***Chesapeake Crossroads Heritage Area, Inc.***

***FY2024 (Fall 2023) Mini-Grant Application***

**Due October 6, 2023**

**Submission details: Digital version of this application (including scanned copies of backup information) are due VIA E-MAIL on Friday, October 6, 2023 (midnight). Original, with signatures, MUST be mailed to our office within 3 business days. Due to varying schedules, E-Mailed version is REQUIRED.**

**PLEASE READ THE ENTIRE CONTENTS OF THIS DOCUMENT AND ANSWER ALL QUESTIONS.**

**APPLICANT INFORMATION:**

**1) Date of application:**

**2) Legal Name of Organization:**

**3) Federal ID #:**

**4) Complete Mailing Address of Organization:**

**5) Contact person in charge of project (NOTE: this person handles all correspondence with heritage area staff concerning project):**

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

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

**8) Our organization is (check one) \_\_\_\_\_a non-profit organization**

**OR \_\_\_\_\_\_a governmental entity.**

**Non-profits, please provide proof of applicant legal status.**

**Example: IRS letter documenting 501©3 designation.**

**9) Amount of grant request (up to $5,000, which must be matched one-to-one):**

**10) Title of Project:**

**11)** **Check the appropriate category for the project**: heritage tour \_\_\_\_\_\_, maps and/or interpretive brochure\_\_\_\_\_, interpretive or wayfinding signage\_\_\_\_\_, public program\_\_\_\_\_\_, exhibit\_\_\_\_, event\_\_\_\_\_\_, oral history project \_\_\_\_\_\_, website development\_\_\_\_\_\_\_, capacity-building project \_\_\_\_\_\_\_, or other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**12) Brief Project Description** (suggested limit, 400 words): Tell us about your project. Describe the project/activities the grant would support:

**13) Consistency with Interpretive Framework:**

13A) Does your project relate to one or more of these Themes? (Check all that apply)

\_\_\_ Crossroads of Place

\_\_\_ Crossroads of Culture

\_\_\_ Crossroads of the Struggle for Equality and Freedom

\_\_\_ Crossroads of Social Change

\_\_\_ My project does not relate to one of these themes, but it relates to an Objective in the Five-Year Plan. State the Objective here:

13B) How does the project relate to one or more of the Themes or Objectives? Explain:

**14) Overlap with other federal, state, or local designations:** Does this project take place in a location that has a relevant federal, state, or local designation?

Examples: a National Historic District, a Maryland Main Street district, a Maryland A&E district,

a State designated Scenic Byway (the heritage area’s “Roots & Tides Byway”), etc.?

Please explain, or state Not Applicable (N/A).

**15) Partnerships and /or Collaborations:** Will this project build collaborative heritage partnerships?

Who are the partners? Please explain, or state Not Applicable (N/A).

**16) Related to Commemoration:** Does this project relate to an upcoming Commemoration, such as the U.S. Semiquincentennial (America 250)? Please explain, or state Not Applicable (N/A).

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**17) Measurable Results:** How will the success of this proposal will be measured –

Attendance? Visitor or Stakeholder Satisfaction Survey? Website analytics?

Other?

Please provide a detailed answer, including your specific goals for attendance, visitor satisfaction, etc., for the project. NOTE: This answer is very important to meet our own funders’ requirements.

**18) Schedule of Work:** What is the schedule of work for the project? Create a timeline of activities with estimated start and completion dates in the table below (or substitute your own).

|  |  |
| --- | --- |
| ACTIVITY | DATES OR COMPLETION DATE |
|  |  |
|  |  |
|  |  |
|  |  |

(Please add rows/columns to table as necessary.)

**19) Product(s):** What are the product(s) that will result from the project? Describe.

What will your organization do with the product(s)?

**20) Marketing:** How will these products be marketed? If applicable, how will they be distributed?

# **YOUR PROJECT BUDGET**

**21) Amount you are requesting from CCHA $\_\_\_\_\_\_\_\_\_\_\_**

**(Typical Grant is $3,500; Maximum is $5,000)**

**22).** **Your Match (1:1 match required)**

**a**. Applicant’s Required Match (equal to amount of grant) $\_\_\_\_\_\_\_\_\_\_\_

**b.** Any Match “Overmatch” $\_\_\_\_\_\_\_\_\_\_\_

**23).** **TOTAL OVERALL PROJECT BUDGET** **$\_\_\_\_\_\_\_\_\_\_\_**

**Add together line 21** – the amount you are requesting --

and **lines 22a-b,** your total match.

