



100 Cities / 100 Memorials

**A National Matching Grant Challenge
To Preserve WWI Memorials**

Competition Manual

PREFACE

It is in the spirit of these words —“*Lest We Forget*”— that the World War I Centennial Commission and the Pritzker Military Museum & Library jointly launch the **100 Cities/100 Memorials** initiative as its first sponsors, with support from The American Legion.



In observance of the upcoming centennial of World War I, 100 matching grants of up to \$2,000 apiece will be awarded for the restoration of the World War I Memorials across the United States. Any municipal government, individual, or organization may apply. Likewise, any individual, organization or company can become a sponsor of this effort, as the more we can raise toward this program, the greater the amount of the matching grant to the winning memorials.

A century ago, the founders of the American Legion wrote in their charter,

“The sacred purpose of the American Legion is to preserve the memories and incidents of their associations in the Great War.”

Founders: American Legion

This sentiment mirrors the commitment of the World War One Centennial Commission and the Pritzker Military Museum & Library to encourage the restoration and maintenance of World War I monuments across the country.

By restoring these monuments and memorials, many of which bear the names of those members of the community who served and fell in the Great War, the sponsors of the 100 Cities/100 Memorials initiative hope not only to honor the names of those who served, but to raise awareness of this momentous event in our nation’s history, and increase each and every communities’ understanding of their towns’ and cities’ place in military history.

It is our great hope that the 100 Cities/100 Memorials initiative will help unite the nation in a collective celebration of our victory in World War I and in proper recognition of the contributions of those who served and those who made the ultimate sacrifice in defense of liberty and freedom.

Kenneth Clarke

President & CEO
Pritzker Military Museum & Library

Daniel Dayton

Executive Director
United States World War I Centennial Commission

ORGANIZATIONS:

Sponsoring Organizations:



THE UNITED STATES
WORLD WAR ONE
CENTENNIAL COMMISSION

PRITZKER
MILITARY
MUSEUM & LIBRARY

Supporting Organizations:



THE AMERICAN LEGION



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HOW TO SUBMIT A GRANT PROPOSAL

Thank you for participating.

Below are the "Ready", "Get Set" and "Go" stages for submitting your project.

Get Ready

by identifying the basics about your project:

- First you need to find and identify the memorial and the project that you want to spruce up or restore.
- Then you'll need to identify who owns or controls the memorial and get their permission to do the project.
- Next you will want to read (and understand) the **Competition Manual** and review the **Competition Resources** available to you. Most of your question will be answered in the manual but if you still have some, you can send us questions via the **Question Form** and we will answer them online.
- Once you have defined the scope or scale of the project that you want to undertake, you'll want to get some idea of the project costs and how long it will take to do.

Get Set

by pulling the project information together.

- Identify your team (organization), give your project a name and if you want, give yourselves a cool nickname!
- Using the memorial's address, look it up on Google Maps, zoom down to it and save the URL. You'll need the URL for your submission
- Look in the **Resources** section of the site where you'll find a sample letter you can send to the Memorial owner or controlling organization to get permission. It makes sense that you can't just plan to go and change a local landmark without written permission, Right?
- Take all the information you gathered and write it all up in a **project plan**. We have provided you some samples in the **Resources** section of the site. You'll be submitting the plan as a .pdf document.

- **And NOW for the fun and creative part!**

We challenge you to tell the story about your Memorial, its place in your town's history, your project to restore it and all about your team. We will publish these "Creative Narratives" on the US World War One Centennial Commission's web site. Your story will become part of the official US national archive of the WWI Centennial.

What the heck do we mean by a creative narrative? It's a fancy way of saying that you can tell your story any way you want... with words, pictures, video, sounds, images, drawings, scans - ANYTHING. Be creative; be resourceful; be awesome; be amazing and show the world your project.

We'll accept .pdf files, video files and audio files. We'll even let you upload 2 of them - like a .pdf AND a video file. If it's a video, don't make it longer than 3 minutes. In any case, don't make any bigger than 350Mb or it won't upload.

GO!

Go to "[Submit a Grant Application](http://ww1cc.org/100memorials)" at ww1cc.org/100memorials and fill out the online form. You'll see places to put all the information you gathered and to upload all the items we outlined above. Again, if you have questions, submit them with the **Question Form**. Your questions and the answers will be published to all contestants.

NOTE: There is \$50 processing fee for all projects that are submitted.



