***Four Rivers Heritage Area***

***FALL FY20 Mini-Grant Application***

**Due October 4, 2019**

**STOP! Have you taken our Eligibility Questionnaire? It can be accessed online on the Four Rivers Mini-Grant page on our website.**

**Submission details: Digital version of this application (including scanned copies of backup information) are due VIA E-MAIL on October 4, 2019 (midnight). Original, with signatures, MUST be dropped off or mailed to our office and received within 3 business days.**

**1) Date of application:**

**2) Legal Name of Organization:**

**3) Federal ID #:**

**4) Complete Address of Organization:**

**5) Contact person in charge of project (NOTE: this person handles all correspondence with Four Rivers staff concerning project):**

**6) Telephone # of contact person:**

**7) E-mail of contact person:**

**8) Our organization is (check one) a non-profit organization \_\_\_\_\_\_\_OR a governmental entity \_\_\_\_\_\_\_\_\_ Please provide proof of applicant legal status. Example: 501©3 designation.**

**9) Amount of grant request:**

**10) Title of Project:**

**10a)** Check the appropriate project category that is being submitted: heritage tour \_\_\_\_\_\_, maps and/or interpretive brochure\_\_\_\_\_, signage\_\_\_\_\_, public program\_\_\_\_\_\_, exhibit\_\_\_\_, event\_\_\_\_\_\_, website development\_\_\_\_\_\_\_\_\_\_ or other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**11) Brief Project Description** (suggested limit, 200 words): Tell us about your project. Describe the project/activities the grant would support:

**12) Consistency with Mini-Grant Program Guidelines:** Describe how the project fits the stated purposes of the mini-grant fund (see Mini-Grant Program Guidelines):

**13) Consistency with Interpretive Themes**: How is the project consistent with the interpretive themes in the Heritage Area Management Plan? Explain. (Please refer directly to our Management Plan, especially Section 3, “Interpretive Framework,” which is available online at <http://fourriversheritage.org/for-partners/management-plan/>. Include section and page numbers in your reference.)

**14) Overlap with other federal, state, or local designations:** Does this project take place in a location that has a relevant federal, state, or local designation? Examples: a National Historic District, a Maryland Main Street district, a Maryland A&E district, a State designated Scenic Byway (the heritage area’s “Roots & Tides Byway”), etc.? Please provide detail, or state Not Applicable (N/A).

**15) Partnerships and /or Collaborations:** Will this project build collaborative heritage partnerships? Explain, or state Not Applicable (N/A).

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**16) Measurable Results:** How will the success of this proposal will be measured – Attendance? Visitor Satisfaction Survey? Website analytics? Other? Please provide a detailed answer, including your specific goals for attendance, visitor satisfaction, etc.

**17) Schedule of Work:** What is the schedule of work on the project? Include detailed timeline of activities with estimated start and completion dates.

|  |  |
| --- | --- |
| ACTIVITY | COMPLETION DATE |
|  |  |
|  |  |
|  |  |
|  |  |

(Please add rows/columns to table as necessary.)

**18) Product(s):** What are the product(s) that will result from the project? Describe. What will your organization do with the product(s)?

**19) Marketing:** How will these products be marketed? If applicable, how will they be distributed?

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**YOUR PROJECT BUDGET**

20) **Amount you are requesting from Four Rivers** **$\_\_\_\_\_\_\_\_\_\_\_**

 **(Typical Grant is $2,500; Maximum is $5,000)**

21). **Your Match (1:1 match -- see requirements page)**

**a**. Applicant’s required Cash contribution/match $\_\_\_\_\_\_\_\_\_\_\_

 (**Must equal at least 75%. May also be 100% cash)**

**b**. Applicant’s required In-Kind contribution/match $\_\_\_\_\_\_\_\_\_\_\_

**(Up to 25% to meet requirement)**

**c.** Any Cash Match overmatch $\_\_\_\_\_\_\_\_\_\_\_

**d.** Any In-Kind Match overmatch $ \_\_\_\_\_\_\_\_\_\_

 e. **TOTAL OVERALL PROJECT BUDGET** **$\_\_\_\_\_\_\_\_\_\_\_**

 **Add together line 20** – the amount you are requesting

 and **lines 21a-d,** your total match.

