

Passages of the Western Potomac Heritage Area (PWPHA)

Grant Guidelines



Applications: Can be submitted continuously throughout the Fiscal Year (FY). Money will be awarded on a “First Come-First Served” basis provided they meet the requirements of the grant.

Grant Deadline: All grants for the current FY need to be completed with final reports submitted by May 31, within that FY.



Welcome to the Passages of the Western Potomac Heritage Area Grant Program

Please take a minute to read the Passages of the Western Potomac Heritage Area enclosed packet thoroughly. It includes the:

- Program Overview
- Program Guidelines
- Program Application
- Instructions for Closing Grant Final Report

If you should have any questions please contact Passages of the Western Potomac Heritage Area (PWPHA) Executive Director at:

301-724-3655 ext. 101.

Thanks, and good luck,

Deidra Ritchie

Executive Director

Passages of the Western Potomac Heritage Area

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Grant Program Overview

INTRODUCTION

Maryland's Heritage Areas are places to experience – to see, hear and even taste – the authentic heritage of Maryland in ways that you cannot experience anywhere else.

What is the Passages of the Western Potomac Heritage Area?

In 1993, the Canal Place Preservation and Development Authority (CPPDA) was established as an independent state agency of Maryland to create and develop the historical C&O Canal preservation district in the city of Cumberland. Initially, the focus of the CPPDA was on the acquisition and rehabilitation of properties associated with the Canal Place Preservation District. This highly significant place centers on transportation history. The historical, cultural, natural and visitor resources that CPPDA stewards include:

- Western Maryland Railway Station
- Pedestrian footbridge between the station and Riverside Park
- Trestle Walk connection between the station and Chesapeake and Ohio (C & O) Canal towpath
- Shops at Canal Place and associated parking
- Crescent Lawn Festival Grounds
- Footer's Dye Works building

In 1996, Canal Place became the first certified Heritage Area in the state of Maryland. The Canal Place Heritage Area (CPHA) is governed by the CPPDA which includes representatives from the C&O Canal National Historical Park, Maryland Historical Trust, the City of Cumberland, six members appointed by the governor, and an appointed Executive Director. The Executive Director manages the day to day operations of the 11-acre Canal Place Heritage Park and administers the heritage area program. The theme of transportation was selected for the heritage area due to its significance in history. Cumberland was known as a transportation hub due to the development of the Historic National Road, the B&O Railroad, and the C&O Canal.

To date the heritage area encompasses over 1,000 acres of property in Cumberland and Frostburg. In addition, in 2019, the heritage area was re-branded and is now known as the **Passages of the Western Potomac Heritage Area (PWPHA)**. This re-brand reflects the expansion of the heritage area into various portions of Allegany County and covers not on the transportation aspect of our heritage but also our stories along the way.

The PWPHA Heritage Area responsibilities include:

- Preserving or assisting in the preservation of buildings, structures, and settings of historical value;
- Conducting activities to educate the public about the history and significance of the Heritage Area;
- Providing recreational uses of the Heritage Area;
- Facilitating economic development in the Heritage Area, such as through public and private investment in adaptive reuse, interpretive attractions, or other activities.

Mission

Canal Place and the PWPHA's mission, in cooperation with local, state, and federal stakeholders, is to effectively manage the property and facilities at Canal Place and be a catalyst for the enhancement, preservation, and promotion of the assets and attractions within the Heritage Area in order to foster economic development and heritage tourism in Allegany County.

Mini Grant Program Guidelines

Passages of the Western Potomac Heritage Area Mini Grants Program

The PWPHA Grant Program is a source of funding designed to assist and encourage the preservation of historical, archaeological, natural, and cultural resources and **support economic development through heritage tourism** within the boundaries of the PWP Heritage Area. The Canal Place Preservation and Development Authority (CPPDA) is the management entity for the PWP Heritage Area and therefore approves projects and administers the Grants Program. **These Grants are for non-capital, planning, or programming activities only and may not be used for administrative expenses or any “bricks or mortar” projects. Mini Grants are awarded on a first come first serve basis until funds run out.**

Guidelines

The following is general information about the PWPHA Grant Program and instructions for completing the Grant application. PWPHA Grants funding amounts will be from \$500 to \$5,000 with a “One to One” cash match.

Eligibility Information

- a. Applicant is a local jurisdiction or non-profit
- b. Proposed project is consistent with the interpretive theme of transportation as described in the Canal Place Heritage Area Management Plan. Please contact the office for a copy of the management plan.
- c. Utilizes collaborative partnerships
- d. Enhances heritage tourism visitation
- e. Applicant can provide one to one cash match
- f. Demonstrate ability of applicant to initiate, administer and complete project within proposed timeframe, including the submission of the final report
- g. Applicant, or project location, is within the boundaries of the PWPHA (please ask if unsure if you are within the boundary)
- h. **Project must not begin before the grant award is announced**
- i. Applicant organization is in good standing with the state of Maryland
- j. **PWPHA and the Maryland Heritage Areas Authority *must be acknowledged and logos (provided by Canal Place) 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 PWPHA for approval before completion.**
- k. Canal Place/PWPHA reserves rights to use images and other materials connected with funded grant project/program/product, including use of printed materials in downloadable form on CP/PWPHA’s website(s) and/or social media.

Application Procedure:

Applicants should contact the heritage area Executive Director, Deidra Ritchie, to discuss potential mini grant projects before they begin the application. Grant money will be given out continuously until the grant fund is depleted during each fiscal year. The PWP Heritage Areas Grants Committee will review and rank completed applications. Please keep in mind the submission of final reports (submitted via e-mail) is May 31, of the current fiscal year.

Evaluation and award selection are based on the completed application and eligible heritage area criteria. Grant awards will be announced once reviewed and approved. Please note: **No grant funds may be**

expended before the date of grant award notification. All projects are to be completed within the fiscal year of approval, and all funds relating to the project are to be expended by the project completion date. If the Project is completed for an amount less than that reflected in the Project Budget, the amount of the Grant may be reduced and Grantee shall return all unexpended Grant funds to PWPCHA. Final grant reporting requirements are to be submitted no later than May 31, of each fiscal year.

Awarded grant funds will be disbursed after project completion and receipt of all required grant reporting and an invoice billing for the remaining grant funds. Please note: as part of grantee’s final report, grantee must provide financial documentation to PWPCHA **of all expenditures** of PWPCHA grant funds **and all cash contributions** utilized to meet these requirements. Grantee’s contributions may include funds derived from other non-State public or private sources; provided however, that no State funds are used for any part of the Grantee’s Contribution. If for some reason the project budget is revised, a pre-approval letter detailing why the project has changed, must be submitted to the Executive Director.

The following types of activities are eligible to receive Mini Grant funding:

Planning

- Feasibility and Planning Studies
- Design Documents
- Research
- Data Recovery
- Other planning activities that support the Certified Heritage Area

Interpretation

- Interpretive Exhibits
- Interpretive Signage
- Wayfinding Signage – Pedestrian only
- Interpretive Brochures
- Educational Programs and Materials
- Other interpretive activities that support the Certified Heritage Area

Programming (Preference is given to new, or pilot, programs rather than ongoing activities)

- Seminars
- Conferences
- Performances
- Reenactments
- Commemorations
- Festivals

Non-Eligible Costs However Items May Be Used as a Match:

- Food
- Salaries
- Maintenance
- Alcohol
- Capital Projects
- Gifts/Prizes