PROJECT OVERVIEW



At the end of World War I, thousands of war memorials of every size were built in local communities across the country. Over the decades, under exposure to the elements, these memorials have aged. We must act now – to restore both their physical beauty and our awareness of the men and women they memorialize.

To help motivate and support this restoration, **the 100 Cities / 100 Memorials program** is launching on July 15, 2016 with \$200,000 in initial funding provided by the World War One

Centennial Commission and the Pritzker Military Museum & Library for matching grants.

These organizations continue to seek other major funding partners nationwide to expand the funds available to encourage and match the fundraising efforts of the awardees.

The purpose of 100 Cities/ 100 Memorials is to motivate and support the efforts of local organizations across the country to honor the memory of their hometown war heroes, to build awareness of the war's impact on their local communities, and to restore and provide for the ongoing upkeep of their local World War I memorials, all in time for the nation's centennial celebrations scheduled for November 2018 – celebrations that will also include the unveiling of the new national World War I Memorial in the nation's capital.

Local organizations, including civic groups, service organizations, veterans groups and others, are being invited to nominate their restoration and commemoration initiatives for consideration to be selected as one of the 100 Cities / 100 Memorials matching grant recipients. Suitable recognition for these efforts will be provided to *all* nominees for their submission; one hundred of these local initiatives will also be selected to receive matching cash awards of up to \$2,000 to help fund their restorative efforts. All nominees and awardees, and their principle sponsors and donors, will receive appropriate national and local recognition for their efforts.





GRANT APPLICATION PROCESS & SELECTION CRITERIA

Partnerships: We want to encourage collaboration between the community and local organizations like your American Legion or VFW post, schools, churches, Scout organizations, 4H clubs, local civic and historical societies in developing your WWI Memorial restoration projects. We are confident that your experience, knowledge, sense of honor, pride, community and history will be memorable.

Awards: As you define your project, be it humble or grand, you will be challenged to raise ½ the funding from local sources and sponsors. The 100 Cities / 100 Memorials project will match those contribution dollar-for-dollar up to a maximum of \$2,000 per grant. We will be awarding 100 of these grants so your project has a good chance for inclusion.

Examples: If you are doing a simple project like landscaping the area around a Memorial Stone, your whole project budget might only be \$800. In that case, you would raise \$400 from local sources and the match from the program would be the other \$400. If you were doing a larger project, perhaps with a professional conservator's help, and your project budget was \$10,000, the matching grant would cover a maximum of \$2,000 (20% of your project budget), and you would need to raise \$8,000 from other sources.

As a part of the planning and application, the grant applicants will need to:

1. Identify themselves and their organization as the Project Leads for the restoration
2. Identify the ownership and/or controlling entity for the memorial and provide written proof that this entity approves of the Applicant and their project.
3. Research and document the history and background of the memorial
4. Produce a plan for the restoration including what will be done, what kinds of resources will be needed, and who those resources might be.
5. Produce a plan for the future upkeep of the memorial
6. Produce a budget for the project including bids from contractors who will do the work
7. Produce a sequence and a schedule for the work
8. provide a plan for raising the core funds that this program will match
9. Present a story in pictures and/or sound, videos and other for the memorial and the project

The submission deadline for Grant Applications is June 15, 2017.

All projects submitted will receive recognition and will be published on the US World War One Centennial Commission web site. From these submissions, the program will select 100 projects for matching grants.

The selection criteria for the grants includes:

1. Meeting the submission requirements as outlined in the Competition manual, rules & regulations
2. The appeal of the restoration and commemoration plan for the memorial (the Creative Narrative presentation will be key for this evaluation)
3. The Applicant's consideration for the future upkeep of their memorial
4. The scope of the community, civic and educational aspect of the project that explores, exposes and honors WWI's local impacts.
5. The demonstrated ability and/or established success in raising the core funds for the project



MORE THAN JUST A MATCHING GRANT

Tools To Help Your Project

To help communities and organizations to succeed, the sponsors are providing more than a matching grant. All submissions will receive national exposure via the Commission's web site, but the 100 selected projects will also receive special recognition as award winners providing a great incentive to local contributors that the applicants solicit for their projects. .

Additionally, the 100 Cities / 100 Memorials program will assist participants with local public relations and community outreach efforts by providing promotion templates, social media resources, images, PSA copy and more via the program's promotion tool kits.

