

FY  
2018

# Mountain Maryland Gateway to the West Heritage Area

## Mini-Grant Guidelines & Application

Applications will be received, reviewed and awarded based on a first come, first serve basis until we have met our funding cap. The final date to receive an application will be March 1, 2018. Projects must be completed by May 15, 2018.



This project has been financed in part with State Funds from the Maryland Heritage Areas Authority, an instrumentality of the State of Maryland. However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Heritage Areas Authority.



## FY2018 Mini-Grant Program Guidelines

### Purpose:

The Mountain Maryland Gateway to the West Heritage Area is a Maryland certified heritage area located in Garrett County. The Garrett County Chamber of Commerce is the management entity, which together with the Heritage Area seeks to promote and protect the cultural, historic, and natural resources of the region. This is accomplished through technical assistance, coordination and partnerships, funding strategies, and innovative programming. Mountain Maryland Gateway to the West Heritage Area includes municipalities and communities, as well as non-profit and tourism partners. The vision is for visitors to easily find ways to enjoy the region through sites, parks, culture, restaurants and retail utilizing a coordinated approach of tours, trails, signage and connections.

The Heritage Area's mini-grant program is designed to provide funding for innovative exhibits, tours, marketing, planning and projects which build upon interpretive themes identified in the Management Plan including: Transportation, Man and Nature, Historic Recreation, Cultural Uniqueness. Projects must seek to attract cultural heritage tourists to the region. Details about the Management Plan are found on [www.garrettheritage.com](http://www.garrettheritage.com)

### Eligibility & Evaluation:

Examples of eligible projects include: exhibits, signage, podcasts, heritage-related publications, events, heritage tourism-related website development. Heritage tourism-related educational programs for K-12 students, home-schooled students, and/or after-school educational programs, and educational seminars, workshops, and conferences that encourage or enhance preservation, revitalization, and interpretation of the area's natural, cultural and historic resources are also eligible. Some marketing expenses are eligible to be funded through mini-grants.

**Mini-grants shall not be used for administrative expenses or capital projects.** Other types of projects not specifically stated here may be eligible and should be discussed with heritage area staff.

Mini-grant proposal evaluations depend on the degree to which the proposal meets the required criteria, including:

- a. Applicant is a local jurisdiction or non-profit
- b. Proposal is consistent with interpretive themes, programs, projects and activities in the heritage area Management Plan (see types of activities described above)
- c. Utilizes collaborative partnerships
- d. Enhances heritage tourism by visitors and residents
- e. Leverages other funding
- f. Demonstrate ability of applicant to initiate, administer and complete project within proposed timeframe, including the submission of the final report
- g. Applicant or project location is within the Target Investment Zones (TIZs): Active or Programmed
- h. Project must not begin before the grant award is announced

### Application Procedure:

Non-profit organizations and local jurisdictions within the borders of the Mountain Maryland Gateway to the West Heritage Area are eligible to apply. Individuals and businesses with proposals fitting the above guidelines may apply in partnership with non-profit organizations. Project location within a target investment zone is not required, but applicants in these zones earn an extra point through the process. **Maximum grant award is \$2,000 and fifty percent (50%) of the award will be disbursed upon receipt of signed grant agreement. The remaining fifty percent (50%) will be disbursed after receipt of an acceptable and complete final report.**

The application deadline is **Friday, August 11, 2017**. Completed applications must be received by **4:00 p.m via email or hard copy (15 Visitors Center Drive, McHenry, MD 21541)**. **Online Submissions: You may choose to submit your application using our new online form. Please note, we recommend completing your application answers in Word or Notepad and copying and pasting them into the form after completion. (Link to online form once live)**. Fax submissions will not be accepted. A Garrett Gateway Heritage Area Grants Committee will review completed applications. **Evaluation and award selection are based on how well the completed application meets the stated criteria**. Mini-grant awards will be announced within 30 days of the mini-grant deadline (or after the HAAB & Chamber board meets).

