

# PATAPSCO VALLEY HERITAGE AREA MINI-GRANT CHECKLIST

Patapsco Heritage Greenway is happy to discuss your application before you submit. Questions? Please email Kyla Cools at <a href="https://example.com/heritage@patapsco.org">heritage@patapsco.org</a> or call at 410.696.1328 x5.

#### **APPLICATION IS DUE October 6, 2023**

[] autho	Application Cover Sheet (page 2 of this application) with signature of an individual rized to apply for grants.
[]	Project narrative
[] docur	Proof of non-profit status (IRS letter indicating 501 (c) designation) or an official nent identifying the organization as a unit of a county or municipal government
[]	Federal ID number
[]	Project Budget detail
[]	Board-approved mission statement
[] Suppo	Letters of Support from any organizations partnering on this project or 1 Letter of ort if there are no partnering organizations
[]	Most recent organizational budget

This may be submitted electronically or in hard copy. There may be instances where a follow-up request will be made to provide related images or supplemental materials.

The Patapsco Valley Heritage Area Mini-Grant Program is made available through support from the Maryland Heritage Areas Authority.

## PATAPSCO VALLEY HERITAGE AREA MINI-GRANT CHECKLIST

## Patapsco Valley Heritage Area

Mini-Grant Application Cover Sheet

Date:	, pp
Title of Project:	
Name of Organization:	
Mission Statement of Organ	nization:
Web site address:	
Mailing address:	
Telephone:	
E-mail:	
Federal ID number:	
Contact person:	
Project summary (50 words	or less):
Amount of grant request Amount of cash match Amount of in-kind match TOTAL BUDGET	\$
project, and the source(s) of required a 1:1 match with 7. match can be any combinate	d with this application to show a detailed total budget for the f cash and in-kind matching funds. <i>Prior to 2021 mini-grant projects</i> 5% of the match in cash. <b>For FY24, the 1:1 match remains, but the tion of cash and in-kind contributions.</b> Patapsco Heritage Greenway portant in providing greater access for smaller organizations.
	nes in completing this application and use the checklist provided to of the application, including supplemental documents, are on.
Applicant signature (name, Signatory should be the Executive authority to apply for grants on be	Director, Chairman of the Board, or someone authorized by the governing

**Project Narrative**: Please use additional sheets to answer the following questions. Successful proposals will answer the questions fully, yet succinctly. Narrative should be five pages or less.

- 1. Describe your project in detail and the project/activities the grant would support.
- 2. What are the deliverables of the project?
- 3. How does the proposed project fit into your organization's strategic plan, long term plan, or overall goals?
- 4. How is the project consistent with interpretive themes and/or suggested programs, projects, and activities in the <a href="PVHA's Management Plan">PVHA's Management Plan</a> and/or our five year strategic plan?
- 5. How will the project enhance or increase the heritage area experience for visitors and residents? Will resources be created, improved, preserved, or conserved? Explain.
- 6. Describe your organization's ability to initiate, administer and complete the project within the proposed timeline.
- 7. Who are the key personnel and what are their qualifications?
- 8. Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity?

#### TIMELINE

Activity	Anticipated Completion Date

### **PVHA MINI-GRANT BUDGET**

Note, this form must be used, and the basis for cost estimates must be described in the budget detail. Details should be clear and evident as to how each line item relates to the project's scope of work.

LINE ITEMS	MINI-GRANT FUND	CASH MATCH	IN-KIND MATCH	TOTAL
Identify source(s) of matching fund identify each organization and the			ne organization is	providing support
Donor:		Donor:		
Source:	Source:			
Cash or in-kind:cash	in-kina	Cash or in-kind:cashin-kind Amount:		
Amount: Date Available:		Amount: Date Available:		
Is this funding already committed?		Is this funding already committed?		