

# MINI-GRANT PROGRAM GUIDELINES

## Lower Susquehanna Heritage Greenway

### Mini-Grant Application Guidelines

Mini-Grants help fund projects that enrich heritage resources and/or events in the Lower Susquehanna Heritage Greenway. Mini-Grants support the efforts of local museums, organizations, and municipalities that advance the mission and goals of the Heritage Area. **Projects must be heritage-tourism related.** Only non-capital projects are eligible for funding. Samples of projects include, but are not limited to:

- Research and Documentation
- Brochures/Marketing
- Interpretive Planning
- Interpretation and Education
- Preservation Planning
- Events
- Feasibility Studies
- Exhibits and Way Finding
- Natural Resource Projects
- Seminars/Conferences
- Performances/Reenactments
- Commemorations/Festivals

### Mission of the Lower Susquehanna Heritage Greenway

As one of the Maryland Heritage Area Authority's 13 regions designated as Certified Heritage Areas, the Lower Susquehanna Heritage Greenway:

1. Leverages public and private partnerships to assist individuals, organizations and government entities protect, preserve and promote Lower Susquehanna Heritage Greenway's unique historic, cultural and natural resources.
2. Broadens and deepens the beneficial effect of heritage tourism on the local economy through advocacy, interpretation and preservation that enhances assets and people's awareness, understanding and appreciation of those assets.

**Heritage Area website:** [www.upperbaytrails.com](http://www.upperbaytrails.com)

### Eligible Applicants

Eligible applicants include non-profit organizations and local jurisdictions. 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.

### Project Criteria

- Project must be consistent with the mission and goals of the Lower Susquehanna Heritage Greenway as outlined in the LSHG Management Plan, <http://upperbaytrails.com/pdf/management-plan.pdf> and the LSHG 5-yr Strategic Plan, <http://upperbaytrails.com/pdf/5yr-strategic-plan.pdf>
- Project must be located within the boundaries of the Heritage Area.
- Applicant must demonstrate ability to manage grants and execute projects within a required timeframe.
- Applicant must show proof of matching funds.
- Project's objectives must be clearly stated.
- All events must occur *after* date of grant awards to allow for the Heritage Area to receive recognition for funding at event.
- All projects must be completed *after* date of grant award to allow for the Heritage Area's logo to be incorporated in recognition for its support of the project.
- No projects or events will be funded retroactively.

### Ineligible Expenses and Activities

Project grant funds may not be used to pay for the following:

- Capital expenditures;
- Overhead expenses of the project applicant organization;
- Salaries and/or benefits of permanent or temporary staff of the applicant organization, although staff time working on the grant-funded project can be used as match (cash match if it is the applicant organization's staff time, or in-kind match if it is a partner organization's staff time); or
- Alcohol

**Award Amounts:** Between \$500 and \$10,000 for projects

### Grant Amounts and Matching Requirements

Grant requests can be requested up to \$10,000 with a \$1 for \$1 matching requirement. Applicants must match 100% (cash or in-kind) of the requested grant award. The matching requirement must be at least 75% cash and no more than 25% in-kind.

**Example:**

TOTAL PROJECT BUDGET: \$10,000 (\$1:\$1 match required – Applicant provides \$5,000 and LSHG provides \$5,000)

**BREAKDOWN**

Award request (maximum amount)	\$5,000 (grant award by LSHG)
MATCH required (by applicant)	\$5,000 (minimum of 75% or \$3,750 in cash/\$1,250 maximum in-kind)
<b>TOTAL PROJECT COSTS</b>	<b>\$10,000</b>

**Ineligible Match:**

- State of Maryland funds or State staff time
- Expenditures made before the award of the grant or after the project completion date
- Expenditures that do not relate to the grant project
- Expenditures that have not been approved either in the grant agreement or an amendment letter

**Examples of Cash Match:**

- Cash expenditures
- Expenditures supported by a non-state grant or loan fund
- Applicant organization staff salaries for work specifically on the project (non-state staff only)

**Examples of In-Kind Match:**

- Volunteer time for work on the project (see [http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time) for current value of volunteer time in Maryland)
- Donated professional services (can be valued at their professional rate, but only if working on the project in their professional role (e.g. an architect donating architectural designs)
- Donated materials/supplies
- Discounted Services (the amount that is discounted is in-kind match)
- Staff salaries for work specifically on the project from partner organizations (non-state staff only)

### Mini-Grant Application

A fully completed application packet must be submitted by email or mailed:

Brigitte Carty  
Lower Susquehanna Heritage Greenway  
4948 Conowingo Rd  
Darlington, MD 21034

**[brigitte@upperbaytrails.com](mailto:brigitte@upperbaytrails.com)**

### Completed Mini-Grant applications should include

- Completed application, including budget
- Proof of available matching funds (latest bank statement, grant verification, financial statement)
- Non-profits must include proof of non-profit status, mission statement, and names of Board of Directors

### Timeframe

- **Applications Due:** On or before August 30, 2019
- **Review:** early September
- **Grant Award Announcements:** mid-September
- **Progress Report Due:** Friday, February 1, 2020
- **Project Completion/Final Report:** Friday, May 1, 2020.

**NOTE: No projects or events will be funded retroactively. All events must occur *after* date of grant award.**

### Reporting

Grant recipients must complete a Mid-point Progress Report and a Final Report as described in the grant award letter.

### Payment

**This is a reimbursement grant!**

- Project must be complete and Final Report submitted before mini-grant payment will be processed.
- Mini-grant recipients must be able to pay for the cost of the entire project before grant is awarded.
- Funds will not be released until copies of invoices and expenditure receipts for the entire project, including award and matching funds, are received with the Final Report.
- Two copies of final product and/or photos of completed event or project must also be submitted.

### Grantor Acknowledgement

***Both the Maryland Heritage Areas Authority and the Lower Susquehanna Heritage Greenway must be acknowledged in all publicity and products resulting from the award of a mini grant.*** If you receive an award, contact the office for the appropriate logos and acknowledgement to use.

### For Assistance and Questions

Contact Brigitte Carty, [brigitte@upperbaytrails.com](mailto:brigitte@upperbaytrails.com) or 410-457-2482, to discuss projects in advance of completing an application or for any questions.

**Address:** Brigitte Carty  
Lower Susquehanna Heritage Greenway  
4948 Conowingo Rd  
Darlington, MD 21034