The promotion plans and opportunities are constantly changing, but the plans include:

- As soon as a project grant application is submitted, the memorials and the accompanying photo essays & videos may be published on the website of the World War I Centennial Commission. If a project is submitted early to take advantage of the national association and exposure.
- If a project is submitted early to take advantage of the national association and exposure. The submitting organization can request that their submission be open for editing allowing them to continue to update their application and files until the submission deadline on June 15, 2017.
- In July of 2017, All compliant project applications, the memorials and the accompanying photo essays & videos will be published on the website. A social media and media campaign will be launched to create a general awareness of the projects, the participants who have submitted applications and their local sponsors. This gallery will be open for public comments that will be captured and submitted to the project jury.
- On or around November 11, 2017, the grant awards will be announced a list of all awardees, along with their principle donors to date, will be prominently posted on the website of the World War I Centennial Commission and publicized via a national press conference that will announce the entire list of 100 awardees and their organizers and principle sponsors. Local organizations and donors will be invited to make themselves available for interview by local media outlets.
- From the announcement forwards, the restoration and commemoration accomplishments of the 100 awardees will be showcased. Showcases will include recognition for each nominee group and its participating partner organizations, including its principle donors.



- On November 11, 2018, the date of national commemoration of the World War I armistice, national press conferences will accompany commemoration activities at Arlington National Cemetery and the dedication of the new World War I National Memorial in Pershing Park on Pennsylvania Avenue in Washington, DC. The 100 awardee organizations, as well as our major national funding partners, will be recognized in ceremonies at the new memorial in Washington, and at similar events at the national World War I Museum in Kansas City, Missouri, and at the Pritzker Military Museum & Library in Chicago.
- Additionally, a high-quality coffee table book published by the Pritzker Military Museum & Library and the United States World War One Centennial Commission honoring the efforts and achievements of the 100 awardees (and listing all nominees) will be released to the public. National sponsor organizations will be prominently profiled. Each awardee will be featured in its own two-page spread which will also recognize principle organizers, donors and sponsors of the local efforts.



7 REASONS FOR PARTICIPATING IN THIS PROJECT

1. **Civic Pride** – The World War One monument in your town is part of your history. The men and women in your town served in the Great War with purpose. It was important to them to defend our nation. Your town’s monument is proof of their dedication to service and freedom. Now, one hundred years later, it is your turn to keep the memory of their service alive.
2. **Shared Heritage** – The preservation and restoration of World War One monuments helps to educate your community about your local history and heritage. It promotes a respect for those who served to defend our freedom, while also learning about those who lived in different times and different societies. The World War One memorial(s) in your town cultivate the pride of our past and heritage which makes your town and community unique in the world. This is a wonderful teaching moment for any organization that also connects to youth.
3. **Historical Appeal** – Everyone likes to experience the “spirit” of the place of origin, which most often is represented through architecture, and landmarks. People like to look and learn about the history. These monuments help make your town unique. What better time than the centennial to spruce up your monument to ensure its preservation for another 100 years.
4. **If not now, when?** – The commemoration of the centennial of World War One provides an opportunity for your town to join a national effort to publicly honor and recognize the service men and women. We can never be certain future generations will value the importance of their sacrifice in the future. This reality brings to light the importance of locating and saving these monuments- because once a piece of your town’s history is gone, it is lost forever.
5. **Building Community** – Encourage your local service organizations, Veterans organizations, along with local citizens to preserve the history that is engrained in your community. This joining together builds a strong sense of community and fulfills the rights and responsibilities in understanding the historical significance of those that came before us, and those that will come after.
6. **Join The National Commemoration** – All submissions will be published on the US WWI Commission web site, which is a part of the permanent national archival, and bringing visibility to you, your project and your community as a part of the 1917-1918 WWI Centenary Commemoration.
7. **Special Recognition** – The winning submissions have an opportunity to be included in celebratory coffee table book about the 100 Cities / 100 Memorials project, as well as other recognitions yet in the planning stages.



WHY THESE MEMORIALS MATTER

The "Great War" was world-wide conflagration fought 100 years ago and which took an estimated 17 million lives, World War I is in many ways America's forgotten war. That is ironic, because the experience shaped the world we navigate today. Not just the world of diplomats and scholars, but the lives of common, every day Americans.

World War I profoundly and permanently shaped the American national character – a character that each of us is called upon to steward daily.

As war raged across Europe and around the world, Americans were determined to stay neutral. But as the barbarity and destruction mounted, sentiment began to change. We distrusted militarism, championed self-determination for all peoples, and were passionate about democracy. Intervening for these American principles, and ensuring them for the world's future, began to feel more and more like a duty – a duty felt not just by those in power, but by common Americans.



