***ALTSCHA, Inc.***

***Chesapeake Crossroads Heritage Area***

***FY2023 Small Changes Grant Application***

**ALTSCHA has a limited amount of funding that has been made available by two generous donors for a pilot year of our newly-launched Small Changes Grant Fund. Only non-profit organizations are eligible to apply, for activities taking place within the geographic boundaries of our heritage area. Please carefully review the Grant Guidelines (below) for more details.**

**Submission: Please insert your answers to the questions below and save this application as a Word document. A Digital version of this application (including scanned copies of additional information requested) shall be submitted via E-Mail. Original, with signature, must be mailed to our office within 3 business days.**

**Review Process: ALTSCHA’s Small Changes Grant Fund review committee will review applications on an ongoing basis throughout the year. It may take up to two weeks for a request to be reviewed; you will be notified via e-mail. Thank you!**

**1) Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2) Legal Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3) Federal ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4) Complete Address of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5) Contact person in charge of project (NOTE: this person handles all correspondence with ALTSCHA staff concerning project): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6) Telephone # of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7) E-mail of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8) Our organization is a non-profit organization: \_\_\_\_ Yes**

**Please provide proof of applicant legal status. Example: IRS letter documenting 501©3 designation.**

**9) Your organization’s mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10) What is your organization’s Annual Budget for FY2023? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: This grant is intended ONLY for organizations with Annual Budgets of $100,000 or less.\* Please attach a copy of your Annual Budget to this application.**

**\* (Note: this applies to organizations with annual budgets of $100,000 or less, not including overhead costs that include mortgage, rent, and utilities that some organizations have and others do not)**

**11) Amount of grant request (up to $500.00): \_\_\_\_\_\_\_\_\_\_\_**

**12) Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**13) Provide a Brief Overview of how the funds will be used** (It is recommended to limit your answer to 1000 words or less):

**14) Product(s):** What is/are the product(s) that will result from the project? Describe. What will your organization do with the product(s)?

**15) Urgency:** This year (FY23), the review committee will assess applications for evidence of compelling need. Is this project urgent? If not urgent, how does this project fill a pressing need of your organization, which, if met, will allow your organization to increase its effectiveness?

**16) Measurable Results:** How will the success of this project be measured?

**17) BUDGET: Grant funds will not exceed $500.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use of Funds (Breakdown of project items) | SMALL GRANT FUNDS | MATCH, IF APPLICABLE | | TOTAL PROJECT COSTS |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  |  |  | | |
| **TOTALS:** |  |  |  | | |

Additional information to include in your packet to us.

A) Key Personnel: List key people who will conduct the grant activities/project and briefly describe their qualifications. Please include for each person.

B) Organizational documents: Please attach **Board of Directors** list and a **copy of most recent Annual Budget** (Excel or Quickbooks preferred).

C) Proof of Nonprofit status and status of “Good Standing”: Include proof of nonprofit and a certificate of good standing from the State Department of Assessments and Taxation. (Certificates of good standing may be obtained from the Maryland Department of Assessments and Taxation’s website at www.dat.state.md.us. There is no need to pay for the certificate – a printout of the web page confirming your organization’s good standing is sufficient.)

Certification: I certify that I have read the Small Changes Grant Guidelines and that the information contained in this application is accurate and correct.

**Applicant signature (CLEARLY sign):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
The signee must be someone that is designated to sign legal agreements for the organization.

**Print Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ALTSCHA, Inc.

FY2023 Small Changes Grant Guidelines

BIG CHANGES are in the works for ALTSCHA, Inc., with its new brand, “Chesapeake Crossroads,” and expanded boundaries that includes many new partners.

SMALL CHANGES funds can assist our small heritage-related partner organizations (annual budgets of $100,000 or less)\* with this transition as well. The vision for this grant fund is to give a “boost” to smaller organizations, especially those that are recently-established, that are experiencing a pressing need that, if met, will allow them to increase their effectiveness. Small Changes Grant funds could provide opportunities to strengthen the organizations, create new messaging, marketing, and enhancement of the sites and their programming.

Examples of eligible projects include:

* Professional advancement –- offset fees for training/workshops, including marketing classes; digital media and communications classes; small museum workshops; Maryland Nonprofit workshops; training on DEI; and more
* Consultant fees -- for planning, Board training, financial assistance, environmental workshops
* Stipends for guest speakers
* Assistance with applications for National Register, Historic landmarks and other historic designations
* Assistance with archeological investigations
* Assistancewith research for heritage tourism products

**Small Changes Grants shall not be used for routine administrative expenses or for capital projects.**

Non-profit heritage-related organizations are eligible to apply, for projects to take place within our designated borders. **Maximum grant award is $500.** No match is required; the funds will be remitted once grant is approved. A final report is required following completion of the project.

**Terms**:

* Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.
* Nondiscrimination: Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access, and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
* Projects should be completed within one year of grant approval. Extensions may be granted via written approval of the Executive Director. Failure to begin projects within one year of grant agreement may result in cancellation of award.

A digitized copy of this application (including scanned copies of backup information) is to be submitted VIA E-MAIL. (If an applicant cannot send digitally, the applicant must contact Carol Benson to make arrangements for in-person delivery). Original copy, with signature, MUST be mailed to our office within 3 business days.

**Contact/Mail original to**: Carol Benson, Executive Director, Chesapeake Crossroads Heritage Area, Arundel Center, 44 Calvert Street, Annapolis, MD 21401-1930, **Phone: 410-627-6018**. There is no fax.   
**E-mail:** [**Heritage\_Area@aacounty.org**](about:blank)**.**

*Questions? Please call Carol today!*

*\* (Annual budgets of $100,000 or less, not including overhead costs that include mortgage, rent, and utilities that some organizations have and others do not)*