

*Four Rivers: The Heritage Area of Annapolis, London Town & South County*

FY12 Mini-Grants Program Guidelines

**Deadline: Friday, October 7, 2011**

**Stated Purpose: Four Rivers' matching mini-grants program is designed to assist heritage-related sites and organizations, as well as municipalities, within our borders to develop new and innovative programs, partnerships, exhibits, tours, events, and other initiatives that are consistent with the regional themes and activities suggested in our state, county and city approved Management Plan (available at [www.fourriversheritage.org](http://www.fourriversheritage.org), "About Us" page). We encourage mini-grant proposals that include collaborative partnerships and enhance preservation, the stewardship of natural resources, and heritage tourism.**

Examples of eligible projects include new heritage tours, maps, interpretive brochures, podcasts, and other heritage-related publications; educational public programs, exhibits, and/or events; and heritage tourism-related website development. Heritage tourism-related 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. Salaries or staff time are eligible as match only, for that portion of a staff person's time dedicated solely to a grant-funded project (not to exceed 35% of total required project match). All interpretive signage projects must adhere to National Park Service standards for design; garden projects must make use of sustainable practices and native plants. Four Rivers encourages proposals that are consistent with upcoming regional thematic heritage-tourism related initiatives, including the celebration of the Bicentennial of the War of 1812, and those that include new technology, foster environmentally-friendly heritage activities and/or create new heritage-related programming in the arts. Other types of projects not specifically stated here may be eligible and should be discussed with heritage area staff.

Non-profits and municipalities within the borders of Four Rivers are eligible to apply. Individuals and for-profit organizations with proposals consistent with these guidelines may apply in partnership with non-profit heritage organizations. **Maximum grant award is \$2,500.**

**Mini-grant proposal evaluation depends on degree to which proposal meets our required criteria, including:**

- a. Consistent with interpretive themes and/or suggested programs, projects and activities in the heritage area Management Plan and/or with types of activities described above
- b. Includes collaborative partnerships
- c. Enhances heritage tourism by visitors and residents
- d. Leverages other funding
- e. Demonstrates ability of applicant to initiate, administer and complete project within proposed timeframe
- f. Consistent with the goals and objectives of the heritage area, as reflected in Strategic Plan of 2009 or draft 5-Year Plan for FY2013-2018

**Application Procedure:** Potential applicants are encouraged to contact the heritage area Executive Director, Carol Benson, to discuss potential grant projects at least two weeks prior to application deadline and before they complete the application. Applications are due no later than Friday, October 7<sup>th</sup> and late applications will not be accepted. A Four Rivers Grants Committee will review completed applications. **Evaluation and award selection are based on how well the completed application meets stated criteria.** Mini-grant awards will be announced within one month of mini-grant deadline.

**Terms:**

- **IMPORTANT:** Four Rivers: The Heritage Area of Annapolis, London Town & South County and the Maryland Heritage Areas Authority (along with other identified Four Rivers mini grant funding sources) must be acknowledged and logos (provided by Four Rivers) must appear on any materials produced or in any publicity for the funded project/program/exhibit. Failure to acknowledge as indicated may result in forfeiture of up to 100% of mini-grant award. Drafts of any printed material must be submitted to Four Rivers for approval before completion. Four Rivers reserves rights to use images and other materials connected with funded grant project/program/product, including use of printed materials in downloadable form on the Four Rivers website.

- Measurable data collected for mini-grant projects should include, but are not limited to, number of visitors or participants, type of audience, number and distribution information for brochures, and website statistics, if applicable. Data is required as part of the mini-grant final report.
- Mini-grants are reimbursable—grantee must submit final project report in the format provided by Four Rivers along with 5 copies of any product resulting from mini-grant. Mini-grant award amount will be issued to grantee within 30 days of receipt of completed report with accompanying materials as described and approved by Four Rivers.
- Requested grant amount must be fully matched; at least 75% of the match must be in cash and not from state funds; up to 25% may be in-kind.
- Project should be completed within one year of grant approval. Extensions may be granted via written approval of Four Rivers. Failure to begin project within one year of grant agreement may result in cancellation of award.

**Application Deadline:** Friday, **October 7, 2011**. Please provide complete **original application and 7 copies** for review and evaluation to the Four Rivers office by 5 p.m. on that day.

**Contact:** Carol Benson, Executive Director, Four Rivers: The Heritage Area of Annapolis, London Town & South County Arundel Center, 44 Calvert Street, Annapolis, MD 21401-1930, 410-222-1805 voice & fax; [Heritage\\_Area@aacounty.org](mailto:Heritage_Area@aacounty.org).

***Four Rivers: The Heritage Area of Annapolis, London Town & South County***

FY2012 Mini-Grant Application (use additional space if needed)

Due: Friday, October 7, 2011

Date:

Name of Organization:

Web site address:

Address:

Telephone:

Fax:

E-mail:

Contact person:

Is the organization exempt under Section 501 (c) (3) of the Internal Revenue Code? Please provide copy of appropriate notification letter.

Title of Project:

Describe the project/activities the grant would support:

How does the project fit the stated purposes and evaluation criteria of the mini-grant fund? Specifically, how does it reflect the interpretive themes of the heritage area Management Plan? How does it involve collaborative partnerships and foster heritage tourism? Please be specific; use additional space if needed.

List all partnering organizations and their roles in the funded activities. Make sure to list all potential funders that will be contributing to this project, the amount requested from each funder, and the date of confirmation of funding (if funds are not yet confirmed at the time this application is submitted.)

Name the key people who will conduct the grant activities/project and briefly describe their qualifications. Please include resumé or vitae for each person.

What is the schedule for the project? Include a detailed project timeline that corresponds to the activities described above.

Describe any products that will result from the project. How will these be marketed? If applicable, how will they be distributed?

Amount of grant request: \_\_\_\_\_ (Up to \$2,500)

Total project cost: \_\_\_\_\_

Source(s) of cash match: \_\_\_\_\_ (list all that apply)

***Please provide detailed line item budget breakdown on separate page that includes all match \$ numbers and sources of funding, as well as clear indication of exactly which items the heritage area mini-grant would support. Funds from state sources cannot be used as match.***

Please include mission statement, Board of Directors list, and letters of support from all partners involved in proposed project.

Applicant signature (name, title, date):

\_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE:** It is an absolute requirement that the Four Rivers Heritage Area and the Maryland Heritage Areas Authority be acknowledged for our contribution to this project. Your grant agreement will have information on how to accomplish this.

## Four Rivers Heritage Area FY2012 Mini-Grant Application Budget [EXAMPLE]

Requested grant amount must be fully matched; at least 75% of the match must be in cash and not from state funds; **up to 25% of the match may be in-kind. Example: for a grant request of \$2,500, there must be a match of at least \$1,875 in cash and up to \$625 in-kind, for a total project cost of \$5,000 (or more.)**

	Four Rivers Grant	Matching Cash	In-kind	TOTAL
Example: Exhibit cases	\$ xxxx	\$ xxx		\$
Example: Photography for signage	\$ xxxx			\$
Example: Printing cost of signage	\$ xxxx		\$ xxx	\$
Example: Materials for signage	\$ xxxx	\$ xxx		\$
Example: Development and printing of brochures		\$ xxx		\$
Volunteer Hours (at \$21.83/hr.)			\$ xxx	\$
<b>TOTAL</b>	<b>[Up to \$2,500]</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>