Use the budget form below to explain your project budget and how you will be using project funds. See attached example. Include any hours x $ cost for a contractor or hourly staff (time must be solely dedicated to project). Please add lines as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
|  Use of Funds (Breakdown of all project items) | Four Rivers Mini-GrantFunds | Applicant Match Funds |  **TOTAL** **PROJECT COST** |
| **CASH** | **IN-KIND** |  |
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|  |  |  |  |  |
| **TOTALS:** |  |  |  |  |

\*Applicant Cash Match must be at least 75% of grant funds requested, and **not from state funds**; and total project funds must be at least equal to grant funds requested plus required 1:1 match.

**22) Match source(s):**

A. Tell us aboutall sources of your CASH MATCH**.** Who is providing cash match? Examples: your organization, a donor, a different organization, or several sources? In the lines below, identify the source(s) of match. Example: Do you have the cash in hand? If not, do you have a letter stating when you will receive it?

You may add sections as needed.

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Cash \_\_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_no If no, describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount of Cash \_\_\_\_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_\_no If no, describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Cash \_\_\_\_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_\_no If no, describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Tell us about all sources of your IN-KIND MATCH, if any. Who is providing In-Kind match? Examples: volunteer hours, business in-kind donation(s), several sources? In the lines below, identify the source(s) of match. Do you have the In-Kind commitments in hand, i.e., committed or in writing? If not, describe your In-Kind expectation. You may add sections as needed.

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of In-Kind match\_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_no If no, describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of In-Kind match\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_\_no If no, describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information to include in your packet to us.

23) Key Personnel: List the all key people who will conduct the grant activities/project and briefly describe their qualifications. Please include resume or vitae for each person.

24) Organizational documents: Include mission statement, Board of Directors list, and general information about the organization including past experience with grants administration. You may include additional letters of support (encouraged but not required).

25) Proof of Nonprofit status and status of “Good Standing”: Include proof of nonprofit status (if applicable). If we do not already have current information in our files, you must provide copies of your articles of incorporation, bylaws, and a certificate of good standing from the State Department of Assessments and Taxation. Certificates of good standing may be obtained from the Maryland Department of Assessments and Taxation’s website at www.dat.state.md.us. There is no need to pay for the certificate – a printout of the web page confirming your organization’s good standing is sufficient.

26) Checklist: Include your completed Attachment Checklist sheet.

27) Certification: I certify that I have read the Mini-Grant Program Guidelines and that the information contained in this application is accurate and correct.

**Applicant signature (CLEARLY sign):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
The signee must be someone that is designated to sign legal agreements for the organization.

**Print applicant’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of application:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Funding support by the Four Rivers Heritage Area and the Maryland Heritage Areas Authority (MHAA) must be recognized with Four Rivers’ logo as well as MHAA’s logo in any publicity for the project and in any product, materials or report produced.

STOP! HAVE YOU READ THE FULL APPLICATION? DO YOU UNDERSTAND THAT THE MINI-GRANT IS REIMBURSEABLE, WHICH MEANS YOUR ORGANIZATION DOES NOT GET FUNDS UP FRONT? YOUR ORGANIZATION IS RESPONSIBLE FOR ALL COSTS UNTIL AFTER THE PROJECT IS COMPLETED. PLEASE READ DETAILS OF THE MINI-GRANT PROGRAM GUIDELINES. THANKS!

 EXAMPLE Mini-Grant Budget Form

**Proposed Project: New Special Exhibit, “Small Town Farm Life”**

**Total project cost will be $5,200.00 Request from Four Rivers is $2,500**

**Organization has committed $2,700.00 match**

**EXAMPLE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Use of Funds (Break down of all project items) | Four Rivers Mini-GrantFunds | Applicant Match Funds |  |  **TOTAL** **PROJECT COST** |
| **CASH** | **IN-KIND** |  |  |
| PERSONNEL |  |  |  |  |  |
| Interpretive Planning Consultant ( 37.5 hours @ $40/hr) |  | **$1,500** |  |  | **$1,500** |
| Research Assistant (25 hours @ $15/hr ) |  | **$375** |  |  | **$375** |
| Volunteer Exhibit Assistants (20 hours at MD volunteer rate of $27.50/hr) |  |  | **$550.00** |  | **$550.00** |
| Board Committee Planning/Oversight (10 hours at MD volunteer rate of $27.50/hr) |  |  | **$275.00** |  | **$275.00** |
| MATERIALS |  |  |  |  |  |
| Exhibit Fabrication and Installation (estimate by XYZ Exhibits, attached) | **$2,500** |  |  |  | **$2,500** |
| TOTALS | **$2,500** | **$1,875** | **$825.00** |  | **$5,200.00** |

\*Applicant Cash Match must be at least 75% of grant funds requested, and total project funds must be at least equal to grant funds requested (required 1:1 match)

Source of Match: \_Organization cash in hand at zyx bank. Please see attached letter and bank statement. Amount of Cash $1,000.00 or In-Kind\_\_\_\_\_\_\_

In hand \_X\_\_\_yes or \_\_\_\_no If no describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_Mr “M Bags Donor.” Please see attached letter. Amount of Cash \_\_$875.00\_

 or In-Kind\_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_X\_\_\_no If no describe: “Mr. Bags” will be sending contribution upon receipt of Award Letter. See commitment of funds letter.

