



Lackawanna Heritage Valley Educational Mini-Grants

Grant Seeking Guidelines

LHV's Mission, Goals, and Funding Priorities

The mission of the Lackawanna Heritage Valley is to facilitate community action in the preservation, promotion and development of the region's history, cultural heritage, and natural resources.

LHV's Goals:

- Tell the story of the Lackawanna Heritage Valley.
- Facilitate partnerships.
- Preserve and enhance the physical character and economic vitality of the communities in the Lackawanna Valley.
- Improve the visitor experience.
- Reconnect people and communities to the Lackawanna River.

Funding Agencies

LHV's Educational Mini-Grants Program is funded by the National Park Service (NPS) through the National Heritage Areas Program and local funds. Grant awards are made based on the guidelines of these programs along with goals set forth by LHV's Management Plan.

Educational Mini-Grant Program Description

Lackawanna Heritage Valley National and State Heritage Area's Educational Mini-Grants (up to \$1,000) are awarded to educators developing projects that promote students' understanding and appreciation of the Lackawanna Valley's rich heritage and how it contributed to the nation's development; and/or develop the students' understanding of their role as caretakers of the environment, particularly in the Lackawanna River Watershed.

- All projects must take place from December 1, 2018, to June 1, 2019.
- The program is open to educators of grades kindergarten to twelve in Lackawanna County, Pennsylvania. This includes classroom teachers as well as educators at cultural, historic, and environmental organizations and sites.
- Collaborative team projects should designate one individual as the project leader. All communications will be directed to this educator.
- Educators are encouraged to develop projects that engage the students' creativity, use a multi-disciplinary approach or involve a team of educators, and address relevant Pennsylvania academic standards. Projects can incorporate artists, field trips to local cultural, historic, and environmental sites, and project participation by students' families and community members.
- Favorable projects will have a significant impact, whether it is a creative project that involves a large number of students or one that is a transformative experience for a smaller group.

Grant Process & Important Dates

- Applications are due October 15, 2018, for projects that will be completed by June 1, 2019.
- Applications will be assessed by a review panel. Priority will be given to new projects, or continuing projects that have not previously been funded by LHV. Applicants are asked to limit funding requests to one project per grant round.
- Funding recommendations will be forwarded to LHV's Executive Director for approval. All funding decisions are final.
- LHV will notify grant recipients in late October.
- A grant awards presentation will be held in November. Grantees will be notified of the presentation date, time, and location. Grant awards will be disbursed in a single check for the full amount of the award at the ceremony.
- All grantees must submit a Progress Report by March 15, 2019, and a Final Report to LHV by June 1, 2019. Reporting forms are available for download at <http://www.lhva.org/grant-management/>.

Eligibility Requirements

To be eligible, applicants must meet the following criteria:

- Applicants must be kindergarten to twelfth grade educators in Lackawanna County schools or educators at cultural, historic, and environmental organizations and sites in Lackawanna County; *and*
- Applicants must have a tax-exempt status and a DUNS reporting number. (To request a DUNS reporting number, visit <https://fedgov.dnb.com/webform>).

Types of Projects

Eligible classroom, vocational or community projects will focus on heritage, art and/or the environment. Projects should either promote students' understanding and appreciation of the Lackawanna Valley's rich heritage and how it contributed to the nation's development, or expand the students' understanding of their role as caretakers of the environment, particularly in the Lackawanna River watershed. Projects must take place between December 1, 2018, and June 1, 2019.

Eligible Project Costs

LHV grants support costs connected with planning and/or implementing a project or program. Please review the following allowable and non-allowable expenses. Grant recipients must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to the project.

Allowable Expenses

- Program development and implementation.
- Preservation and adaptive reuse of historic structures; "bricks-and-mortar" work.
- Design and fabrication/production of exhibits, signage, interactive components, and printed materials.
- Development of websites and multi-media products.
- Publicity and promotion of the funded project/program.
- Compensation and travel expenses for consultants, scholars, artists, and other experts integral to the planning, development, and/or implementation of the project or program.
- Expenses necessary to produce an exhibition, performance, or exhibit.
- Integration of technology into exhibition or educational programs.
- Research specific for the development of the particular project or program.
- Publications.
- Planning, inventorying, and cataloguing collections.
- Storage for archival materials for collections.
- Collection of oral histories including costs for equipment, transcription, cataloguing, archiving, and storage.