The war brought a new sense of self for America – the dawning acceptance that there were principles worth defending, even at the cost of intervening outside our own borders and spilling the blood of American boys. We took our early, brave steps as a nation that forever after would stand up proactively on the world stage – not just for America, but for distinctly American principles: democracy, capitalism, personal liberty and human rights. That commitment – born in World War I -- has continued to shape our country, our people and the world ever since.

The World War I Centennial will cause Americans to stop and think about these effects and the brave men and women who brought them about. As we do so, we will feel closer to our ancestors – and thereby better understand ourselves. We will be wiser observers of the world – and better understand what it means to be American. We will be more in touch with our past – and better equipped to weigh our pressing choices about our future, both as individuals and as an American nation.

Our opportunity goes much farther than simply dusting off the history of a long-ago war; our opportunity is to use this "teachable moment" to strengthen our nation, and we owe it to future generations to do so.

America's war experience – and how it impacts us today

In 1914, Europe was the economic and cultural epicenter of the world. The world that emerged from the destruction in 1918 would never be the same – and neither would the United States. Indeed, the “American Century” began on the war-torn fields of France.

Entering the trenches alongside the exhausted Allied armies, 2 million fresh-faced American troops brought with them an infectious idealism and energy. Their participation was short, intense and costly. The American army suffered 375,000 casualties and 116,516 deaths in less than a year on the front line -- a casualty rate double that of World War II. More Americans died in those few months in France than in three years in Korea and eight years in Vietnam -- combined. 200,000 more came home wounded and maimed. But their contributions to the war drove the Germans to desperation and the Allies to victory.

If America's entry changed the course of the war, the war that profoundly changed America as well -- in ways that continue to influence our nation:

- **Economic:** The war made the United States the world's dominant economy, as Europe's need for food, raw materials, and munitions fueled the growth of numerous industries.
- **Science:** Technology advanced rapidly during the war, bringing innovations ranging from chemotherapy to the zipper. The science of medicine was also accelerated.
- **Race:** Before the war, four of every five African Americans lived in the rural south, most working as migrants. A “Great Migration” of blacks moving northward for factory jobs swelled the urban black population several times over and set the stage for the Civil Rights movement.
- **Art, literature and cinema:** The humanities were transformed by new approaches and themes as Americans sought to express feelings about the war.
- **Women's rights:** As men went to war, women replaced them in careers that had never been open to them before. The experience of work changed attitudes toward traditional women's roles, which emboldened suffragettes to secure the vote for women shortly after the war.
- **Geopolitics:** Old empires were swept away by the war and new nations arose from the treaties. The borders of Palestine, Iraq, Kuwait and Syria were drawn in ways that created cultural and religious divides that remain a source of world tension today. Those tensions have given rise to terrorism, jihad, the scourge of ISIS and other unrest throughout the Middle East, and have required America not only to defend its freedoms and but also to examine the limits of those freedoms.



Lest We Forget

Our nation's great sacrifices in World War I, and the changes that they brought about, are seldom fully appreciated by Americans today. Between now and November 2018, a great nationwide effort will seek to enlighten Americans about the war's enduring influence in their own lives.



Our nation's history and values were profoundly shaped by World War I. Today, awareness of those principles could not be more urgently needed. As a nation, we face momentous challenges, internal and external, that threaten our heritage. To intervene wisely, it is important to understand America's actions in World War I, so that future generations can confront our nation's great challenges in ways that are similarly brave, similarly absolute, similarly noble, and similarly...American.

Capitalizing on this important moment is the purpose of the US World War I Centennial Commission, a group of key leaders who have been charged by Congress to help deliver these benefits to our nation and its people.

The Commission was established by an act of the 112th Congress and signed by the President on January 16, 2013. The twelve Commissioners, all volunteers, have been appointed by the President, the majority and minority leaders of Congress, the American Legion, Veterans of Foreign Wars, and the National World War I Museum in Kansas City, Missouri. Also involved in the effort are four former presidents: George W. Bush, Bill Clinton, George H. W. Bush, and Jimmy Carter.

The Commission is stimulating and organizing the comprehensive effort it will take to motivate reflection and understanding among millions of Americans. The Commission is working with partners nationwide including state centennial agencies, military and veterans groups, federal/state/local governments, museums and libraries, schools and universities, corporations and foundations – as well as with foreign governments and organizations. Linked by the Commission, these organizations are pursuing the many works, great and small, that will be needed to achieve the potential of this moment: initiatives as diverse as art exhibits, television specials and school essay contests, and efforts as sweeping as erecting a new national World War I Memorial that will take its rightful place among the other great war memorials in our nation's capital.

