



Massachusetts Bay Railroad Enthusiasts, Inc.

The H. ALBERT WEBB MEMORIAL RAILROAD PRESERVATION AWARD

2012 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. Unless previously submitted, applicants must provide a copy of the organization's IRS determination letter with the Application Form.

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. The winning 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 winning project sponsor 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.

Four copies of the attached Application Form, with supporting documentation (optional, but encouraged), must be received not later than 5:00 PM on Monday, September 26, 2011. 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.

Send completed Award application to:

**H. Albert Webb Award 2012
Mass Bay Railroad Enthusiasts
c/o William Crawford
15 Howe Road
Nahant, MA 01908**

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

2012 Award Application

Name of Organization: _____

Representative: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ E-Mail: _____ Web Site: _____

1. DESCRIPTION OF PROPOSED PROJECT: *(400 words maximum)*

2. PROJECT SCHEDULE AND COMPLETION DATE:

Organization: _____

3. HISTORIC SIGNIFICANCE OF PROPOSED PROJECT: *(500 words max.)*

Send four copies of the entire application to: H. Albert Webb Award 2012, Mass Bay RRE, 15 Howe Road, Nahant, MA 01908. Completed applications must be received not later than 5:00 PM on Monday, September 26, 2011. If not previously submitted, enclose a copy of your organization's [501(c)(3)] determination letter from the Internal Revenue Service. By submitting this application, the sponsoring institution confirms that its 501(c)(3) determination has not been revoked by the Internal Revenue Service.

Preparer's Signature

Preparer's Name

Date

Official Use Only

Completed application received by Mass Bay RRE on _____, 2011 at _____ (AM) (PM)

Received by: _____