Use the budget form below to explain your project budget and how you will be using project funds. See attached example. Include an “hours x $ cost” breakdown for contractor(s) or, in the case of hourly staff time used as match, **time must be solely dedicated to project**. Please add lines as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use of Funds (Breakdown of all project items) | CCHA  Mini-Grant  Funds | Applicant Match Funds | | **TOTAL**  **PROJECT COST** |
| **CASH** | **IN-KIND** |  |
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| **TOTALS:** |  |  |  |  |

\*Applicant Cash Match must **not be from state funds**; and total project funds must be at least equal to grant funds requested plus required 1:1 match.

**24) Match source(s):**

A. Tell us aboutall sources of your MATCH**.** Who is providing match? Examples: your organization, a donor, a grant, a different organization, or several sources? In the lines below, identify the source(s) of match.

**Do you have the cash in hand? If not, do you have a letter stating when you will receive it? Have you applied for a matching grant or will your organization fund-raise to complete the project?**

Please explain (you may add sections as needed.)

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_

Cash? \_\_\_\_\_ In-Kind? \_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_no If no, describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount $ \_\_\_\_\_\_\_\_\_\_

Cash? \_\_\_\_\_ In-Kind? \_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_\_no If no, describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $ \_\_\_\_\_\_\_\_\_\_

Cash? \_\_\_\_\_ In-Kind? \_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_\_no If no, describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_

Cash? \_\_\_\_\_ In-Kind? \_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_\_\_no If no, describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information to include in your packet to us.

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

26) Organizational documents: Include mission statement and Board of Directors list. You may include additional letters of support (encouraged but not required).

27) Proof of Nonprofit status and status of “Good Standing”: Include proof of nonprofit status (if applicable). Please provide copies of your articles of incorporation, bylaws, 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.

28) Checklist: Include your completed Attachment Checklist sheet.

29) Certification: I certify that I have read the Mini-Grant Program Guidelines and that the information contained in this application is accurate and correct.

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

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

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

**Note:** **Funding support by CCHA and the Maryland Heritage Areas Authority (MHAA) must be recognized with the Chesapeake Crossroads Heritage Area logo as well as MHAA’s logo in any publicity for the project (including press releases and at the opening event) and in any product, materials, or report produced. THIS IS A REQUIREMENT; PLAN AHEAD NOW.**

STOP! HAVE YOU READ THE FULL APPLICATION?

DO YOU UNDERSTAND THAT THE MINI-GRANT IS REIMBURSEABLE, WHICH MEANS YOUR ORGANIZATION DOES NOT GET FUNDS UP FRONT?

YOUR ORGANIZATION IS RESPONSIBLE FOR ALL COSTS UNTIL AFTER THE PROJECT IS COMPLETED.

PLEASE READ DETAILS OF THE MINI-GRANT PROGRAM GUIDELINES. THANKS! EXAMPLE Project Mini-Grant Budget Form

**Proposed Project: New Special Exhibit, “Small Town Farm Life”**

**Total project cost will be $5,359.60 Request from CCHA is $2,500**

**Organization has committed $2,859.60 match**

**EXAMPLE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Use of Funds (Break down of all project items) | CCHA  Mini-Grant  Funds | Applicant Match Funds | | Additional costs | **TOTAL**  **PROJECT COST** |
| **CASH** | **IN-KIND** |  |  |
| PERSONNEL |  |  |  |  |  |
| Interpretive Planning Consultant (37.5 hours @ $40/hr) |  | **$1,500** |  |  | **$1,500** |
| Research Assistant (25 hours @ $15/hr ) |  | **$375** |  |  | **$375** |
| Volunteer Exhibit Assistants (20 hours at MD volunteer rate of $32.82/hr) |  |  | **$656.40** |  | **$656.40** |
| Board Committee Planning/Oversight (10 hours at MD volunteer rate of $32.82/hr) |  |  | **$328.20** |  | **$328.20** |
| MATERIALS |  |  |  |  |  |
| Exhibit Fabrication and Installation (estimate by XYZ Exhibits, attached) | **$2,500** |  |  |  | **$2,500** |
| TOTALS | **$2,500** | **$1,875** | **$984.60** |  | **$5,359.60** |