Though the Commission was established by Congress, no taxpayer money has been used for any part the centennial commemoration. Initially sponsored with \$5 million in funding from the Pritzker Military Museum & Library, the effort depends entirely on the charitable contributions of American citizens, corporations, and foundations.

To learn more about the US World War One Centennial Commission and all the WWI Centennial programs and projects, go to ww1cc.org



COMPETITION REGULATIONS

These Regulations set forth the rules for the 100 Cities / 100 Memorials Matching Grant Award Competition. Grant Applicants who participate in the Competition agree to comply with all Competition Regulations.

Grant Applicants are advised to periodically check the Competition Website ww1cc.org/100memorials for any revisions to these Competition Regulations or to the Program Goals.

The 100 Cities / 100 Memorials Matching Grant Award Competition provides matching grants to organizations, teams, or individuals to support projects that will restore World War I memorials located in the 50 United States and United States territories.

1. Grant Application Procedures

1.1. Call for Entries: The promotion for this Grant Application Competition will be distributed widely to national websites in the memorial and memorial restoration community, state WWI Centennial partners, American Legion or VFW local posts, civic and community organizations and others. This call for entries will direct applicants and organizations interested in participating in the competition to the Competition Website at ww1cc.org/100Memorials.

1.2. Preparation of submittals: Grant Applicants (organizations, teams or individuals) will be responsible for the proper and correct development, preparation and submittal of their application so that it meets all of the specific application criteria. Entry Fee: An entry fee of \$50 must be paid for each Grant Application at the time of submittal. Payment must be made through the Competition Submission Website.

1.3. Revisions to submissions: the submission website will be set up so that on request Grant Applications can be updated or revised until the competition deadline without requiring the applicant to submit a new application or to pay the application fee again.

1.4. Submission by Applicants: All Grant Applications must be submitted electronically via the Competition Website, which can be accessed via ww1cc.org/100memorials by the "Application Deadline" as posted in the competition schedule. The Application Entry shall conform to the Mandatory Requirements as stated in Section 3 of these Competition Regulations.

1.5. Compliance Check: Upon receipt of the Grant Applications, the Competition Managers will review each Entry for compliance with Mandatory Requirements. All Grant Applications found in compliance with the Competition Regulations will be included on the Competition Website and forwarded to the Jury for evaluation.

1.6. Non-Compliance: Should any Grant Application be found in non-compliance with these Competition Regulations, the Competition Managers will remove it from Competition and notify the Applicant of the non-compliance. The determination of non-compliance is final and not subject to appeal. The applications found non-compliance forfeit the \$50 entry processing fee. We urge all applicants to review the competition rules and their submissions carefully.

1.7. Late Entries: A Grant Application will be considered late if received after 5pm Eastern on the competition deadline day as stated in the competition schedule. Entries received after the specified time will not be considered in the Competition. Revisions will not be accepted after the closing time and date.

1.8. Application and Preparation Expenses: The cost of preparing an application and the application fee are at the sole cost of the applicants. There are no honoraria or expenses paid to applicants at any stage, except for the grants to the selectees.

1.9. Evaluation and Selection: All Grant Applications that are deemed compliant with these Competition Regulations will be exhibited in a format that allows each Grant Application to be viewed and evaluated equally and without prejudice. Portions of the entries (IE The narrative essays about the project) will also be available on the Competition Website for public viewing and comment after submission deadline, and comments will be shared with the Jury.

1.10. Grant Award Selections: The Grant Application selectees will be announced consecutively between August and November of 2017.

2. Communications

2.1. Protocol: If any Applicant desires information of any kind in regard to the Competition, the Competition Regulations, the program, the awards, or any other inquiry, the Applicant shall ask for this information through the Competition Website during the Question and Answer Periods, or at the online Competition Briefing.

No Competition Applicant or Participant's representative shall communicate with any member of the Competition Oversight Committee, the Governance Group, the Sponsor, or the Competition Managers on matters of this Grant Awards Competition except as provided in these Competition Regulations.

