

# HCWHA MINI-GRANT CHECKLIST – FY11

**Deadline: November 18, 2010**

- Application Cover Sheet (page 2 of this application) with signature of an individual authorized to apply for grants.
- Project narrative; five pages or less that address #1-7 on page 3 of this application
- Proof of non-profit status (IRS letter indicating 501 (c) designation) or an official document identifying the organization as a unit of a county or municipal government \*
- Federal ID number
- Budget detail on the form provided on page 4
- Board-approved mission statement including the date of Board approval; as an alternative government units may attach an excerpt from the Comprehensive Plan demonstrating an adopted mission in support of heritage and preservation, or a copy of the Resolution incorporating the Heart of the Civil War Management Plan into the Comprehensive Plan.\*
- Non-profits must include a copy of the organization's by-laws and articles of incorporation.\*
- Latest financial statement or audit
- Letters of support (at least one, see #3 on p. 3 of this application)
- Four hard copies of the complete application
- One Electronic version, on CD (optional, but encouraged)

\*If current documents are already on file with HCWHA they need not be provided again. However, updates should be provided if the documents on-file are not current. Only one set of these documents required.

***Heart of the Civil War Heritage Area***  
***FY11 Mini-grant Application Cover Sheet***  
*(Please refer to FY11 Mini-Grant guidelines in preparing this application)*

**Date:**

**Title of Project:**

**Name of Organization:**

**Web site address:**

**Mailing address:**

**Telephone:**

**Fax:**

**E-mail:**

**Federal ID number:**

**Contact person:**

**Project summary (50 words or less):**

Amount of grant request	\$ _____
Amount of cash match	\$ _____
Amount of in-kind match	\$ _____
TOTAL BUDGET	\$ _____

Complete the form provided with this application to show a detailed total budget for the project, and the source(s) of cash and in-kind matching funds. **The grant award must be matched \$1: \$1 with at least 75% cash and no more than 25% in-kind matching funds. A project with a total budget of \$2,000 is eligible for a grant award no higher than \$1,000.**

**Refer to mini-grant guidelines in completing this application and use the checklist provided to assure that all components of the application, including supplemental documents, are included with this application.**

**Applicant signature (name, title, date):** \_\_\_\_\_

*Signatory should be the Executive Director, Chairman of the Board, or someone authorized by the governing authority to apply for grants on behalf of the organization.*

**Project Narrative:** *Please use additional sheets to answer the following questions. Successful proposals will answer the questions fully, yet concisely with no extraneous information. Narrative should be five pages or less.*

1. Describe the project/activities the grant would support. Please provide drawings, sketches, mock-ups, or other graphic material that would help the review committee understand your project proposal, if appropriate. Preferably, these should be in digital format.
2. How is the project consistent with interpretive themes and/or suggested programs, projects, and activities in the heritage area Management Plan and/or consistent with regional heritage tourism initiatives. Be specific and cite Management Plan page numbers as appropriate. If applicable, describe how this project fits within the Heart of the Civil War Heritage Area Interpretive Framework Plan for the Sesquicentennial of the Civil War.
3. Describe the project’s collaborative heritage partnerships (such as joint programs) among non-profits, for-profits, civic entities and individuals. *(Letters of support or commitment from partners will strengthen this application.)*
4. How will the project enhance or increase heritage tourism by visitors and residents?
5. Will an HCWHA mini-grant provide leverage for sources of funding from the private or public sector? Will leveraged funding be from funding sources new to your organization?
6. Describe your organization’s ability to initiate, administer and complete the project within the proposed frame time. What is the schedule for the project (give a detailed timeline showing tasks and target dates for completion; the table below is a suggested format)?

Activity	Anticipated Completion Date
Research points of interest for inclusion in walking tour brochure	February 28, 2011
Write draft brochure script, vet with historical society curator and academics at local college, revise as necessary	March 30, 2011 (first draft) May 15 (final draft complete for graphic designer)
Collect photos to illustrate brochure; carry out new photography as needed.	April 30, 2011
Solicit quotes for design and printing of brochure	April 30, 2011
Provide script and photo illustrations to designer	May 15, 2011
Proof and approve design drafts and final design	June 5, 2011
Send to printer	June 5, 2011
Delivery of final product	June 30, 2011
Media announcement and inaugural tours	July 1, 2011

7. Who are the key personnel and (in a few sentences) what are their qualifications?
8. How does your organization demonstrate a commitment to heritage tourism and preservation (i.e. active participation in a museum consortium/association, tourism committees, heritage area committees, byways organizations, etc.)?

9. Mini-grant funds are limited and it is sometimes necessary to give partial awards. Could your organization proceed with this project if your grant request was only funded in part? Please explain how you would manage with only partial funding from a heritage area mini-grant.

**HCWHA MINI-GRANT BUDGET – FY11**

<b>LINE ITEMS</b>	<b>MINI-GRANT FUND</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>TOTAL</b>
<b>TOTALS:</b>				

Identify source(s) of matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor:  
 Source:  
 Kind:  
 Amount:  
 Date Available:  
 Is this funding already committed?

Donor:  
 Source:  
 Kind:  
 Amount:  
 Date Available:  
 Is this funding already committed?

Donor:  
 Source:  
 Kind:  
 Amount:  
 Date Available:  
 Is this funding already committed?

Donor:  
 Source:  
 Kind:  
 Amount:  
 Date Available:  
 Is this funding already committed?