

2021-22 Lincoln Highway Heritage Corridor Mini-Grant Application

Lincoln Highway Heritage Corridor
3435 State Route 30 East Latrobe, PA 15650



Application must be typed; it can be found on the LHHC website—www.LHHC.org under News/Events tab; handwritten will not be accepted. Five copies of your application, with one copy of each required attachment, must be received by mail to: LHHC, 3435 SR 30, Latrobe, PA 15650 before 4 pm on Friday, January 15, 2021.

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 _____
Municipality _____ County _____

MINI-GRANT REQUEST: \$ _____ TOTAL PROJECT AMOUNT: \$ _____

Status of Cash Match-Yes, we have the cash match on hand _____. No, I am still raising it _____.

3. Circle those that apply to your project: The 2020-21 focus for this Mini-Grant Opportunity is either Nature or Education or Preservation.

5. **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. Include enough information for the reviewer who is not familiar with your project or your organization. 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.

6. **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 \$ _____. Attach a typed (12 pt. font) full project 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 of your own administration/staff 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 (not any part of it) until receipt of a Notice to Proceed Letter from the Lincoln Highway Heritage Corridor.***

7. **Partnerships:** If your project involves other nonprofit organizations or municipalities, please list those here with contact name and phone.

Organ./Municip.	Contact	Phone
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8. **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 applications** with the required attachments will be reviewed and ranked.

9. **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 focus on 2021 themes from pg. 1.
- 30 pts. - must demonstrate how your organization/municipality will promote the Lincoln Highway and the Lincoln Highway Heritage Corridor;
- 10 pts. – followed all directions, including requested attachments.

Process and Documentation:

1. The full application, along with required attachments, must be mailed or dropped off in the LHHC office by 4 p.m., Friday, January, 15, 2021.
2. Award notification letters will be mailed on or about February 12, 2021. Letters will also be mailed out to those projects not selected. Please do not call the LHHC office. Like you, we have a very small staff.
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** 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.
5. The second payment (40%) will be released upon request and need, based on your progress reports (which will need to show proof of expenditures – copies of both sides of checks along with matching invoice – and progress made).
6. The applicant must ‘front’ the final 10% of the project and submit a satisfactory closeout report that reflects satisfied expenditures of the final 10%, at which point the LHHC will submit all to DCNR in Harrisburg for their approval. When DCNR releases the final 10% to the LHHC, the LHHC will then release the final 10% to you, the Mini-Grant Recipient. **Questions? Call the LHHC at 724-879-4241** and ask for Lauren Koker, Executive Director.