**Terms:**

1. **The Maryland Heritage Areas Authority AND Mountain Maryland Gateway to the West Heritage Area must be acknowledged on any materials or publicity produced for the project. Both designated logos must appear on printed materials as well as an acknowledgment line.** Standard text and logos will be provided. Draft of any printed materials shall be submitted for approval before completion/printing/publication. The Maryland Heritage Areas Authority and Mountain Maryland Gateway to the West Heritage Area reserves the rights to use images & other materials connected with grant project/program/product supported by the mini-grant program.

2. **A mid-project report** check in will be required by **January 15, 2018**.

3. **Funds must be expended by May 15, 2018.**

3. **A final report is required by June 15, 2018.** See final report template attached on page 10. One (1) copy of any product resulting from mini-grant is required as part of the final report. **If the final report is not submitted or not completed fully, the applicant will lose eligibility for future grants available through the Mountain Maryland Gateway to the West Heritage Area. Final disbursement will not be released until after receipt of acceptable final report.**

4. Applicants must match the grant request dollar for dollar. In-kind match is not accepted. Applicant must certify that 100% of the match is **cash** on-hand at the time of request or have demonstrated approval by funder. Documentation is required (i.e., bank statement, letter of commitment).

5. **Failure to begin project before January 15, 2018 will result in the cancellation of the award.**

**Application Deadline: Wednesday, August 11, 2017 by 4:00pm**

**Send applications and direct questions to:**

Jen Durben, Heritage Area & Groups Director  
Mountain Maryland Gateway to the West Heritage Area  
Garrett County Chamber of Commerce  
15 Visitors Center Drive - McHenry, MD 21541  
301.387.5238 - Direct  
[jen@garrettchamber.com](mailto:jen@garrettchamber.com)

APPLICANT INFORMATION		
Name of Organization:		
Website:		
Address:		
Telephone:		
Fax:		
Email:		
Contact Person:		
Title of Project:		
IS THE ORGANIZATION EXEMPT UNDER SECTION 501 [C] [3] OF THE INTERNAL REVENUE CODE?		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, provide a copy of the appropriate notification letter as attachment.

1. Provide overall summary of proposed project. Specifically identify activities the grant funds will be used to support. Max 1 paragraph. (If your project is an event, is it a first-time event? If not, are you looking to fund a new component of your event?)

2. Is this project located within one of the following Active Garrett Gateway Heritage Area Targeted Investment Zones (TIZs)?

- Friendsville
- Grantsville
- Loch Lynn
- McHenry
- Mountain Lake Park
- Oakland

3. Project is consistent with which of the following Garrett Gateway Heritage Area Interpretive Theme(s):

- Transportation
- Man and Nature
- Historic Recreation
- Cultural Uniqueness



**9. What provisions exist or will be made for physical or programmatic access by individuals with disabilities?**

**10. Please attach quotes and/or price estimates related to your project.**

**11. Provide a list of attachments (For Example: Photos, Cost Estimates, & Letters of Support)**

**12. Will you be able to complete your project by May 15, 2018? Yes \_\_\_\_\_ No\_\_\_\_\_**

PROJECT SCHEDULE		
Project Start Date:		Project End Date:
List Activities	Start Date	Completion Date
1.		
2.		
3.		
4.		
5.		

### Project Budget Information

**A. Budget Overview:**

<b>Total Project Cost:</b>			
<b>Amount of Grant Request (max \$2,000):</b>			
<b>Sources of Cash Match:</b> (Cash in Hand, other non-state grant, donations)  Cash match must be in hand or committed with documentation (i.e., bank statement, letter of commitment).	<b>Source</b>	<b>Amount</b>	<b>Status</b>

**B: Detailed Project Budget: Please complete separate Excel budget spreadsheet (see attached)**

Project Budget (EXAMPLE)				
Work Item (Description)	Mini-Grant Funds Requested (max \$2,000)	Applicant Proposed cash match (the total in this column must match the total amount requested)	Additional grantee project funding (\$) If applicable	Total Project Cost (\$)
Brochure Design	\$500			
Brochure Printing	\$500	\$1000		
Interpretive Panel	\$1000	\$1000		
<b>Totals</b>	\$2000	\$2000		\$4000