\*Total match funds (cash and/or in-kind) must be at least equal to grant funds requested (required 1:1 match)

Source of Match: \_Organization cash in hand at zyx bank. Please see attached letter and bank statement. Amount of Cash $1,000.00 or In-Kind\_\_\_\_\_\_\_

In hand \_X\_\_\_yes or \_\_\_\_no If no describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Match: \_Mr “M Bags Donor.” Please see attached letter. Amount of Cash \_\_$875.00\_

or In-Kind\_\_\_\_\_\_\_

In hand \_\_\_\_yes or \_\_X\_\_\_no If no describe: “Mr. Bags” will be sending contribution upon receipt of Award Letter. See commitment of funds letter.

Source of Match: \_\_Volunteer time\_\_ Amount of Cash \_\_\_\_\_\_\_\_or In-Kind\_\_$984.60\_\_\_\_\_

In hand \_\_\_\_yes or \_X\_\_\_no If no describe: Organization commitment, see attached letter.

**Attachment Checklist (to be filled out and submitted with either application):**

1. Proof of applicant non-profit status (501c3),   
   Articles of Incorporation, Bylaws,   
   Certificate of good standing from MDAT \_\_\_\_\_\_\_\_\_

2) Accurate contact information of person or

persons in charge of the project \_\_\_\_\_\_\_\_\_

3) Grant request amount correct \_\_\_\_\_\_\_\_\_

4) Complete Budget Form included \_\_\_\_\_\_\_\_\_

5) My Match and Math have been checked \_\_\_\_\_\_\_\_\_

6) Source of Matching funds description \_\_\_\_\_\_\_\_\_

7) Match Documentation or Commitment of   
Funds Letters if Match is not in hand \_\_\_\_\_\_\_\_\_

8) Resumés of key people \_\_\_\_\_\_\_\_\_

9) Mission statement of organization \_\_\_\_\_\_\_\_\_

10) Names of Board of Directors \_\_\_\_\_\_\_\_\_

11) Attended Mini-Grant workshop \_\_\_\_\_\_\_\_\_

12) The application original has been signed \_\_\_\_\_\_\_\_\_

13) Organizational information has been scanned \_\_\_\_\_\_\_\_\_

15) This Checklist is included \_\_\_\_\_\_\_\_\_

16) Application (digital copy) and checklist

have been sent to [heritage\_area@aacounty.org](about:blank) \_\_\_\_\_\_\_\_\_

17) Original has been mailed to:

Chesapeake Crossroads Heritage Area, 44 Calvert Street,

Annapolis, MD 21401 \_\_\_\_\_\_\_\_\_

FY2024 Mini-Grant Program Guidelines

**Deadline: Friday, October 6, 2023**

Stated Purpose**: CCHA’s 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 interpretive themes, objectives, and/or activities suggested in our state, county and city approved Management Plan (available on our website,** [**chesapeakecrossroads.org**](about:blank)**), and those included in our Five-Year Action Plan for FY2024-2028 (also available on the website). We encourage Mini-Grant proposals that include collaborative partnerships and enhance preservation, the stewardship of historical, cultural and/or 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; the planning phases of any of the above are also eligible. Oral history projects are also eligible. 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. Projects that relate to an upcoming Commemoration are desirable, that that relationship should be noted. Some marketing expenses are eligible to be funded through Mini-Grants. **Mini-Grants shall not be used for administrative expenses or capital projects. Staff time paid on an hourly basis is eligible as match only, for that portion of a staff person’s time dedicated solely to a funded project (benefits may NOT be included).** See below for details about the new policy for allowing 10% indirect costs.

All interpretive signage projects should adhere to National Park Service standards for design (some allowances are made for small projects); garden projects must make use of sustainable practices and native plants.

CCHA encourages proposals that foster Diversity, Equity, Inclusion, and Accessibility; support the development of projects for the US 250th anniversary; are consistent with regional thematic heritage-tourism related initiatives; include new technology, foster environmentally-friendly and sustainable practices at heritage sites, and/or create new heritage-related programming in the arts.

Generally, grants will be made as one-time awards, not for ongoing projects or annual activities.

Capacity-building projects that are specifically related to heritage activities will be considered; please explain how the project relates to the heritage area’s priorities.

