**Passages of the Western Potomac Heritage Area Mini Grants Program Application**

**(Please be sure to fill in all answers and signatures)**

**Applicant Information**

**Date of Application:**

**Name of Organization:**

**Address:**

**Phone #:**

**Contact Person:**

**Contact Email:**

Is your organization **a NON-PROFIT organization**? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (If yes, please provide a copy of the appropriate notification letter as an attachment and Federal ID #))

or a **GOVERNMENTAL ENTITY**? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Project**:

**Amount of Grant requested**:

**Provide an overall summary of the proposed project (Specifically identify activities the grant funds will be used to support. Maximum of 1 paragraph. If your project is an event, is it a first-time event? A new component of a current event?)**:

**How will this project foster Heritage Tourism? Does this project enhance the heritage area’s transportation theme, or any of the sub-themes? Please explain, be specific. The subtheme should align with the 2014 (former CPHA now PWPHA) Draft Management Plan listed on page one of the executive summaries. To see and understand the subthemes please contact the Executive Director.**:

**Will this project build collaborative heritage partnerships? List partnering organizations and their roles.**:

**Describe how the impact or success of this proposal will be measured. Attendance? Survey? Distribution of materials? Website analytics? Explain.**:

**How will you market the event? Please provide a brief description.**:

**What is the schedule of work for this project? Include a detailed timeline of activities with estimated start and completion dates.**

|  |  |
| --- | --- |
| **ACTIVITY** | **START/ COMPLETION DATE** |
|  |  |
|  |  |
|  |  |
|  |  |

*Add rows/columns to table as necessary.*

**YOUR PROJECT BUDGET OVERVIEW**

**Funding Your Grant**

|  |
| --- |
| **PROJECT BUDGET EXAMPLE** |
| **Work Item (Description)** | **Mini-Grant Funds Requested (Max. $5,000)** | **Applicant Proposed Cash Match (The total in this column must match, or exceed, the total amount requested)** | **Additional Grantee project funding ($) if applicable** | **Total Project Cost ($)** |
| Brochure Design  | $500 |  |  |  |
| Brochure Printing  | $500 | $1000 |  |  |
| Interpretive Panel | $1000 | $1000 |  |  |
| Totals  | $2000 | $2000 |  | $4000 |

Please fill in the budget for your project below. Add lines as necessary. Note: this columns and rows do not add.

|  |
| --- |
| **PROJECT BUDGET**  |
| **Work Item (Description)** | **Mini-Grant Funds Requested (Max. $5,000)** | **Applicant Proposed Cash Match (The total in this column must match, or exceed, the total amount requested)** | **Additional Grantee project funding ($) if applicable** | **Total Project Cost ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Totals  |  |  |  |  |

**Additional Information to Include in Your Packet:**

* **Articles of Incorporation, By Laws**
* **Certificate of good standing from the State Department of Assessments and Taxation. (You don’t have to pay for the certificate, a printout from the webpage confirming your organizations good standing is sufficient.)**
* **Letters of support (are encouraged but not required).**
* **Completed W-9 Form**

|  |  |
| --- | --- |
| **Application Checklist** | **Initials** |
| **Project located in boundaries of PWP Heritage Area** |  |
| **Accurate Contact information for person(s) in charge of project** |  |
| **Proof of Applicant Non-Profit Status**  |  |
| **State Status (In Good Standing)** |  |
| **Government Entity** |  |
| **Detailed Schedule of Work** |  |
| **Included Cash Match Documentation (one to one match)** |  |
| **Included Quotes/ Price Estimates** |  |
| **Completed Project Budget**  |  |
| **Mission Statement** |  |
| **Articles of Incorporation, By Laws** |  |
| **Understands acknowledgement of MHAA &****PWPHA is Required**  |  |
| **Completed W-9 Form** |  |
| **Has read/signed the Appendix**  |  |

**Applicant Signature:**

|  |  |
| --- | --- |
| **Print Name:**  | **Title:**  |
| **Signature:**  | **Date:**  |

**PLEASE NOTE: It is an absolute requirement that the PWPHA and the Maryland Heritage Areas Authority be *acknowledged* for contribution to this project on any and all items produced by this grant.**

**Grant Application Appendix**

**Disbursement of Grant Proceeds**

Mini Grant awards will be announced as they are reviewed and approved. None of the required match or grant funds may be expended before the date of grant award notification. All projects are to be completed within the fiscal year of approval 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. All grant reporting requirements are to be submitted immediately following the completion date.

Awarded grant funds will be disbursed **after project completion** and receipt of all required grant reporting and an invoice billing for the grant funds has been received by PWPHA staff. Please note: as part of grantee’s final report, grantee must provide financial documentation to PWPHA of all expenditures of PWPHA 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 may be used for any part of the Grantee’s Contribution.

**Default and Remedies**

A default under this agreement shall occur if:

Grantee fails to comply with any of the covenants, agreements, or certifications made by the Grantee in this Agreement;

At any time, any representation or warranty made by Grantee in connection with the Grant, the Agreement, or the Grant Application, shall be incorrect in any manner;

Grantee knowingly makes, or causes to be made, any material misstatement of fact, including an understatement or overstatement of financial condition, in a statement or report required under the Agreement or the Grant Application, for a Request for Disbursement, or affecting the Grant in general;

The Grant funds are not spent in accordance with the terms of this Agreement;

Grantee is in default under any other agreement related to the Project;

At any time during the period of the Grant, there is pending or ongoing litigation with respect to Grantee’s performance of any duties or obligations in connection with the Project, or the Grant, which may jeopardize, or adversely affect, this Agreement or the Project;

Grantee is not performing or completing the Project in accordance with the terms of this Agreement, or in a manner satisfactory to PWPHA;

Grantee has not expended the Grant funds necessary to complete the Project by the Project Completion Date, or Grantee has not provided the Grantee’s Contribution to PWPHA’s satisfaction.

**Records and Reports**

Grantee shall maintain accurate books, accounts and records in a form acceptable to PWPHA of all transaction’s relation to the receipt and expenditure of the Grant for the Project. All of the books, accounts and records shall be open to the inspection of PWPHA representatives. Grantee shall make its administrative offices available to PWPHA upon request. All invoices/receipts submitted should be itemize/detailed and indicate portions related to grant.

**Grantee Acknowledgement of appendix: Initial and Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**