Source of Match: \_\_Volunteer time\_\_ Amount of Cash \_\_\_\_\_\_\_\_or In-Kind\_\_$825.00\_\_\_\_\_

In hand \_\_\_\_yes or \_X\_\_\_no If no describe: Organization commitment, see attached letter.

**Attachment Checklist (to be filled out and submitted with application):**

1. Proof of applicant non-profit status (501c3),
Articles of Incorporation , Bylaws,
Certificate of good standing from MDAT \_\_\_\_\_\_\_\_\_

2) Accurate contact information of person or

 persons in charge of the project \_\_\_\_\_\_\_\_\_

3) Detailed Schedule of Work \_\_\_\_\_\_\_\_\_

4) Grant request amount correct \_\_\_\_\_\_\_\_\_

5) Complete Budget Form included \_\_\_\_\_\_\_\_\_

6) My Match and Math have been checked \_\_\_\_\_\_\_\_\_

7) Source of Matching funds description \_\_\_\_\_\_\_\_\_

8) Match Documentation or Commitment of
Funds Letters if Match is not in hand \_\_\_\_\_\_\_\_\_

9) Resumes of key people \_\_\_\_\_\_\_\_\_

10) Mission statement of organization \_\_\_\_\_\_\_\_\_

11) Names of Board of Directors \_\_\_\_\_\_\_\_\_

12) Attended Four Rivers mini-grant workshop \_\_\_\_\_\_\_\_\_

13) The application original has been signed \_\_\_\_\_\_\_\_\_

14) Backup information has been scanned \_\_\_\_\_\_\_\_\_

15) This Checklist is included \_\_\_\_\_\_\_\_\_

16) Application (digital copy) and checklist

have been sent to [heritage\_area@aacounty.org](file:///C%3A%5CUsers%5Cpzbens00%5CDownloads%5Cheritage_area%40aacounty.org) \_\_\_\_\_\_\_\_\_

17) Original has been mailed to:

Four Rivers Heritage Area, 44 Calvert Street,

Annapolis, MD 21401 \_\_\_\_\_\_\_\_\_

FY20 Mini-Grant Program Guidelines

**Deadline: Friday, October 4, 2019**

Stated Purpose**: Four Rivers’ matching mini–grants program is designed to assist heritage-related sites and organizations, as well as municipalities, within our borders to develop new** **and innovative programs, partnerships, exhibits, tours, events, and other initiatives that are consistent with the regional themes and activities suggested in our state, county and city approved Management Plan (available on our website,** [**www.fourriversheritage.org**](http://www.fourriversheritage.org)**), and the priorities included in our Five-Year Action Plan for FY2013-2018 (also available on the website). We encourage mini-grant proposals that include collaborative partnerships and enhance preservation, the stewardship of historical, cultural and/or natural resources, and heritage tourism.**

Examples of eligible projects include new heritage tours, maps, interpretive brochures, podcasts, and other heritage-related publications; educational public programs, exhibits, and/or events; and heritage tourism-related website development. Oral history projects are also eligible. Heritage tourism-related programs for K-12 students, home-schooled students, and/or after-school educational programs, and educational seminars, workshops, and conferences that encourage or enhance preservation, revitalization, and interpretation of the area’s natural, cultural and historic resources are also eligible. Some marketing expenses are eligible to be funded through mini-grants. **Mini-grants shall not be used for administrative expenses or capital projects. Staff time paid on an hourly basis is eligible as match only, for that portion of a staff person’s time dedicated solely to a funded project (not to exceed 35% of total required project match; benefits may NOT be included).**

All interpretive signage projects should adhere to National Park Service standards for design (some allowances are made for small projects); garden projects must make use of sustainable practices and native plants.

Four Rivers encourages proposals that are consistent with any regional thematic heritage-tourism related initiatives and those that include new technology, foster environmentally-friendly and sustainable practices at heritage sites, foster accessibility for visitors with disabilities, and/or create new heritage-related programming in the arts.

