

## Basic Guidelines re: Mini-Grant Application to LHHC ~ 2018 ~ Round 2

All applicants will need to use the online Mini-Grant Application Form found at [www.LHHC.org](http://www.LHHC.org)

1. Award amounts for this LHHC Mini-Grant Round will be a minimum of \$10,000, requiring a cash match; there is a total of \$29,000 available to award. The funding originates from the Commonwealth of PA Dept. of Conservation and Natural Resources' Community Conservation Partnerships Program, and there are specific directions that must be followed, as these are public funds. The Lincoln Highway Heritage Corridor administers the grants and is the point of contact. Email any questions to Olga Herbert, Executive Director, at [olga@LHHC.org](mailto:olga@LHHC.org) or call her at 724-879-4241.
2. Your project should align with our 2018 focus: Conserve important natural resources and promote the Lincoln Highway; or, Celebrate cultural heritage and preservation, and promote the Lincoln Highway; or, Create economic development through tourism and promote the Lincoln Highway.
3. It is extremely important to determine NOW what the final cost of your project will be. This is for a couple of reasons: You should ask for ½ the amount needed; do not inflate/pad your request. If awarded the grant, you will be expected to spend the entire amount on this project. If awarded the grant, you will be expected to complete the project in the time period of this contract, even if the final cost exceeds the amount you anticipated.
4. You must have the cash match on hand at the time of application. By submitting the grant, you are affirming this fact. If you have a much larger project, it is best to 'carve out' a small piece of it if you desire mini-grant funds.
5. If you choose to submit an application, it is imperative not to begin any part of your project (except for gathering estimates/quotes). Should you receive the grant, you will be expected to provide copies of invoices, cancelled checks-both sides, etc. If it becomes apparent the project began BEFORE you received the official Notice to Proceed Letter from LHHC, then you will need to return the grant money to the LHHC.
6. It seems obvious, but if you receive a grant, please cash the check in a timely manner and begin your project as soon as possible. You will not be able to comply with the timeline you indicated if you wait.
7. When you receive your grant and your project is underway, please notify your local newspaper for a story and photo. The LHHC does not want to 'steal your thunder' and send out press releases about your project. On the other hand, if you submit your own press release, **you are required to use One Sentence as part of that news release.** That sentence will be part of the Partnership Agreement that all mini-grant recipients will receive. You will be asked to include a copy of the press coverage when you close out your grant. We do not want to see the press release on your letterhead; *we want a hard copy of the actual article from your local newspaper.* If your project will include a sign at the conclusion of the project, submit a mock-up of it to LHHC *before* you have it fabricated.
8. The application provides a link to the DCNR website re: grants, you must read this section to make sure you are being compliant. Do not dismiss it thinking it's not important; it is.
9. You must submit a copy of your 501c3 determination from the IRS along with your grant application. You must also submit a CURRENT copy of your PA Dept. of State, Bureau of Charitable Organizations Certificate along with your grant application. If these documents are not included, your grant will not be reviewed. If your Certificate is not CURRENT, it could take 2-3 weeks to obtain an updated version.
10. Think about your project; if it is an outdoor one, think about the seasons in PA. Can you complete it in the time constraints of this grant opportunity? You must stay on track with the timetable you state in your application.
11. Read the Process and Documentation section of the Application. The dates are important to plan for.
12. Keep in mind that these Lincoln Highway Mini-Grants are very competitive, as applicants (both nonprofits and municipalities) are from a 200-mile area along the six-county Lincoln Highway Heritage Corridor, and there is only \$29,000 available for this Round 2.
13. Start your application process early – when seeking ballpark estimates, do so in writing so every vendor has the same information, and request a written, line item bid back from the vendor. Doing this early will help you determine the total cost of your project, so you know how much to request. Secure the 2 required documents; two signatures are needed on the application – Exec. Dir. and Board Chair OR Township/Borough Manager and Dept. Head.; read and follow the instructions carefully.
14. This Mini-Grant is a Partnership Opportunity. A new requirement for this grant round will ask how you are partnering with the LHHC and promoting the Lincoln Highway. If unsure, or if you need clarification, call Olga at 724-879-4241 at the Lincoln Highway Heritage Corridor. We are looking for strong partners!