2.2. Duration: This Communication Protocol is in effect continuously throughout the duration of the competition

2.3. Question and Answer Period: During the Competition Period, questions and requests for additional information may be submitted through the Competition Website. All appropriate questions will be answered in accordance with the Competition Regulations, and copies of all questions and answers will be posted on the Competition Website. The authorship of all questions will remain anonymous. Upon publication by the Competition Managers, the Questions and Answers become official addenda to this Competition Manual.

2.4. Pre deadline competition briefing: About one month prior to the close of submissions, the competition sponsors will hold an online competition briefing to help clarify any questions and to assist in the delivery of the best submissions possible. This online webinar style briefing will be open to the public and anyone can attend.

2.5. Reporting: Representatives of the Sponsors, Award Oversight Committee, and Jury shall report any communications [other than communications submitted through the authorized channels via the Competition Website] from Applicants to the Competition Managers, who will bring the matter to the Governance Group.

3. Mandatory Format and Contents For Grant Applications

3.1. Required Contents: The Grant Application is intended to provide a project qualification, scope, import, explanation, authorization, capability and vision including narrative description of the memorial, restoration and long term upkeep, with a photo essay on the subject memorial and project.

3.2. Existing/local sponsorship: As the application is for a 1:1 matching grant, any existing core sponsor base is an important evaluation criteria for your project.

3.3. Format: The Grant Application documents shall be submitted electronically via the competition submission web site. Requested documents such as a budget or approval of the project by the controlling entity should be provided as simply scanned documents. However in the creative sections and essay sections of the submissions, the method of depicting the Award Application (drawing, color, photography, narrative, video etc.) shall be at the discretion of the Applicant. All .pdf document elements will be formatted: double spaced, 8.5" X 11" portrait format using a minimum 12 pt. font. Photo essays will be organized and put together in a PDF file formats in 8.5" X 11 portrait format with any captions using a minimum 12 pt. font. Video essays will be submitted in .mov .mp4 or .m4v formats as proscribed in the file upload area where they will be uploaded along with the other competition submission materials. Videos created on smart phones in vertical format are acceptable.

3.4. Contents of Application: An application must include the following elements:

3.4.1 Identification of the organization(s) and individuals that are the Project Leads for the restoration

3.4.2 Identification of the ownership and/or controlling entity for the World War I memorial to be restored or maintained and provide written proof that this entity approves of the Applicant, their project and their plan.

3.4.3 Documentation of the history and background information on the memorial as accumulated through research

3.4.4 A plan for the restoration including what they will do, what kinds of resources they will need, and who those resources might be.

3.4.5 A plan for the future upkeep of the memorial

3.4.6 A budget for the project including bids from contractors who will do the work

3.4.7 A schedule and a sequence for the work

3.4.8 A plan for raising the core funds that a grant from this program will match

3.4.9 Pictures and/or videos of the memorial and illustrating the project

4. Evaluation Criteria

4.1 The criteria for evaluating applications and selecting grantees are as follows:

4.1.1 Meeting the submission requirements as outlined above

4.1.2 The scope, importance and appeal of their restoration and commemoration plans,

4.1.3 The Applicant's success in providing a realistic plan for the future upkeep of their memorial

4.1.4 The Applicant's success in involving the community to explore and honor its World War I history, including the war's local impact and the local community's original efforts to commemorate the war

4.1.5 The Applicant's demonstrated ability and established success in raising funds for their project.

5. Eligibility Location: This 100 Cities/100 Memorials Matching Grant Award Competition is open to any project that restores a WWI Memorial located in the 50 United States and in US territories.

5.1. Timeframe: Existing and future restoration projects that have been or will be completed between January 1, 2014 and November 11, 2018 are eligible for the grant award.

5.2. Restriction: No officers, directors or employees of the Sponsors nor family members thereof are eligible to enter this 100 Cities/100 Memorials Matching Grant Award Competition.

6. Grant Agreement and Disbursement

The winning selections from this awards competition will qualify for program matching grants. The grants will be awarded in accordance with the terms of the Grant Agreement which will be provided to all award winners and must be executed prior to the payments of any awards. The Grant Agreement will specify the details of the grant disbursements, timing and methods.

7. Disqualification

Disqualification will occur should any Applicant commit an act (or acts) that is (are) in conflict with the Competition Regulations. The Governance Group has final determination on any and all disqualifications arising during the competition procedure. The Competition Managers will forward issues requiring resolution to the Governance Group. The Competition Managers will present the findings to the Governance Group in an expedient and fair manner. The Governance Group will make its decision, and its determination will be final.

