

Four Rivers: The Heritage Area of Annapolis, London Town & South County FY11 Mini-Grants Program Guidelines

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, "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, other heritage-related publications, planning, educational public programs and activities, exhibits, events, and website development. After-school educational programs and educational seminars, workshops, and conferences that encourage or enhance preservation, revitalization, heritage marketing, and interpretation of the area's natural, cultural and historic resources are also eligible. 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 elements of "stated purpose," 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's new strategic plan (available at www.fourriversheritage.org on Four Rivers *Partner Page*)

Application Procedure: Potential applicants must contact Four Rivers to discuss the proposed project at least two weeks prior to application deadline and before they complete the application. 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. Draft 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 should be submitted as part of the mini-grant final report.
- Mini-grants are reimbursable—grantee must submit final project report in format provided by Four Rivers along with 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 with 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 15, 2010**. Please provide complete **original application and 6 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.

Four Rivers: The Heritage Area of Annapolis, London Town & South County
FY2011 Mini-Grant Application (use additional space if needed)

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 resume or vitae for each person.

What is the schedule for the project? State project milestones and completion dates for milestones.

Describe any products that will result from the project.

Amount of grant request:

Total budget for the project:

Source of cash match:

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):

ALTSCHA FY2011 Mini-Grant application, Budget [EXAMPLE]

	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 \$20.25)			\$ xxx	\$
TOTAL	[Up to \$2,500]	\$	\$	\$

- 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.**