

## Patapsco Valley Heritage Area Mini-Grant Program Guidelines

**Purpose:** The Patapsco Valley Heritage Area's Mini-Grant Program is designed to assist heritage-related sites, organizations and municipalities to develop new and innovative programs, partnerships, exhibits, tours, events, and other initiatives consistent with the regional goals and objectives stated within the state and county approved Management Plan.

The program, administered by the Patapsco Heritage Greenway (PHG), encourages mini-grant proposals that include collaborative partnerships, enhance preservation, encourage stewardship of natural resources, and promote heritage tourism.

**Examples** of eligible non-capital projects include new heritage tours, maps, interpretive displays, brochures, exhibits or events. Educational seminars, workshops or conferences that encourage or enhance preservation, revitalization and interpretation of the area's natural, cultural and historic resources are also eligible. **Mini-grants shall not be used for administrative purposes or capital projects.** PHG encourages proposals that are consistent with upcoming regional thematic heritage-tourism related initiatives and/or commemorations and those that include new technology, foster environmentally-friendly and sustainable practices at heritage sites, and/or create new heritage-related programming in the arts. Other types of projects not specifically stated here may be eligible and should be discussed with heritage area staff.

**Eligibility:** Non-profit organizations and local jurisdictions located within the Patapsco Valley Heritage Area, or who are creating projects or programs within or benefitting the Area, are eligible to apply. The **maximum grant award is \$5000 and must be fully matched with non-state funds.** Potential applicants are encouraged to contact PHG's Executive Director, to discuss potential grant proposals no later than two weeks before the due date and prior to completion of the application.

### **Eligible Activities:**

Eligible activities **must** take place within the boundaries of PVHA and be consistent with the goals, objectives, strategies, and actions outlined in the approved Management Plan. Mini-grants can fund non-capital projects that support and create heritage tourism resources and experiences. Non-capital projects often fall into the broad categories of planning, interpretation, programming, digital resources, and research. Mini-grant recipients can also use the funds for marketing activities.

### **Ineligible Activities**

Mini-grants cannot be used for the following:

- **Capital expenditures;**
- **Overhead expenses;**
- **Salaries and/or benefits** of permanent or temporary staff of the grantee organization, although staff time working on the grant-funded project can be used as match (cash match if it is the grantee organization's staff time, or in-kind match if it is a partner organization's staff time); or
- **Alcohol**

Mini-grant **proposal evaluations** depend on the degree to which the proposal meets required criteria, including:

- Proposal is consistent with goals and objectives within the Management Plan
- Utilizes collaborative partnerships
- Enhances the visitors experience
- Demonstrated ability to initiate, administer and complete project within proposed timeframe and budget
- Leverage of other non-state funding to provide the 1:1 cash match

**Application deadlines are posted at [Patapsco.org/Mini-Grants](http://Patapsco.org/Mini-Grants).** Evaluation and award selection are based on how well the completed application meets the stated criteria. Mini-grant awards will be **announced within two weeks of the posted deadline.**

**Terms:**

1. **The Maryland Heritage Areas Authority AND Patapsco Heritage Greenway** must be acknowledged on any materials or publicity produced for the project. **Both designated logos** must appear on printed materials as well as an acknowledgment line. Standard text will be provided. Draft of any printed materials shall be submitted for approval before completion/printing/publication. The Maryland Heritage Areas Authority and Patapsco Heritage Greenway reserves the rights to use images & other materials connected with grant project/program/product supported by the mini-grant program.
2. **Mini-grants are paid in 2 separate payments. One half of the award is paid up front, the other half is reimbursable.** To receive the final grant award check, grantee must submit final project report in the format provided by PHG. (Remittal will be issued to grantee within 30 days of receipt of completed report and invoice, with accompanying materials as described and approved by PHG.)
3. **The project shall be completed and funds obligated by June 1 of the fiscal year in which the grant is awarded.**
4. Upon completion of the project a final report shall be submitted to Patapsco Heritage Greenway and no later than **June 15 of the fiscal year in which the grant is awarded** and will include documentation of products and activities resulting from the grant project. The final report shall include:
  - A brief narrative about the project including its impact
  - A statement of expenditures including the award and matching funds
  - As part of the Grantee's Final Report, Grantee must provide financial documentation of all expenditures of grant funds, matching cash, and in-kind contributions utilized. Copies of invoices, receipts, cancelled checks will be needed.
  - **Data is required** as part of the mini-grant final report. Measurable data collected for mini-grant projects should include, but are not limited to, number of visitors or participants, type of audience, number and distribution information for project materials, digital photographs and website statistics, if applicable. 10 copies of any printed products such as program, schedules or maps, shall be included. **If the final report is not submitted, the applicant can lose eligibility for future grants available through PHG.**
5. Applicants are asked to match the grant request dollar for dollar in non-state funds.

Sample Timeline:

| 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)<br>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  |

**SAMPLE PVHA 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<br>40 hours @\$50 each                              | \$1,000         | \$1,000    |               | \$2,000 |
| Jane Editor<br>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

Donor: Nice Neighbor Foundation

Source: Funds on hand

Source: Foundation award

Cash or in-kind:  cash  in-kind

Cash or in-kind:  cash  in-kind

Amount: \$1,500

Amount: \$1000

Date Available: immediately

Date Available: March 1

Is this funding already committed? Yes

Donor: Jane Editor

Source:

Cash or in-kind: \_\_\_\_\_ cash  in-kind

Amount: \$625

Date Available: immediately

Is this funding already committed? Yes

Is this funding already committed? Award pending, notification expected by December 15, 2014

Donor:

Source:

Cash or in-kind: \_\_\_\_\_ cash \_\_\_\_\_ in-kind

Amount:

Date Available:

Is this funding already committed?

**Send applications and direct questions to:**

Lindsey Baker, Executive Director

Patapsco Heritage Greenway

3748 Old Columbia Pike

Ellicott City, MD 21043

Director@patapsco.org