



Lackawanna Heritage Valley Partnership Grants

Grant Management Guidelines

Grantee Responsibilities

Please carefully review the Grant Management Guidelines for Lackawanna Heritage Valley Partnership Grant Program. 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

- Applicants will be notified of the approval or denial of their funding request.
- If the grant application has been approved, the applicant will receive an award letter and two copies of a Cooperative Agreement (grant contract). These documents contain important information and grantees should carefully review them.
- Grantees should sign both copies of the Cooperative Agreement; retain one for their files, and return the other copy to LHV. Depending on the amount of funding awarded, the grantee may be asked to sign and return an Award Letter in lieu of a Cooperative Agreement.
- When LHV has received the fully executed, signed Cooperative Agreement or Award Letter, the grantee may proceed with the project. **Please note:** LHV cannot reimburse the grantee for any project expenses incurred **before** a fully executed Cooperative Agreement or Award Letter is signed by LHV and the grantee. Please plan the project's budget, matching funds, and scope of work accordingly.
- LHV grants are reimbursable grants. Grantees pay for eligible project costs up front. Grantees must submit a Payment Request Form with their Final Report, and include all supporting documentation, such as invoices, receipts, and matching fund information. (See *Reporting Requirements* section on page 3).
- All payments are sent after LHV receives and approves the Final Report and supporting documents.

Grant Award Period

The grant award period begins on the date LHV receives the fully executed Cooperative Agreement or Award Letter with both signatures. It ends on the expiration date listed in the agreement. Grantees should take careful note of this expiration date.

Matching Funds & In-Kind Donations

Matching Funds is the term used to describe a cash commitment to share the costs of a sponsored project. **Under LHV grant guidelines, all matching funds must be cash.** LHV requires a **dollar-for-dollar** cash match on all Partnership Grants. The following funding sources may qualify as matching funds:

- Individual and corporate donations/sponsorships.
- Foundation grants.
- Federal, state, or local government grants/funding.*
- Contributions from partner organizations.
- Specific project costs covered by the organization's financial resources.
- Income generated by the project (e.g. registration fees, concession or product sales, rental fees, etc.),

**Note:* If the project will be supported by state or federal funds, please check with LHV as soon as possible to confirm the eligibility of these matching funds.

In-kind donations are goods and services donated to the project.

- The value of donated equipment, supplies, and rental space should be reasonable and should not exceed the fair market value of comparable items at the time of donation.
- In-kind services and non-cash donations **cannot** be used as part of the dollar-for-dollar total cash match. However, they do show community support and strengthen the overall grant request.

Eligible Project Costs

LHV Partnership 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.

(Non-Allowable Expenses, continued)

- 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 Partnership 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 are due quarterly (see reporting dates below). This form is also available for download at <http://www.lhva.org/grant-management/> and 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.

(Reporting Requirements, continued)

Final Reports/Payment Requests

- Final Reports are required from all grantees.
- Final Reports should be submitted no later than 30 days after the funded project's completion date.
- Final Reports and Payment Requests are combined into one form, which is available for download at <http://www.lhva.org/grant-management/> and at LHV Headquarters. Final Reports and Payment Requests must be submitted electronically.

Reporting Deadlines

Grantees are required to submit quarterly **Progress Reports** on the following dates:

<u>Reporting Periods</u>	<u>Report Deadline</u>
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

Please note: A quarterly Progress Report is not required if the Cooperative Agreement is executed within 30 days of a reporting deadline.

Grantees must submit **Final Reports** no later than 30 days after the funded project's completion date.

Submission:

- Submit report forms electronically by the deadline to:
April Rogato, Executive Assistant, at 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 the inclusion of the National Park Service logo on promotional materials.

(Acknowledgement of LHV, continued)

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 or 570.963.6730, ext.8200.

Questions?

For more information about Lackawanna Heritage Valley's Partnership Grant Program and its guidelines, please contact April Rogato, Executive Assistant, at arogato@LHVA.org or 570.963.6730 x8200.