Other types of projects not specifically stated here may be eligible and should be discussed with heritage area staff.

Non-profits and municipalities are eligible to apply, for projects to take place primarily within our designated boundaries (the majority of the project will take place within our boundaries). We no longer accept applications for projects from a pass-through organization (one that is not the primary entity responsible for the project). *Questions? Please call!*

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

1. Consistent with interpretive themes and/or suggested programs, projects and activities in the heritage area Management Plan and/or Five-Year Action Plan for FY2024-2028
2. Includes collaborative partnerships
3. Enhances heritage tourism by visitors and residents
4. Leverages other funding (please note that it is to your competitive advantage to show MORE than a dollar-for-dollar match). The match should be in hand or committed and the project ready to go.
5. Demonstrates ability of applicant to initiate, administer and complete project within proposed timeframe.
6. Past record of successful completion of Mini-Grant funded projects, if applicable.
7. Any grant request over $3,000 will experience a higher level of review; partial grant awards are possible.

**Application procedure**: Potential applicants MUST attend our MANDATORY Mini-Grant workshop on **September 19, 2023**. Applicants are encouraged to contact the heritage area Executive Director, Carol Benson, to discuss potential grant projects at least one week before workshop and before they begin the application (at 410-627-6018 or [heritage\_area@aacounty.org](about:blank)). Applications are due (submitted via E-mail) no later than Friday, October 6, and late applications will NOT be accepted. A CCHA Grants Committee will review and evaluate submitted applications. **Evaluation and award selection are based on how well the completed application meets stated criteria**. Mini-Grant awards will be announced by November 1. NOTE: NONE of the required match or grant funds may be expended before the date of grant award notification.

**Terms**:

* IMPORTANT: Mini-Grants are **reimbursable**: **this means that grantee pays for all expenses and is reimbursed by remittal of Mini-Grant award check after completion of project**. To receive the grant award check, grantee must submit the appropriate final project report. Submit the Final Report form along with 3 copies of any printed materials (publications) resulting from Mini-Grant. The Final Report MUST include copies of invoices and payments for expenses and tracking of In-Kind contributions. An invoice for remittal of the grant must also be included; remittal will be issued to grantee within 30 days of receipt of completed report, documentation, and invoice for remittal.
* 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.
* Requested grant amount must be fully matched (1:1) and **not from state funds**. The previous 75% cash – 25% in-kind requirement has been removed. While your organization must provide a 1:1 match, it may be any combination of cash and in-kind. Documentation of ALL relevant expenses, for both grant funds and matching funds, is required.
* 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.

**TERMS FOR PROJECT GRANTS:**

* **IMPORTANT**: Chesapeake Crossroads Heritage Area and the Maryland Heritage Areas Authority must be acknowledged and logos (provided by CCHA) of both entities must appear on any materials produced or in any publicity (including press releases) 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 materials must be submitted to Chesapeake Crossroads staff for approval **before** going to press. CCHA 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 Chesapeake Crossroads 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 other printed materials, and website statistics, if applicable. Data is required as part of the Project Mini-Grant final report.
* Non-profit organizations may include **10% indirect costs** in their Project Mini-Grant budgets. (This 10% is to be contained within the budget’s costs IN THE GRANT FUNDS COLUMN.) The relevant information, contained in the MHAA [Grants Manual](about:blank) on this subject, applies to the Mini-Grant program. This goes in the Grant Funds column only, it does not appear in the Match columns.
* Projects should be completed within one year of grant approval. Extensions may be granted via written approval of Chesapeake Crossroads staff. Failure to begin projects within one year of grant agreement may result in cancellation of award.
* **\*\*\*SPECIAL REQUIREMENT FOR PROJECTS WORKING WITH ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS)\*\*\*: If AACPS is a project partner, application MUST include a SCOPE OF WORK for AACPS personnel and a Letter of Support from the AACPS partner representative.**

**Application Deadline: Friday,** **October 6, 2023**. Digitized copy of this application (including scanned copies of backup information) to be submitted VIA E-MAIL prior to midnight that day. (If an applicant cannot send digitally via E-mail, the applicant must contact Carol Benson to make arrangements for in-person delivery prior to the deadline.) Original copy, with signature, MUST be mailed to our office within 3 business days. Applications without original signatures will NOT be considered for funding.

**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!*