Application Checklist	Initials
Included Project Schedule	
Included Cash Match Documentation	
Included Quotes/Price Estimates	
Included Copy of Nonprofit Organization 501c3 letter	
Completed Project Budget	
Understands acknowledgement of MHAA & MMGW is required	

**Applicant signature:**

Print Name:	Title:
Signature:	Date:

**PLEASE NOTE: It is an absolute requirement that the *Mountain Maryland Heritage Area* and the *Maryland Heritage Areas Authority* be acknowledged for contribution to this project. Your grant agreement will have information on how to accomplish this (see page 3 for more information)**

**DO NOT COMPLETE THIS SECTION, FOR OFFICE USE ONLY.**

<b>PROJECT EVALUATION CRITERIA</b>			
<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
<b>Applicant is a local jurisdiction or non-profit</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Consistent with interpretive themes</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Utilizes collaborative partnerships</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Enhances heritage tourism by visitors &amp; residents</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Leverages other funding</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ability to complete project in timeframe</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Location within the Target Investment Zones (TIZs)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If grantee has previously received a mini-grant, have they adhered to grant guidelines, deadlines and reporting requirements?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project start date:</b>			

This is the Project Evaluation Criteria that will be utilized to rate/rank mini-grant applications.





## Mini-Grant – Mid-Project Report Template Due January 15, 2018

**Project Name:**

**Contact Name:**

**Address:**

**Phone:**

**Email:**

**Date of Report:**

**Please include the following:**

1. Provide a project timeline completed to date.
  - List activities and when completed.
  
2. At this point, is there concern with the budget? If there is potential to come in under budget, please indicate here.
  
3. Is there concern about completing the project by the deadline of May 15, 2018? If so, please indicate here.

Print Name:	Title
Signature	Date:



## Mini-Grant – Final Report Template Due June 15, 2018

**Project Name:**

**Contact Name:**

**Address:**

**Phone:**

**Email:**

**Date of Report:**

**Please include the following:**

1. Narrative Summary of the project. (include specifics about the activities funded by the mini-grant)
  
2. Describe and quantify the collateral materials resulting from the project (ie: publications, website, and signage).
  
3. Provide the measurable data collected for the mini-grant project including:
  - How many visitors/participants? – compare to previous years if applicable.
  
  - Describe the audience.
  
  - How was the project marketed?
  
  - How was the information distributed?
  
  - Include Survey results (if applicable)

4. Describe the economic impact to heritage tourism and how the project measured the impact.
  
5. **Specifically** describe the acknowledgement of the Mountain Maryland Gateway to the West Heritage Area and the Maryland Heritage Area Authority and **provide photo or print documentation of how the acknowledgement is displayed.**
  
6. Provide a project timeline.
  - a. Indicate project start and end dates.
  
  - b. List activities and when completed.
  
7. Complete budget table below showing how the funds were spent **and matched** by the grantee. **Attach receipts/Invoices including proof of payment (cleared check/credit card or bank statements) for purchased items and documentation of cash match.**

Final Project Budget						
Work Item (Description)	Mini-Grant Funds Requested (max \$2,000)	Mini-Grant Funds Expended (Actual)	Required grantee cash match (the total in this column must match the total amount requested)	Cash Match Expended (Actual)	Additional grantee project funding (\$)	Total Project Cost (\$)
<b>Totals</b>						

<b>Final Report Checklist</b>	<b>Initials</b>
Included Completed Project Schedule	
Included Cash Match Proof of Payment (Invoices/Receipts & Checks, Bank Statements/Credit Card Statements)	
Completed Project Budget & Actuals	
Proof of acknowledgement of MHAA & MMGW is included (photo or physical product)	

Print Name:	Title
Signature	Date: