

## **PATAPSCO HERITAGE AREA MINI-GRANT CHECKLIST**

- This checklist must be included with application. Incomplete applications may be deemed ineligible.
  
- Application Cover Sheet (page 2 of this application) with signature of an individual authorized to apply for grants.
  
- Project narrative; five pages or less that address #1-7 on page 3 and 4 of this application. Print narrative in black ink only.
  
- Proof of non-profit status (IRS letter indicating 501 (c) designation) or an official document identifying the organization as a unit of a county or municipal government
  
- Federal ID number
  
- Budget detail on the form provided on page 5
  
- Board-approved mission statement including the date of Board approval.
  
- Non-profits must include a copy of the organization's by-laws and articles of incorporation
  
- Latest financial statement or audit
  
- Letters of support (at least one, see #3 on p. 3 of this application)

This may be submitted electronically or in hard copy. If submitting in hard copy, please submit 4 copies of the full application. There may be instances where a follow-up request will be made to provide related images or supplemental materials electronically on CD or by email.

**Patapsco Heritage Area**  
*Mini-Grant Application Cover Sheet*  
*(Please refer to Mini-Grant guidelines in preparing this application)*

**Date:**

**Title of Project:**

**Name of Organization:**

**Web site address:**

**Mailing address:**

**Telephone:**

**E-mail:**

**Federal ID number:**

**Contact person:**

**Project summary (50 words or less):**

Amount of grant request	\$ _____
Amount of cash match	\$ _____
Amount of in-kind match	\$ _____
TOTAL BUDGET	\$ _____

Complete the form provided with this application to show a detailed total budget for the project, and the source(s) of cash and in-kind matching funds. **The grant award must be matched \$1: \$1.**

**Refer to mini-grant guidelines in completing this application and use the checklist provided to assure that all components of the application, including supplemental documents, are included with this application.**

**Applicant signature (name, title, date):** \_\_\_\_\_

*Signatory should be the Executive Director, Chairman of the Board, or someone authorized by the governing authority to apply for grants on behalf of the organization.*

**Project Narrative:** *Please use additional sheets to answer the following questions. Successful proposals will answer the questions fully, yet Succinctly. Narrative should be five pages or less.*

1. Describe the project/activities the grant would support and any issues of urgency, which may apply. Please provide drawings, sketches, mock-ups, or other graphic material that would help the review committee understand your project proposal, if appropriate. Preferably, these should be in digital format.
2. How is the project consistent with interpretive themes and/or suggested programs, projects, and activities in the heritage area Management Plan or Five-Year Action Plan and/or consistent with regional heritage tourism initiatives? Be specific and cite Management Plan page numbers as appropriate.
3. Describe the project’s collaborative heritage partnerships (such as joint programs) among non-profits, for-profits, civic entities and individuals. *(100 words or less) (Letters of support or commitment from partners will strengthen this application.)*
4. How will the project enhance or increase heritage tourism by visitors and residents? Will visitor resources be created, improved, preserved or conserved? Explain.
5. Will a PHA mini-grant provide leverage for sources of funding from the private or public sector? Will leveraged funding be from funding sources new to your organization?
6. Describe your organization’s ability to initiate, administer and complete the project within the proposed frame time. What is the schedule for the project? (Give a detailed timeline showing all steps necessary from beginning to completion of project and target dates for completion; the table below is a suggested format)

Activity	Anticipated Completion Date
Research points of interest for inclusion in walking tour brochure	October 1
Write draft brochure script, vet with historical society curator and academics at local college, revise as necessary	November 15 (first draft) November 30 (final draft complete for graphic designer)
Collect photos to illustrate brochure; carry out new photography as needed.	December 5
Solicit quotes for design and printing of brochure	December 15
Provide script and photo illustrations to designer	December 20
Proof and approve design drafts and final design	January 15
Send to printer	January 20
Delivery of final product	February 1
Media announcement and inaugural tours	February 15

7. Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity? What are the drawbacks of delaying the

project, e.g. will likely lead to loss of funds, critical personnel only available within short timeframe, or is the event tied to an anniversary date?

8. Who are the key personnel and (in a few sentences) what are their qualifications?

9. In what heritage tourism or conservation program is your organization active? Check all that apply.

\_\_\_\_\_ County tourism organization (DMO)

\_\_\_\_\_ Maryland National Road Association

\_\_\_\_\_ Main Street Community (name: \_\_\_\_\_)

\_\_\_\_\_ Local museum consortium or association (name: \_\_\_\_\_)

\_\_\_\_\_ Other (name: \_\_\_\_\_)

10. Mini-grant funds are limited and it is sometimes necessary to give partial awards. Could your organization proceed with this project if your grant request was only funded in part? Please explain how you would manage with only partial funding from a heritage area mini-grant.

## PHA MINI-GRANT BUDGET

*(See sample on page 6)*

**Note, this form must be used, and the basis for cost estimates must be described in the budget detail. Details should be clear and evident as to how each line item relates to the project's scope of work.**

LINE ITEMS	MINI-GRANT FUND	CASH MATCH	IN-KIND MATCH	TOTAL

Identify source(s) of matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor:  
 Source:  
 Cash or in-kind: \_\_\_\_ cash \_\_\_\_ in-kind  
 Amount:  
 Date Available:  
 Is this funding already committed?

Donor:  
 Source:  
 Cash or in-kind: \_\_\_\_ cash \_\_\_\_ in-kind  
 Amount:  
 Date Available:  
 Is this funding already committed?

Donor:  
 Source:  
 Cash or in-kind: \_\_\_\_ cash \_\_\_\_ in-kind  
 Amount:  
 Date Available:  
 Is this funding already committed?

Donor:  
 Source:  
 Cash or in-kind: \_\_\_\_ cash \_\_\_\_ in-kind  
 Amount:  
 Date Available:  
 Is this funding already committed?

**SAMPLE PHA MINI-GRANT BUDGET**

*Note, this form must be used, and the basis for cost estimates must be described in the budget detail. Details should be clear and evident as to how each line item relates to the project's scope of work.*

LINE ITEMS	MINI-GRANT FUND	CASH MATCH	IN-KIND MATCH	TOTAL
Consulting Historian/writer 40 hours @\$50 each	\$1,000	\$1,000		\$2,000
Jane Editor Editor, 25 hours @\$25 each (donated, based on JE's normal fees)			\$625	\$625
Brochure design (based on preliminary estimates from graphic design firms)	\$400	\$500		\$900
Printing (3000 @ .50 each, based on preliminary printer estimates)	\$1,100	\$1000		\$2,100
<b>TOTALS:</b>	\$2,500	2500	\$625	\$5,625

Identify source(s) of matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor: XYZ Museum Operating Budget  
 Source: Funds on hand  
 Cash or in-kind:  cash  in-kind  
 Amount: \$1,500  
 Date Available: immediately  
 Is this funding already committed? Yes

Donor: Nice Neighbor Foundation  
 Source: Foundation award  
 Cash or in-kind:  cash  in-kind  
 Amount: \$1000  
 Date Available: March 1  
 Is this funding already committed? Award pending, notification expected by December 15, 2014

Donor: Jane Editor  
 Source:  
 Cash or in-kind:  cash  in-kind  
 Amount: \$625  
 Date Available: immediately  
 Is this funding already committed? Yes

Donor:  
 Source:  
 Cash or in-kind:  cash  in-kind  
 Amount:  
 Date Available:  
 Is this funding already committed?