



National Road Heritage Corridor & Laurel Highlands CL 2015 Mini-Grant Program Application
Must be postmarked or be hand delivered by 4:00 p.m. on June 3, 2015
to the National Road Heritage Corridor office
65 West Main Street, Suite 103 , Uniontown, PA 15401

PLEASE PRINT OR TYPE YOUR RESPONSES - ILLEGIBLE GRANT SUBMISSIONS CANNOT BE REVIEWED!
BE SURE TO READ ALL DIRECTIONS BEFORE BEGINNING THE APPLICATION INCLUDING PAGE 3 OF THIS DOCUMENT.

APPLICATION INFORMATION		
Organization		
Address		
Address		
City	State	Zip
Phone	Fax	Website
Municipality		County
Contact Name		
Title		
Email		

PROJECT INFORMATION	
Project Type	<input type="checkbox"/> Implementation/Development <input type="checkbox"/> Acquisition <input type="checkbox"/> Planning
Project Title	
Project Location : - Exact Address - Municipality - County	
Project Description Short description of the project approximately 50 words	

The review committee will use a point system (100 possible points) to evaluate and rank the projects as follows:

- 25 pts. Projects must demonstrate how the public will be served by the project;
- 25 pts. Projects that overlap into multiple categories, such as tourism, economic development, agriculture, recreation, heritage, and land use;
- 20 pts. Project match is in place or a reasonable and obtainable plan to secure needed match
- 15 pts. Projects that are regional and involve multiple partners
- 15 pts. Projects that have measurable outcomes – both short and long term

PROJECT SCOPE – 1 page – Font size must be a minimum of 12pt. Attach document to this application

Please attach to this application:

- 1) A detailed project scope addressing the complete project description
- 2) Deliverables (e.g. final products, collateral, signs, etc.)
- 3) Timeline (remember that no work can begin until you receive a “Notification to Proceed” from the Heritage Area
- 4) How the project will address the mission and goals of the NRHC and / or the Laurel Highlands CL, as well as how it relates to other local and regional initiatives.

BUDGET INFORMATION**

Grant Request	\$
Required Local Match to CLI funds (1:1 Match)	\$
Total Project Cost NOTE: If the total project cost exceeds the CLI grant funds requested plus the match, provide detail on other costs and how they will be funded on a separate sheet	\$

**** Applicants may attach a one page full project budget to this application**

MATCH SOURCES

Source	Amount	Committed or Pending
	\$	
	\$	
	\$	
	\$	

PARTNERSHIPS - Please list all partners related to this project

Name	Phone	Email

✦ **IMPORTANT NOTE** ✦ All projects and project-related costs and expenses must conform to the guidelines and limitations outlined in the PA DCNR Community Conservation Partnership Program found at: www.dcnr.state.pa.us/ucmprd1/groups/public/documents/document/D_001230.pdf

SIGNATURES (Two signatures required)

Name (print)	Title	Signature	Date

Grant Application Checklist:

- Current 501 (c)(3) certification letter
- Cover letter
- Completed Grant Application
- Project Scope (maximum 1 page)
- Budget (If being provided as an attachment)
- Photo(s) of project location

**APPLICATIONS AND ATTACHMENTS SHOULD BE DELIVERED OR MAILED TO:
DONNA HOLDORF, EXECUTIVE DIRECTOR
NATIONAL ROAD HERITAGE CORRIDOR
65 WEST MAIN STREET, SUITE 103
UNIONTOWN, PA 15401**

Process and Documentation:

All projects and project-related expenses must conform to the guidelines and limitations outlined in the PA DCNR's grant guidelines: www.dcnr.state.pa.us/ucmprd1/groups/public/documents/document/D_001230.pdf Then, click on the specific type of grant you are requesting – development/implementation. It is your responsibility to review these guidelines now before full application is submitted to make sure you understand the expectations. ***You cannot begin your project until receipt of a Notice to Proceed Letter from the National Road Heritage Corridor.***

By completing this full mini-grant application, you are affirming that you have the cash match required (1:1) for your grant request of \$_____. Attach a typed (12 pt. font) full project budget (which should include source of match money and the amounts) to this application. If your total project cost exceeds the mini-grant request and cash match, provide details on other costs, and how they will be funded in your full project budget.

(NOTE: These mini-grant funds cannot be used to fulfill match requirements for DCNR-funded projects.)

1. The full application, along with required attachments, must be received in the NRHC office by 4 p.m., June 3, 2015.
2. Award notification letters will be mailed the week of June 15, 2015 to allow for an opportunity to leverage the mini grant with the DCED Greenways, Trails and Recreation Program (GTRP) which is due June 30. Letters will also be mailed out to those projects not selected. Do not call the NRHC office.
3. A Partnership Agreement between NRHC and the sub-grantee will need to be approved by DCNR, then executed. *No work on this project can begin until this point.* Any cash match spent before that is not considered eligible as cash match.
4. One-half the mini-grant award will then be issued along with the Notice to Proceed letter.
5. The second payment (40%) will be released upon request and need, based on bi-annual progress reports (which will need to show proof of expenditures and progress made).
6. The final 10% will be withheld upon satisfactory submission of final closeout report. In other words, the applicant must 'front' the final 10% of the project and submit a satisfactory closeout report that reflects satisfied expenditures of the final 10%, at which point the NRHC will submit all to DCNR in Harrisburg for their approval. When DCNR releases the final 10% to the NRHC, which could take a several months, the NRHC will then release the final 10% to the Mini-Grant Recipient.

Questions? Contact Donna Holdorf: donnah@nationalroadpa.org or 724-437-9877