



## JOINING THE GATEWAYS NETWORK

### Instructions for Nominating New Gateways (including Sites, Water Trails, Regional Information Centers, Hubs and other Gateways)

The Chesapeake Bay Gateways Network connects people with over 150 maritime museums, parks, refuges, historic sites and water trails around the Chesapeake watershed. These are the special places where visitors can experience the authentic Chesapeake, from natural areas to historic plantations, lighthouses, maritime communities and more. Gateways tell the Chesapeake story. Linking the places people value to an understanding of the Chesapeake as a system is an integral part of the effort to conserve and restore the Bay's environment. Find out all about how to visit Gateways and connect with the Chesapeake through a widely distributed map and guide and an extensive website at [www.baygateways.net](http://www.baygateways.net).

#### Designating Chesapeake Gateways

The Chesapeake Bay Gateways Network is composed of several types of Gateways—sites, water trails & other connecting routes, hubs, regional information centers—all of which participate in the Network on a voluntary basis. Scores of Gateways have already been designated. New Gateways are still being designated to help enhance a cohesive identity for the Chesapeake region. Ultimately, the whole Chesapeake story will be woven together by many partners interpreting the themes appropriate to their particular place.

If you are considering whether your special place should become part of the Gateways Network, this package outlines the process for nominating Gateway sites, regional information centers, hubs and connections (water trails, trails and byways).

#### Key Things to Consider

Places or institutions participating in the Gateways Network benefit from:

1. inclusion in the Gateways web site allowing visitors to search, explore and contact the Network's Gateways and themes online
2. inclusion in printed Network maps and guides
3. use of the Gateways logo and signage
4. linking with other Network locations with similar geographic or thematic characteristics
5. eligibility to apply for technical assistance and matching grants (subject to annual Congressional appropriations) for Network-related projects.

Note that the nomination package is not a grant application; information on grants is available at the Gateways website.



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Designated Gateways agree to foster development of the Network by:

1. Helping advance the goals of the Gateways Network: (a) enhancing place-based interpretation and education about the Bay and its related resources to increase public awareness and promote individual stewardship of the Chesapeake Bay region; (b) facilitating access to the Bay and related resources; and (c) fostering conservation and restoration of the Bay.
2. Working to interpret the resources and stories associated with their Gateway through programs, exhibits and materials which relate those resources to the Chesapeake Bay and relevant Gateways Network overarching, primary and sub-themes.
3. Operating their Gateway to provide appropriate public access for Bay-related natural, cultural, historical, recreational resources at the site, in accordance with sound resource management considerations and the Americans with Disabilities Act. The site shall be open to the public for the maximum number of days per week feasible, given seasonal visitation patterns and operational limitations, but must be publicly accessible at least four days per week, including at least one weekend day, during your high visitation season.
4. Displaying and maintaining the Gateways Network logo and signage in a prominent location at the site entry or primary visitor facilities.
5. Where appropriate, working to include the Gateways Network logo or graphics in brochures, maps, guides, interpretive exhibits or signage.
6. Providing descriptive information on the site's resources and themes for inclusion within the Gateways Network web site and establishing a link to the Gateways Network home page from the their Gateway's web site.
7. Participating in physical or programmatic linkages with other existing or potential sites and routes in the Gateways Network that are geographically or thematically related.
8. Assisting in the marketing of other Gateways and the Chesapeake Bay Gateways Network to visitors to their Gateway so as to assist their further explorations of Chesapeake Bay resources and stories. This will include distributing the Gateways Network Map and Guide and orienting visitors to the use of the Map and Guide, the availability of the Gateways web site, and opportunities to explore their interests at other Gateways.
9. Promoting and interpreting conservation stewardship of Bay-related natural and cultural resources.
10. Encouraging low-impact use of natural, cultural, historical and recreational resources associated with the site.



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11. Working to manage the site in ways that improve watershed health through practices such as green building design & construction, environmentally sensitive design (ESD), low impact development (LID), and/or conservation landscaping to the maximum extent practicable.
12. Identifying and working to develop opportunities for involving volunteers in on-going resource restoration or conservation activities in order to build broader involvement in Bay conservation overall.

**The Nomination Process**

Joining the Network by nomination is a three-step process involving:

1. **Nomination:** The managing institution of a potential site, water trail or other connector, regional information center or hub proposes an addition to the Network by submitting a nomination package to the National Park Service. Nomination packages may be submitted at any time, by local, state or Federal agencies or non-profit organizations. Gateway sites and connecting routes (water trails, trails, etc.) may be nominated to the Network from throughout the Chesapeake Bay watershed; regional information centers and hubs may be nominated from the portions of the watershed below the “fall line”.
2. **Review:** Within 60 days of receiving a completed nomination package, the Chesapeake Bay Gateways Network Working Group reviews the nomination and determines whether the proposed Gateway is an appropriate addition to the Network.
3. **Designation:** Based on the Working Group’s review and recommendation, the designation of a new Gateway is made by the National Park Service. Designated Gateways enter into a Memorandum of Understanding (MOU) with the National Park Service outlining mutual commitments (such as those described above) to foster cohesive development of the Gateways Network. A sample MOU can be found at [www.baygateways.net](http://www.baygateways.net).

**Submitting a Nomination**

1. Familiarize yourself with the Gateways Network *Framework* and *Strategic Plan 2006-2008*. The *Framework* describes key characteristics and goals of the Network and outlines Chesapeake interpretive themes. Note that some aspects of the *Framework* have been updated since publication, particularly information on the characteristics and eligibility of new Gateways and the nomination process. For the most up-to-date information on nominations visit [www.baygateways.net/nomination.cfm](http://www.baygateways.net/nomination.cfm). The *Strategic*



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*Plan* outlines the Network's mission and goals and objectives for the period 2006 through 2008. Both documents may be downloaded from [www.baygateways.net/pubs.cfm](http://www.baygateways.net/pubs.cfm).

2. Determine which type of Gateway you believe your proposal best fits. Reviewing descriptions of the different types of Gateways is essential; the most current source of this information is at [www.baygateways.net/types.cfm](http://www.baygateways.net/types.cfm). You will also want to consider the Chesapeake themes represented by the place you are considering nominating (see the *Framework* for interpretive themes). We also strongly encourage you to contact National Park Service staff to discuss your proposal in advance of submitting a nomination. Call 1-800-YOUR-BAY or find specific numbers and email addresses at [www.baygateways.net/support.cfm](http://www.baygateways.net/support.cfm).
3. Prepare a complete nomination package including a nomination form and supporting materials. Your responses to the questions outlined in the nomination form will provide a description of the proposed Gateway, its resources, and how it relates to and can help achieve Gateways Network goals. In addition to the nomination form, your nomination package should also include:
  - a. Evidence of community support (e.g., letter(s) of support from local governments and key partners, resolutions, etc.)
  - b. A general location map showing the place or institution in the context of its surrounding community, town or area. (Other appropriate photographs, conceptual drawings or graphics that depict the site conditions may also be included.)
  - c. Copies of any relevant brochures or visitor information.
  - d. The nomination package, excluding attachments, should generally not exceed 10 pages.

Submit the completed nomination package to:  
 Chesapeake Bay Gateways Network  
 National Park Service Chesapeake Bay Program Office  
 410 Severn Avenue, Suite 109  
 Annapolis, MD 21403

Additional copies of the nomination form and associated reference materials may be downloaded from [www.baygateways.net/nomination.cfm](http://www.baygateways.net/nomination.cfm).



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## Review Criteria

Nominations will be evaluated by the Gateways Network Working Group for the extent to which the proposed Gateways meet all of these typical minimum qualifying criteria:

1. The proposed site consists of one or more natural, cultural, historic or recreational resources related to Chesapeake Bay interpretive themes.
2. The proposed site presents an opportunity for place-based interpretation of an important Bay-related resource.
3. The proposed site provides public access to its Bay-related resources and visitor activities at the site are primarily focused on those resources. The site is equipped with at least a basic level of visitor facilities commensurate with the type of access provided. (Note: Sites shall be open to the public for the maximum number of days per week feasible, given seasonal visitation patterns and operational limitations, but must be publicly accessible at least four days per week, including at least one weekend day, during their high visitation season.)
4. Resource stewardship is a core element of the proposed site's mission as evidenced by restoration/conservation programs and/or interpretation/education programs.
5. There is public support for the proposed Gateway site, as evidenced by support from local governments, key partners and volunteer involvement.
6. Based upon experience and resources, the managing organization appears to have the capacity for sustaining long-term management of the proposed site as a Gateway.

Note that the specific review criteria vary slightly according to the type of Gateway being nominated. Examples of the specific Gateway Nomination Review Sheets are available at [www.baygateways.net/join.cfm](http://www.baygateways.net/join.cfm).



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