

FY  
2019

# Mountain Maryland Gateway to the West Heritage Area

## Mini-Grant Guidelines

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, 2019. Projects must be completed by May 15, 2019



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.



## FY2019 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 all-age 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 prior to making application.

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. Demonstrates ability of applicant to initiate, administer and complete project within proposed timeframe, including the submission of the mid-project and final reports.
- 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

Non-profit organizations and local jurisdictions within the borders of the Mountain Maryland Gateway to the West Heritage Area are eligible to apply. Visit <https://mht.maryland.gov/secure/medusa/> to confirm your project location is within the boundaries. Once your project location has been found on the map, click the layers tab and then "other". Select "Maryland Heritage Areas". The boundaries will be illuminated with a pink striped highlight. 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.**

### Application Procedure:

Completed applications must be received **via email or hard copy (15 Visitors Center Drive, McHenry, MD 21541)**. Fax submissions will not be accepted. The 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 after the following Chamber board review and approval at their monthly meeting.

**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 any project/program/product supported by the mini-grant program. Details on acknowledgement requirements will be included in your grant agreement.
- 2. A mid-project report** will be required by **January 15, 2019**.
- 3. Funds must be expended by May 15, 2019.**
- 4. A final report is required by June 15, 2019.** 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.**
5. Applicants must match the grant request at least 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).

**Latest Date Applications may be submitted by: Friday, March 1, 2019 by 4:00pm**

**Applications may be mailed or e-mailed 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)

**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.