Non-Allowable Expenses

- Expenses incurred **prior** to the awarding of the grant.
- Activities for which academic credit is given.
- Programs unavailable to the general public.
- Programs presented outside of Lackawanna County, Pennsylvania.
- General operation costs including staff salaries, institutional planning, general operating support, or staff/professional development.
- General advertising or public relations costs designed to promote the organization and not a specific project.
- Contributions to endowments.
- Academic or institutional research activities.
- Projects for educational degrees or formal professional training, or programs primarily for students in formal learning environments.
- Internships, fellowships, or scholarships.
- Projects that seek to persuade participants of a particular political, philosophical, religious, or ideological point of view, or program of social action.
- Food, hospitality, or entertainment expenses.

Matching Funds

This program does not require matching funds (other cash contributions for the project). However, for larger projects, information on matching funds will strengthen the application.

Grant monies may *not* be used for capital improvements or renovations, replacement of public funds, compensation for teachers, hospitality costs (food, beverages, etc.), fundraising costs, or projects that can be accomplished with existing funds. Proposals for equipment or field trips will only be considered if the equipment or field trip is an integral component of the proposal.

Acknowledgement of LHV

Grant recipients are **required** to credit LHV's funding support in every public activity related to the funded project. This includes all project publications and materials (print and online), promotions, public events, websites, blogs, social media, signage, and media appearances. **Failure to do so will jeopardize future funding.**

To assist grantees in promotional efforts, Media Kits are available for download at <http://www.lhva.org/grant-management/>.

Media Kits include:

- LHV acknowledgement guidelines (language);
- Funder acknowledgement logos (LHV, NPS);
- Sample news release, email blast, social media posts; and
- Suggestions for notifying legislators about your project.

Applicants are advised to review Media Kits prior to submitting a grant application.

Grantees are asked to notify LHV of public and press events, exhibit openings, and dedication ceremonies three to four weeks in advance to arrange for an LHV representative to attend.

For more information on Media Kits and promotions, contact April Rogato, Executive Assistant, at arogato@lhva.org or 570.963.6730, ext.8200.

Important Reference Manuals

All grant applications are assessed to determine if the project addresses one or more of LHV's funding goals, and how it addresses LHV's mission. In addition, the project should align with, and the application must demonstrate how the project furthers the objectives outlined in LHV's Management Action Plan (2004). Visit www.LHVA.org under "About Us/Publications" to view the following documents:

- LHV Management Action Plan & Environmental Impact Statement (2004)
- LHV MAP & EIS Summary (2004)
- Plan for LHV (1991)

How to Apply

- It is strongly recommended that applicants contact April Rogato, Lackawanna Heritage Valley Executive Assistant, at 570-963-6730 ext. 8200 to discuss their project before submitting an application.
- Carefully review the **Grant Seeking Guidelines** and the **Grant Management Guidelines**.
- Determine the **eligibility** of the proposed project.
- Complete the grant **application**. To download an application (PDF or Microsoft Word document), visit www.lhva.org/grants.
- **Submit** the grant application form and supporting material electronically to LHV. Submission instructions are listed below.

Submission Instructions

All grant requests must be submitted on the appropriate grant application form. Handwritten applications or letters of request will not be accepted. Complete all sections on the application form, and submit it to LHV in a three-step process:

Step 1. Email the completed application or form to:

April Rogato, Executive Assistant at arogato@LHVA.org.

Please note: Email applications are required **in addition to** submitting a hard copy with an original signature.

Step 2. Print the completed application and have it signed by the organization's authorizing individual.

Step 3. Send the signed application to LHV by:

Fax:	570.963.6732
Mail:	Lackawanna Heritage Valley National and State Heritage Area 213 Railroad Avenue, Scranton, PA 18505
Delivery	Same address as above.

Support materials that cannot be sent electronically should be forwarded to LHV by postal mail and must arrive by the deadline (when applicable). Requests that are received later than the posted deadlines, or that are incomplete will not be reviewed.

Questions?

For more information about Lackawanna Heritage Valley's Educational Mini-Grants, guidelines, and program design, or submitting an application, please contact April Rogato, Lackawanna Heritage Valley Executive Assistant, at arogato@LHVA.org or 570.963.6730 x8200.