



# Lackawanna Heritage Valley National and State Heritage Area

213 Railroad Avenue, Scranton, PA 18505  
Phone: 570.963.6730 Fax: 570.963.6732

**APPLICATION  
DEADLINE:  
October 15, 2019  
at Noon**

## EDUCATIONAL MINI-GRANT APPLICATION

**Information:** Contact April Rogato, LHV Executive Assistant, at 570.963.6730 x8200 or [arogato@LHVA.org](mailto:arogato@LHVA.org).

**Instructions:** Please complete all the sections below, and submit this application in a three-step process:

1. Email the completed application to [arogato@LHVA.org](mailto:arogato@LHVA.org) (applications **must** be submitted by email).
2. Print the application and have it signed by the applicant and the school administrator / authorizing individual.
3. Send the signed application to LHV by fax (570.963.6732), postal mail, or hand delivery by October 15, 2019, at Noon.  
(The signed application **must** also be received in order to be considered for funding).

### APPLICANT INFORMATION

APPLICANT (Type name and title of educator managing the project)	WORK PHONE HOME / CELL PHONE EMAIL ADDRESS
SCHOOL ADMINISTRATOR / AUTHORIZING OFFICIAL (Type name and title)	WORK PHONE EMAIL ADDRESS
SCHOOL DISTRICT (District that teacher works in or that organization is located in)	PROJECT LOCATION (Municipality and County)
SCHOOL / ORGANIZATION NAME (List the school or organization name. If necessary, also list the name of the nonprofit who will <b>receive the check</b> on behalf of the school / organization. Grant awards cannot go to individuals.)	SCHOOL/ORGANIZATION EIN #:  DUNS NO:
SCHOOL / ORGANIZATION MAILING ADDRESS (Street, city, state, zip)	
PROJECT TITLE	TYPE OF PROJECT ____ History / Ethnicity & Traditions / Cultural Preservation ____ Environmental / River & Watershed Related
BRIEF PROJECT DESCRIPTION (Please limit to 75 words)	

### ESTIMATED PROJECT COST (Transfer information from budget tables)

A.	\$	PROPOSED MINI-GRANT AWARD FROM LHV (Maximum award from LHV is \$1,000)
B.	\$	ANTICIPATED TOTAL MATCHING FUNDS (Not required, but strengthens application)
C.	\$	TOTAL DIRECT PROJECT COST (A + B)

### CERTIFICATIONS

**LHV EDUCATIONAL MINI-GRANT APPLICATION**

**APPLICANT**

Signature of Applicant \_\_\_\_\_ Date  
\_\_\_\_\_

**SCHOOL ADMINISTRATOR / AUTHORIZING OFFICAL**

Print Name & Title of School Administrator / Authorizing Official  
\_\_\_\_\_

Signature of Administrator / Authorizing Official \_\_\_\_\_ Date  
\_\_\_\_\_

## LHV EDUCATIONAL MINI-GRANT APPLICATION

**PROJECT NARRATIVE**

Please review the Educational Mini-Grant Program guidelines, and answer the following questions in the boxes provided. The narrative should be between two and three pages in length.

- 1. Give a general description of the project. Include a brief schedule of the project's activities, including start and completion dates.**
- 2. What is the purpose of this project? List at least three goals or objectives.**
- 3. Explain how the project will address LHV's goals either by promoting an understanding of the Lackawanna Valley's heritage and culture; or by developing the students' understanding of the environment, particularly in the Lackawanna River watershed; or by creating a piece of art suitable for outdoor display along the Lackawanna River Heritage Trail.**
- 4. How will the project accomplish your goals (#2 above) and LHV's goals (#3 above)? Describe the students' activities.**
- 5. What are the anticipated outcomes of the project? Describe what you expect the students to learn, accomplish or achieve. How will these outcomes address relevant Pennsylvania Academic Standards?**
- 6. How will you measure your results? What will be your outcome assessment?**
- 7. Will the project focus on one curricular area or take a multi-disciplinary approach?**
- 8. Where will the project take place? Will you stay at the school and/or go on a field trip or excursion? If the project involves a field trip or excursion, have you contacted that site?**
- 9. How many students will be involved with the project? How many classes or grade levels will be involved?**
- 10. Who else will be involved with the project? Will you use special presenters, artists, and/or mentors? Will you engage the public? Will you involve any partners?**

LHV EDUCATIONAL MINI-GRANT APPLICATION

PROJECT BUDGET			
<p>Detail the project's costs by type and dollar amount. Round costs to the nearest dollar. Include calculations and add rows if necessary. Prior to submitting a project budget, applicants are advised to refer to the list of Allowable and Non-Allowable Expenses on pages 2-3 of the <b>Grant Seeking Guidelines</b>.</p> <p><i>Please note:</i> This program does <b>not</b> require matching funds (other cash contributions for the project). However, for larger projects, information on matching funds will strengthen the application.</p>			
Description of Expense	A. LHV Grant Portion	B. Matching Funds Portion (Not Required)	C. Total Cost (A + B)
<b>Totals</b>	Maximum award from LHV is \$1,000		

ANTICIPATED MATCHING FUNDS (If Applicable)			
<p>If applicable, list Matching Funds for the project. Matching Funds are monies raised for the project by the applicant above and beyond the LHV Mini-Grant award. LHV Educational Mini-Grant projects do <i>not</i> require Matching Funds. Many educators successfully implement projects solely with the grant award. However, larger projects may require additional money.</p> <p>Matching Funds include financial support from government agencies, foundations, nonprofit agencies, corporation and business sponsorships, individuals, as well as earned income such as ticket sales. The total of the Anticipated Matching Funds in this table should equal the total at the bottom of column B in the "Project Budget" table above.</p>			
Matching Fund Source	Amount	Type of Funds: Government, Foundation, Sponsorships, Sales	In Hand, Applied For, or Pending?
<b>Total of Matching Funds</b>			

ESTIMATED PROJECT COST (Transfer information to table on page 1)		
A.	\$	PROPOSED MINI-GRANT AMOUNT FROM LHV (total from Column A in "Project Budget" table) (Maximum award from LHV is \$1,000)
B.	\$	AMOUNT OF ANTICIPATED MATCHING FUNDS (total from Column B in "Project Budget" table)
C.	\$	TOTAL PROJECT COST (A + B) (total from Column C in "Project Budget" table)