Generally, grants will be made as one-time awards, not for ongoing projects or annual activities.

Capacity-building projects that are specifically related to heritage activities will be considered; please explain how the project relates to the heritage area’s priorities.

Other types of projects not specifically stated here may be eligible and should be discussed with heritage area staff.

Non-profits and municipalities are eligible to apply, for projects to take place primarily within our designated borders. Individuals and for-profit organizations with proposals consistent with these guidelines may apply in partnership with a non-profit heritage organization, with the non-profit as the applicant organization. **Maximum grant award is $5,000.**

**Mini-grant proposal evaluation depends on degree to which proposal meets our required criteria, including:**

1. Consistent with interpretive themes and/or suggested programs, projects and activities in the heritage area Management Plan and/or Five-Year Action Plan for FY2013-2018
2. Includes collaborative partnerships
3. Enhances heritage tourism by visitors and residents
4. Leverages other funding (please note that it is to your competitive advantage to show MORE than a dollar-for-dollar match). The match should be in hand or committed and the project ready to go.
5. Demonstrates ability of applicant to initiate, administer and complete project within proposed timeframe.
6. Past record of successful completion of mini-grant funded projects, if applicable.
7. Any grant request over $2,500 will experience a higher level of review; partial grant awards are possible.

**Application Procedure**: Potential applicants MUST attend one of our MANDATORY Mini-Grant workshops in September (please check the website and/or call our office for information). Applicants are encouraged to contact the heritage area Executive Director, Carol Benson, to discuss potential grant projects at least one week before workshop and before they begin the application. Applications are due (submitted via e-mail) no later than Friday, October 4 and late applications will not be accepted. A Four Rivers Grants Committee will review completed applications. **Evaluation and award selection are based on how well the completed application meets stated criteria**. Mini-grant awards will be announced by November 1. None of the required match or grant funds may be expended before the date of grant award notification.

**Terms**:

* **IMPORTANT**: Four Rivers Heritage Area and the Maryland Heritage Areas Authority must be acknowledged and logos (provided by Four Rivers) must appear on any materials produced or in any publicity for the funded project/program/exhibit. Failure to acknowledge as indicated may result in forfeiture of up to 100% of mini-grant award. Drafts of any printed material must be submitted to Four Rivers for approval before completion. Four Rivers reserves rights to use images and other materials connected with funded grant project/program/product, including use of printed materials in downloadable form on the Four Rivers website.

* Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.
* 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 brochures and other printed materials, and website statistics, if applicable. Data is required as part of the mini-grant final report.
* IMPORTANT: Mini-grants are **reimbursable**: **this means that grantee pays for all expenses and is reimbursed by remittal of mini-grant award check after completion of project**. To receive the grant award check, grantee must submit final project report in the format provided by Four Rivers along with 3 copies of any printed materials (publications) resulting from mini-grant; this report MUST include copies of invoices and payments for project expenses. (Remittal will be issued to grantee within 30 days of receipt of completed report and invoice, with accompanying materials as described and approved by Four Rivers.)
* Requested grant amount must be fully matched; at least 75% of the match must be in cash and **not from state funds**; up to 25% may be in-kind.
* Nondiscrimination: Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
* Applicants are encouraged to have a tabletop presentation at our annual Heritage Awards event (November).
* Project should be completed within one year of grant approval. Extensions may be granted via written approval of Four Rivers. Failure to begin project within one year of grant agreement may result in cancellation of award.

**\*\*\*SPECIAL REQUIREMENT FOR PROJECTS WORKING WITH ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS)\*\*\*: If AACPS is a project partner, application MUST include a SCOPE OF WORK for AACPS personnel and a Letter of Support from the AACPS partner representative.**

**Application Deadline**: Friday, **October 4, 2019**. Digitized copy of this application (including scanned copies of backup information) are to be submitted VIA E-MAIL prior to midnight that day. (If an applicant cannot send digitally, the application may be delivered in person, by prior arrangement, by 5 p.m. that day.) Original copy, with signature, MUST be dropped off or mailed to our office and received within 3 business days. Applications without original signatures will NOT be considered for funding.

**Contact/Mail original to**: Carol Benson, Executive Director, Four Rivers Heritage Area, Arundel Center, 44 Calvert Street, Annapolis, MD 21401-1930, Phone: 410-222-1805
**E-mail:** **Heritage\_Area@aacounty.org****.**

*Questions? Please call Carol today!*