



PATAPSCO VALLEY HERITAGE AREA MINI-GRANT CHECKLIST

Patapsco Heritage Greenway is happy to discuss your application before you submit.
Please email director@patapsco.org, heritage@patapsco.org or call 410.696.1328.

APPLICATION IS DUE Monday, October 5, 2026

Application may also be submitted via webform (select Mini-Grant Application in Dropdown menu at bottom of page [here](#))

- ☐ Application Cover Sheet (page 2 of this application) with signature of an individual authorized to apply for grants.
- ☐ Project narrative
- ☐ Proof of non-profit status (IRS letter indicating 501 (c) designation) or an official document identifying the organization as a unit of a county or municipal government
- ☐ Federal ID number
- ☐ Project Budget detail
- ☐ Board-approved mission statement
- ☐ Letters of Support from any organizations partnering on this project or 1 Letter of Support 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.

This project has been financed in part with State funds from the Maryland Heritage Areas Authority but does not necessarily reflect its views or policies.

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Mini-Grant Application Cover Sheet

Date:

Title of Project:

Name of Organization:

Mission Statement of Organization:

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	\$ _____

Complete the form provided with this application to show a detailed total budget for the project, and the source(s) of cash and in-kind matching funds. ***A 1:1 match is required and the match can only come from non-state funds. The match can be any combination of cash and in-kind contributions. Patapsco Heritage Greenway believes this flexibility is important in providing greater access for smaller organizations.***

Financial Documentation

Mini-grantees are required to retain financial documentation of mini-grant expenditures for three years after either the date of grantee's final expenditure of grant funds or the termination of their grant agreement, whichever is later.

- Mini-grantees must retain records that show proof of all project expenditures, both grant-funded and matching funds.

- If the mini-grant also includes “other project costs” from non-state sources that the mini-grantee will be reporting, they should retain records that show proof of those project expenditures as well.
- Acceptable documentation for proof of cash expenditures includes invoices, receipts, timesheets, contracts, payroll and/or accounting system reports (e.g. QuickBooks). These records should show what was purchased or completed, when it occurred, and the cost.
- Donated or discounted goods, services, or equipment ("in-kind" contributions such as paint, photography, architectural fees, etc.) must be documented at time of acceptance with a signed invoice, voucher, or similar record showing a reasonable market rate for the cost of the goods or services.
- Volunteer time used as match must be documented with a timesheet or log that includes the volunteer's name, work completed, the date(s) of their service, the hours volunteered and the hourly rate used. The rate can be calculated using the current Maryland hourly rate issued by Independent Sector <https://independentsector.org/wp-content/uploads/2026/04/Value-of-Volunteer-Time-2026-Report.pdf>. This rate changes annually. It is recommended that mini-grantees check the rate at the start of the project and use the same one throughout the life of the project.

Refer to mini-grant guidelines in completing this application and use the checklist provided to assure that all components of the application, including supplemental documents, are included with this application.

Applicant signature (name, title, date): _____

Signatory should be the Executive Director, Chairman of the Board, or someone authorized by the governing authority to apply for grants on behalf of the organization.

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 [PVHA’s Management Plan](#) and [Five Year 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 funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor:

Source:

Cash or in-kind: ____ cash ____ in-kind

Amount:

Date Available:

Is this funding already committed?

Donor:

Source:

Cash or in-kind: ____ cash ____ in-kind

Amount:

Date Available:

Is this funding already committed?