION DATE:** *(If the project to be funded by the Award is part of a larger preservation project, provide a schedule and completion date for the entire project as well.)*

4. **PROJECT BUDGET:** *(Describe amount and sources of additional funding if the project cost will exceed the amount of the Award grant. Specify whether the additional funding is on hand, pledged or to be raised through further fundraising, grant requests, etc. If the project to be funded by the Award is part of a larger preservation project, provide a budget and sources of funding for the entire project as well.)*

Send *seven* copies of the entire application to: H. Albert Webb Award 2017, Mass Bay RRE, 15 Howe Road, Nahant, MA 01908. Applications may be submitted by email to [awards@massbayrre.org](mailto:awards@massbayrre.org). Completed applications must be received not later than 5:00 PM on Tuesday, November 1, 2016.

Enclose one copy of your organization's [501(c)(3)] determination letter from the Internal Revenue Service if not previously submitted. By submitting this application, the sponsoring institution confirms that its 501(c)(3) determination has not been revoked by the Internal Revenue Service.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Official Use Only**

Completed application received by Mass Bay RRE on \_\_\_\_\_, 2016 at \_\_\_\_\_ (AM) (PM)

Received by: \_\_\_\_\_