

## **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 with protecting, preserving, and promoting Lower Susquehanna Heritage Greenway's unique historical, 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 Heritage Area [borders](#).
- Applicant must demonstrate the 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, and projects must be completed after the date of grant awards to allow for LSHG and MHAA Heritage Area to receive recognition for funding at event and allow for their logos to be incorporated in recognition of their 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; or
- Alcohol
- Stipends for staff
- Stipends for applicant organization’s regular volunteers that would technically be considered unpaid staff, such as board members and volunteer staff

**Indirect Costs for Non-Profits**

(Government entities are not eligible)

Nonprofit organizations requesting grant funds have the option to include indirect costs as a part of their grant-funded expenditures. Indirect costs are those operating costs that are not readily identifiable with the specific grant project but are incurred for the joint benefit of the grant project and other organizational activities. Indirect costs are frequently referred to as overhead, operating, or administrative costs and can include rent, utilities, salaries, personnel costs, and professional service fees.

Nonprofit applicants can include a line item in their proposed budget titled “Indirect Costs” and have the option of including 10% of the grant request, or an amount consistent with Section 2-208(b), State Finance and Procurement Article, Code of Maryland.

The full policy relating to indirect costs is available here:

[https://mht.maryland.gov/documents/PDF/grants/MHAA\\_policy\\_indirect.pdf](https://mht.maryland.gov/documents/PDF/grants/MHAA_policy_indirect.pdf)

Example

Total Project Cost: \$10,000

Budget:

Grant Funds Requested: \$5,000

Detailed Project Expenses: \$4,500

Indirect Costs: \$500

Match Required (any combination of Cash and In-kind): \$5,000

**PLEASE NOTE:** Indirect Costs need to have some relation to the project (items such as the accountant who helps organize the books that pay the bills for the project, the utilities of the location the project is happening, etc.)

### Grant Amounts and Matching Requirements

Grants can be requested up to \$5,000 with a \$1 for \$1 matching requirement. Applicants must match 100% (cash and/or in-kind) of the requested grant award. Match may be any combination of cash or 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 (any combination of cash and 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
- Stipends for staff
- Stipends for applicant organization’s regular volunteers that would technically be considered unpaid staff, such as board members and volunteer staff

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

### **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 November 11, 2021
- Review: November 2021
- Grant Award Announcements: December 2021
- Progress Report Due: Friday, June 5, 2022
- Project Completion/Final Report: Friday, December 3, 2022

**NOTE:** No projects or events will be funded retroactively. All events must occur after date of grant award. Grant and matching funds must be expended 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 mini-grant award. If you receive an award, contact the office for the appropriate logos and acknowledgment to use.

### **For Assistance and Questions**

Contact Brigitte Carty, [brigitte@upperbaytrails.com](mailto:brigitte@upperbaytrails.com) or 410-459-3316, to discuss projects before completing an application or for any questions.

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