



## **Lackawanna Heritage Valley Educational Mini-Grants**

### **Grant Management Guidelines**

#### **Grantee Responsibilities**

Please carefully review the Grant Management Guidelines for Lackawanna Heritage Valley Educational Mini-Grants. The grantee has full responsibility for project activities under a grant awarded by the Lackawanna Heritage Valley National and State Heritage Area (LHV) including:

- Administering the grant in accordance with the grant award requirements;
- Maintaining proper documentation of all actions and expenditures related to the funded project;
- Informing LHV of any significant programmatic, administrative, or financial problems that have arisen during the course of the grant award.

#### **Award Information**

- All applicants will be notified of the approval or denial of their funding request.
- If the grant application is approved, the applicant will receive an award letter or a Cooperative Agreement.
- Grantees will be required to attend an awards presentation ceremony to receive their checks.

#### **Eligible Project Costs**

LHV Educational Mini-Grants support costs connected with planning and/or implementing a project or program. Please review the following guidelines for allowable and non-allowable expenses.

##### 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 to the development of the funded project or program.
- Publications.
- Planning, inventorying, and cataloguing collections.
- Storage and 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 grant award.
- 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.

### **Project Accounting**

Grantees must employ an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to the funded project.

- All project expenditures should indicate they are charged to the LHV grant award funds.
- Project expenditures must be supported by source documentation, such as:
  - Canceled checks
  - Bank statements
  - Invoices
  - Paid bills
  - Donor letters
  - Time and attendance records
  - Activity reports
  - Travel reports
  - Contractual and consultant agreements
- All supporting documentation should be clearly identified with the project name and the LHV Educational Mini-Grant award number.

### **Reporting Requirements**

All grantees are responsible for submitting **Progress Reports** and **Final Project Reports**. Project coordinators should retain all funding information, invoices/receipts, marketing and publicity materials, program materials, and work products throughout the project's duration. Failure to submit timely reports may impact future funding considerations.

### Progress Reports:

- Progress reports are required from all grantees.
- Progress reports must be submitted by **March 15, 2019**.
- Progress report forms will be enclosed with the award notification and are available for download online at <http://www.lhva.org/grant-management/>. Progress report forms are also available at LHV Headquarters.

- Progress reports should include:
  - Description of the project's status and accomplishments to date;
  - Challenges or concerns the project coordinator is facing, and how those challenges will be overcome;
  - Next steps;
  - Photographs or other documentation to help illustrate the project's status.

Final Reports:

- Final reports are required from all grantees.
- Final reports must be submitted by **June 1, 2019**.
- Final report forms will be enclosed with award notifications and are available for download online at <http://www.lhva.org/grant-management/>. Final report forms are also available at LHV Headquarters.

Reporting Deadlines:

Progress Report: **March 15, 2019**

Final Report: **June 1, 2019**

Submission:

- Submit report forms electronically by the deadline to: April Rogato, Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org).
- Additional materials may be sent as electronic attachments, by fax (570.963.6732), or by postal mail to: Lackawanna Heritage Valley National and State Heritage Area, 213 Railroad Avenue, Scranton, PA 18505, to the attention of Ms. Rogato.

**Acknowledgement of LHV**

Grantees are **required to credit LHV's funding support** in every public activity related to the funded project, including:

- All promotions, including print and online publications and materials
- All news releases
- Public events
- Websites, blogs, and social media
- Signage
- Media appearances

**Failure to credit LHV's funding support will jeopardize future funding.**

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

- Grantees are responsible for reviewing this publication and adhering to its guidelines.
- Grantees should use either the approved credit statement (below) or LHV's logo in all events and materials pertaining to a grant supported project.
- In some cases (signage, etc.), LHV will request that the National Park Service logo is featured on promotional materials.

### Credit Statement & Logo

LHV's logo is available for download at <http://www.lhva.org/grant-management/>.

In cases where placement of the LHV logo is not feasible, the following credit statement should be included in all news releases and promotional materials:

“Sponsored in part by the Lackawanna Heritage Valley National and State Heritage Area in partnership with the National Park Service.”

### Special Events

Grantees should 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, LHV Executive Assistant, at [arogato@lhva.org](mailto:arogato@lhva.org) or 570.963.6730, ext.8200.

### **Questions?**

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

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