8. Competition Sponsors: The Sponsors of the Competition are:

8.1. The U.S. World War I Centennial Commission: The Commission’s mission is to plan, develop, and execute programs, projects and activities to commemorate the Centennial of World War I. The Commission was established by an act of the 112th Congress and signed by the President on January 16, 2013.

8.2. Pritzker Military Museum & Library: The mission of the Pritzker Military Museum & Library is to acquire and maintain an accessible collection of materials and to develop appropriate programs focusing on the Citizen Soldier in the preservation of democracy. Colonel J.N. Pritzker, IL ARNG (Retired), founder of the Pritzker Military Museum & Library, assembled a major collection of books and related materials on military history, with a particular focus on the concept of the Citizen Soldier in America. Today, building upon that foundation through the generosity of private donors, the Pritzker Military Museum & Library has become a non-partisan research organization that attempts to increase the public understanding of military history and the sacrifices made by the men and women who have served.

8.3. The United States Foundation for the Commemoration of the World Wars: This is a non-profit (501c3) organization established in the District of Columbia. “The Foundation”, will act as the entry fee collection and disbursing agent for the Commission and PMML.

8.4. Other Related Organizations: There may be other organizations acting in guidance, support, advisory, promotional and sponsorship roles. These organizations will be listed on the competition website at ww1cc.org/100Memorials.

9. Governance Group: The Governance Group, a committee composed of representatives of the Sponsors of this grant program, is the coordinating and adjudicating authority for the Competition and shall have final decision authority regarding issues arising during the Competition Process. If issues arise, the Governance Group will consider the issue and the Competition Managers’ recommendation and render a decision. The decision is not subject to appeal.

10. Competition Managers: The Competition Managers are retained by the Sponsor to manage the Competition Process. The Competition Managers’ roles include being the sole contact of, and representative for, the participants throughout the Competition; organizing and coordinating all activities of the Competition including technical and communications; ensuring an equitable, open, and clear process leading to decisions by the Jury; managing the public outreach and promotion of the competition; facilitating meetings as required for the orderly execution of the Competition; and bringing issues regarding non-compliance with the regulations to the Governance Group for review and decision.

11. Jury: The Jury is comprised of individuals representing a broad range of disciplines and including perspective on memorial preservation, community action and commemoration, architecture, landscape architecture, urban design and planning, and arts and culture. All members of the Jury are appointed by the Sponsor. The tasks of the Jury are defined in the Competition Regulations.

12. Ownership of submission: OWNERSHIP AND LICENSE. Any and all entry materials submitted for any phase or event in this Award Competition (hereinafter “Submission”) become the property of the US World War One Centennial Commission and/or the Pritzker Military Museum and Library and will not be acknowledged or returned. The copyright in any Submission shall remain the property of the entrant, but entry into this competition constitutes entrant’s irrevocable and perpetual permission and consent, without further compensation or attribution, to use, reproduce, print, publish, transmit, distribute, sell, perform, adapt, edit, modify, enhance, or display such Submission for any purpose, including but not limited to editorial, advertising, trade, commercial, and publicity purposes by the US World War One Centennial Commission and/or the Pritzker Military Museum and Library and/or others authorized by the US World War One Centennial Commission and/or the Pritzker Military Museum and Library, in any and all media now in existence or hereinafter created, throughout the world, through the last to expire of any copyrights in any part of the Submission. The Submission will be appropriately archived and permanently documented via the World War One Centennial Commission website, which is being scanned, recorded and stored on a regular basis by the US Government Printing Office as a site of interest to the American People.

13. Exhibition of Entries and Submittals: The Sponsors reserve the right to exhibit all content submitted and in compliance with the Competition Procedure. Furthermore, the Sponsors reserve the right to use or display any and all material for educational purposes, publication, documents, videos, or fund-raising purposes at its discretion. The Sponsors shall give appropriate credit to the author or authors of any material used and will include any core sponsors for any project during any exposures where such exposure is appropriate and/or possible (again check with legal)

