



Grant Communications: Acknowledgement Toolkit

Purpose

This toolkit provides a quick reference for grantees when announcing awards, acknowledging funding sources, and preparing public-facing materials for State Historic Preservation Office (SHPO), Historic Preservation Fund (HPF), National Park Service (NPS), Alaska Certified Local Government (CLG) Program, and the Alaska Maritime Heritage Preservation Program.

Boilerplate

The Office of History and Archaeology (OHA) is Alaska's primary office with knowledge and expertise in historic preservation dedicated to preserving and interpreting Alaska's past and serves as Alaska's State Historic Preservation Office (SHPO) pursuant to the National Historic Preservation Act of 1966. OHA administers programs authorized by both the [National Historic Preservation Act of 1966](#) and the [Alaska Historic Preservation Act of 1971](#). The office works with local governments, the public, and educational and not-for-profit organizations to identify, preserve, protect, and interpret the state's cultural, historic, and archaeological resources ensuring that our heritage is passed on to future generations.

Statement: Sarah Meitl, Deputy SHPO Officer shares *“Alaska’s preservation programs safeguard the places and stories that define who we are, from historic landmarks that anchor our communities to the maritime traditions that carry our heritage across generations. Together, these efforts strengthen our shared identity and ensure that Alaska’s history continues to inspire and guide us.”*

Before you announce, confirm the following:

- The **grant agreement is fully executed** (no funds may be spent before this).
- Your project description is accurate and approved.
- Any partners or collaborators have reviewed the announcement.
- You are using the **correct acknowledgment**.



Required Acknowledgment Language

All announcements must include the following:

Certified Local Government & Historic Preservation Fund Acknowledgment:

[Project Name] is supported in part by the Historic Preservation Fund administered by the National Park Service, Department of Interior, and the State of Alaska Office of History & Archaeology.

Funding acknowledgement. All deliverables (i.e., publications/video/audio files/ exhibits/interpretive signs, etc) assisted with a federal grant shall contain the following disclaimer and acknowledge support of the funding agency.

The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

Maritime Heritage Program Acknowledgment:

“[Project Name] is being supported in part by a National Maritime Heritage Grant administered by the National Park Service, Department of the Interior and the State of Alaska Office of History and Archeology.”

Funding acknowledgement. All deliverables (i.e., publications/video/audio files/ exhibits/interpretive signs, etc) assisted with a federal grant shall contain the following disclaimer and acknowledge support of the funding agency.

This material was produced with assistance from the Maritime Heritage Grant Program administered by the National Park Service, Department of the Interior. Opinions, findings, and conclusions or recommendations expressed in this material are those of the author and do not necessarily reflect the views of the Department of the Interior.

What to Include in an Announcement

A strong announcement should contain:

- Project name and brief description
- Funding source acknowledgment **(required)**
- Expected benefits to community or resource
- Partners involved
- Contact information
- Relevant photos or graphics (optional but recommended)



State of Alaska
Department of Natural Resources
Division of Parks and Outdoor Recreation
Office of History and Archaeology
550 W. 7th Avenue, Suite 1310 Anchorage, AK 99501



Historic Preservation Fund Announcement

[Organization Name] Awarded Historic Preservation Funding

[Organization Name] has received funding to support *[project name]*, which will *[impact/outcome]*. This project is funded by the Historic Preservation Fund, administered by the National Park Service and the State Historic Preservation Office.

Contact: [Name, Title, Email]

Certified Local Government Project Announcement

[City/Borough] Receives CLG Grant for Local Preservation Work

The *[City/Borough]* has been awarded a Certified Local Government grant to support *[project name]*. Historic Preservation Fund, administered by the National Park Service and the State Historic Preservation Office.

Contact: [Name, Title, Email]

Maritime Heritage Grant Announcement

[Organization Name] Receives Maritime Heritage [Education or Preservation] Funding

The *[Organization Name]* has been awarded a Maritime Heritage (Education or Preservations) grant to support (project name). This project is supported through the **National Maritime Heritage Grant Program**, funded by the Historic Preservation Fund and administered by the National Park Service in partnership with the Alaska State Historic Preservation Office.

Contact: [Name, Title, Email]

Press & Public Events

At press or public gatherings related to your award, please acknowledge the Historic Preservation Fund, the National Park Service, and the State of Alaska orally.

Option 1 - Certified Local Government / Historic Preservation Fund Acknowledgment

"[Project Name] is supported in part by the Historic Preservation Fund administered by the National Park Service, Department of the Interior, and the State of Alaska Office of History & Archaeology."



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Option 2 – National Maritime Heritage Grant Program Acknowledgment

"[Project Name] is being supported in part by a National Maritime Heritage Grant administered by the National Park Service, Department of the Interior, and the State of Alaska Office of History & Archaeology."

Quick Checklist

- ☐ Grant agreement fully executed
- ☐ Required acknowledgment language included
- ☐ Announcement includes project description and benefit
- ☐ Partners reviewed announcement
- ☐ Communication saved for grant file

Need Assistance?

The Grants Team is available to help review announcements and confirm acknowledgment language, or assist with formatting.

Contact: ohagrants@alaska.gov