

2017-18 Lincoln Highway Heritage Corridor Mini-Grant Application BRC-SR-22-56
Lincoln Highway Heritage Corridor
3435 State Route 30 East Latrobe, PA 15650



To complete this fillable PDF application, please download the free software Acrobat Reader DC. <https://get.adobe.com/reader/>



The 2017-18 Lincoln Highway Heritage Corridor Mini-grant Application is online.
(Type your responses on this online form. Handwritten will not be accepted this year.) **Five copies of your completed application and one (1) copy of your required attachments must be received at the LHHC Office (see address above) by 4 pm on Friday, September 15, 2017.**

1. Application Information:

Organization or Municipality _____
Grant Contact Name and Title _____
Address _____
City _____ Pennsylvania Zip _____
Phone _____ FAX _____ Email _____

2. Project Information:

Project Title _____
Project Address – Exact Address _____
Do you legally own this property? _____
Municipality _____ County _____

3. Our Project Focus for 2017-18 Mini-Grant: (Check those that apply to your project.)

___ Conserve important natural resources, and promote the Lincoln Highway
___ Celebrate cultural heritage and preservation, and promote the Lincoln Highway
___ Create economic development through tourism, and promote the Lincoln Highway

4. Check any of the following funding sources you've ever applied to:

___ Rivers of Steel National Heritage Area; ___ National Road Heritage Corridor;
___ Laurel Highlands Conserv. Landscape; ___ South Mountain Conserv. Landscape.

5. Grant Request (dollars only): \$ _____ **Total Project Amt.** (dollars only): \$ _____

(Remember, this Mini-Grant round has a total of \$50,000 available to award along our 200-mile Corridor. The minimum grant request for this round is \$10,000. Cash match of at least the same amount is required. Your project must be ready-to-go.)

6. Project Scope: Using 12 pt. font, type a full separate page describing your Scope of Work/Project. It should address the Need, the Final product/Deliverable, and a complete project description including who will be implementing this project. Include enough information for the reviewer who is not familiar with your project, your organization, or your community. Also include a timeline, beginning with the Award Letter from the Lincoln Highway Heritage Corridor, and continue with particular milestones of the project until the project end date, which should be no later than 15 months from the Notice to Proceed letter. Be mindful of seasonal weather if your project requires work outdoors. (If any questions, please call Olga Herbert *early* to discuss – 724-879-4241.) This Mini-Grant opportunity is a Partnership between the Lincoln Highway Heritage Corridor and the Grantee. Tell us how you plan to promote the Lincoln Highway?

7. Project Budget: By completing this full mini-grant application, you are affirming that you have the cash match required (1:1) for your grant request of \$_____, and that your project is not only ready to go, but that it will definitely be completed by October 10, 2018. Attach a typed (12 pt. font) full project line item budget (which should include source of match money and the amounts) to this application. If your total project cost exceeds the mini-grant request and cash match, provide details on other costs, and how they will be funded in your full project budget.

(These mini-grant funds cannot be used to fulfill match requirements for other DCNR-funded projects or for any administration costs.)

All projects and project-related expenses must conform to the guidelines and limitations outlined in the PA DCNR's grant guidelines:

www.dcnr.state.pa.us/ucmprd1/groups/public/documents/document/D_001230.pdf

Then, click on the specific type of grant you are requesting – development/implementation.

It is your responsibility to review these guidelines now before full application is submitted to make sure you understand the expectations.

You cannot begin your project until receipt of a Notice to Proceed Letter from the Lincoln Highway Heritage Corridor. The LHHC will make a minimum of two site visits.

8. Partnerships: If your project involves other nonprofit organizations or municipalities, please list contact name and phone.

Organization or Municipality: _____

Contact: _____ Email: _____

9. Required attachments: If a nonprofit organization, **one copy** of your 501c3 IRS determination, and **one copy** of your **current** Certificate from the PA Dept. of State, Bureau of Charitable Organizations. **Only completed applications** will be reviewed and ranked.

10. Required Signatures (2). If a nonprofit organization, the Executive Director must sign this application, as well as the Board President. If a municipality is the applicant, then the department head who is applying, as well as the Borough Manager (or Township Supervisor) must also sign and date.

Executive Director or Municipal Dept. Head

Date

Board President or Borough Mgr./Twp. Supervisor

Date

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Selection Criteria: Projects will be ranked by a 5 person committee (Lincoln Highway Heritage Corridor Executive Director, three Lincoln Highway Heritage Corridor board members, and the DCNR Liaison) on criteria listed below with the following weighted points which total 100.

Review your application to ensure you are addressing each of the following points:

- 30 pts. – must demonstrate how the general public will be served if you receive funding;
- 30 pts. – must demonstrate how your project aligns with our project focus (listed above)
- 30 pts. – must demonstrate how your organization/municipality will celebrate/promote the Lincoln Highway
- 10 pts. – followed all directions providing sufficient information to help the Review/Ranking Committee make the proper determination; including submittal of requested attachments.

Process and Documentation:

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1. The full application, along with required attachments, must be received in the LHHC office by 4 p.m. on Friday, September 15, 2017.
2. Please do not call the LHHC Office regarding the status of your application. Award notification letters will be mailed in October. Letters will also be mailed out to those projects not selected.
3. A Partnership Agreement between LHHC and the sub-grantee will need to be approved by DCNR, then executed. ***No work on this project can begin until this point.*** Any cash match spent before that is not considered eligible as cash match.
4. One-half the mini-grant award will then be issued along with the Notice to Proceed letter. It is strongly suggested the Grantee take periodic photographs of the project – before, during and at completion. This is good documentation for your own records, as well as necessary for the **Final Closeout Report – Success Story** you will be completing.
5. The second payment (40%) will be released upon LHHC receiving:
 - a. written request that should also include a report on the progress that has occurred with the first 50% of the award and the same amount in matching funds; and
 - b. copies of invoices and both sides of checks.
6. The applicant must ‘front’ the final 10% of the project, at which time LHHC should be notified that your project is complete (in advance of the October 10, 2018 deadline). At this point, the LHHC will email a Success Story template for the grantee to complete.
7. A satisfactory Final Closeout Report that reflects satisfied expenditures of the final 10%, and your accompanying Success Story will officially close out your grant. At this point the LHHC will submit all to DCNR in Harrisburg for their approval. When DCNR releases the final 10% to the LHHC, which could take a few months, the LHHC will then release the final 10% to the Mini-Grant Recipient. Questions? Olga Herbert olga@LHHC.org or call 724-879-4241.