

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.