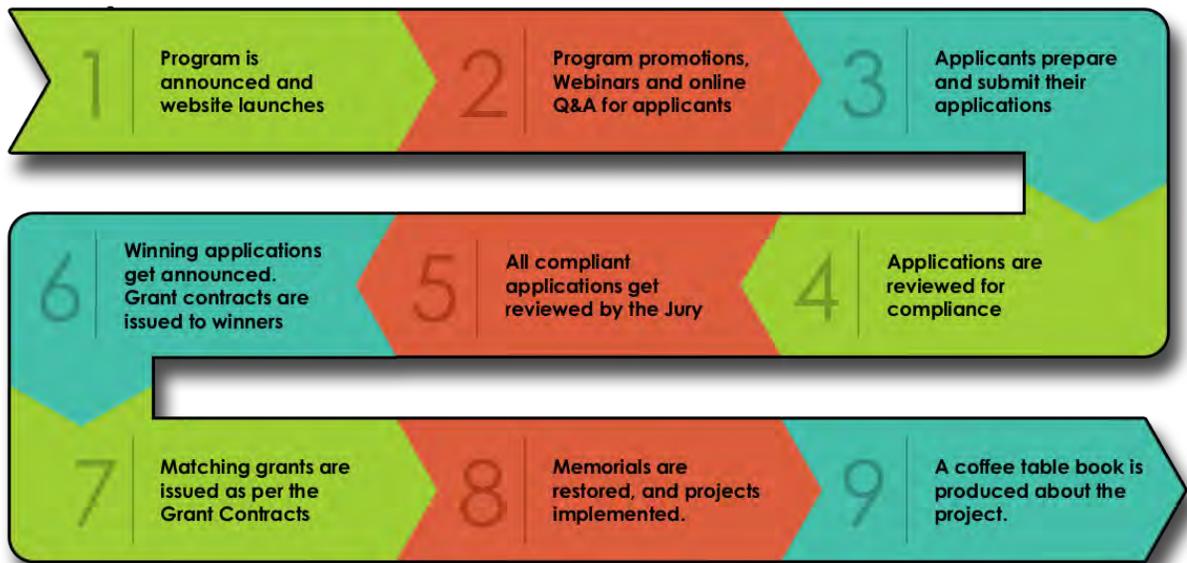
14. Changes: The Sponsors retain the right to modify and update any part of these design competition regulation at their sole discretion including changes in schedule. Any such changes will be reflected in the Competition Website and a change notice will be published. It is the responsibility of Applicants to check the site periodically for changes. All updates, communications and all questions will be submitted via the competition website at <http://ww1cc.org/100Memorials>.



Project Flow

The 100 Memorials / 100 Cities project encompasses the processes of soliciting involvement, support and education for the applicants, the grant application process itself, selection and grant awards, and importantly, the support, recognition, celebration and promotion of the grantee projects as we reach the Centennial of Armistice Day in 2018.

Below is a diagram of the sequence flow for these elements.





SCHEDULE

Date	Event	Detail
July 15, 2016	Site Launch	100 Cities/100 Memorials website launches and grant application portal is open to the public
September 8, 2016	Webinar: "Memorial Restoration 101"	"Memorial Restoration 101" webinar for potential participants who want to learn more about what to do, how it should be done. The webinar will feature conservator experts in these kinds of restorations.
October 19, 2016	Webinar: "Competition Briefing - Planning for a successful grant applications"	"Competition Briefing - Planning for a successful grant applications" is a webinar we plan to hold multiple times as an interactive tutorial for participants who want more insight into creating a successful grant application. This includes a public Q&A for participants.
Various	Register to the 100 Cities / 100 Memorials blog to be notified automatically	Various program events and schedule details will be published as they become set. We recommend you register to the Blog and you will receive and email notice of new information as it is published.
June 15, 2017	Grant Application submission deadline	All grant applications must be submitted by 11:59pm EDT
July 1, 2017	Compliance Confirmation	All grant applications will be checked and all compliant application teams will be notified.
July 15, 2017	Public posting	The "Creative Narrative" of all compliant projects will be posted on the US World War One Centennial Commission website

July 15, 2017	Grant Applications to the Jurors	Grant Applications will be assigned to Jurors for initial evaluation
September 7-8, 2017	Jury meets for final evaluations	Around this time, all jurors will meet and all finalists and runner up recommendations will be reviewed.
November 11, 2017 (or there about)	Grant Awards announced	All selected grant award projects will be announced and posted to the website
November 17, 2017 (or there about)	Winner Webinar	All selected grant awardees will be invited to an online media event for some congratulations, discussions and celebration
December 1, 2017	Grant Contracts sent to award winners	The Grant Award Contracts will be sent to all winners by this date for review and execution by each awardee team
January, 2018 – November 2018	Highlight efforts continually	Over the coming months, we will be featuring and highlighting the progress of various projects
November 11, 2018	Armistice Day Celebration	National Press conference placement of plaque honoring the 100 Cities/ 100 Memorials Award Winners