



## Lackawanna Heritage Valley Partnership 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 Partnership Grant 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.

#### Partnership Grant Program Guidelines

Lackawanna Heritage Valley National and State Heritage Area (LHV) provides funding assistance to community organizations through its Partnership Grants Program. This funding is an investment in Northeastern Pennsylvania that stimulates the region's economic development, enhances tourism initiatives, strengthens the capacity of community organizations, and increases the quality of life for area residents.

Please carefully review these Grant Seeking Guidelines. The grant recipient has full responsibility for the project activities under a grant awarded by the Lackawanna Heritage Valley National and State Heritage Area. For more information, please review **Grant Management Guidelines** (<http://www.lhva.org/grant-management/>), offering guidance in administering the grant in accordance with the grant award requirements; maintaining proper documentation; and informing LHV of any significant programmatic, administrative, or financial problems that have arisen during the course of the grant award.

## Partnership Grant Program Description

Lackawanna Heritage Valley National and State Heritage Area's Partnership Grants (up to \$2,500) are awarded to qualifying organizations proposing projects that preserve or promote cultural, historic, community, or natural resources, or ethnic traditions or folkways. Applicants must be located within the Lackawanna Heritage Valley, or they must propose projects that will benefit LHV's service area in the Lackawanna Heritage Valley.

## Grant Process & Important Dates

- Applications (for funding up to \$2,500) are due September 7, 2018, for projects that will be completed by September 1, 2019.
- A review panel will assess applications and make recommendations to Lackawanna Heritage Valley's Board of Directors. All funding decisions are final.
- Priority will be given to new projects; continuing projects that have not previously been funded by LHV; projects in keeping with LHV's mission; and projects demonstrating strong partnerships.
- Funding requests are limited to one project per grant round.
- Lackawanna Heritage Valley will notify all applicants of its funding decision.
- All projects and programs must be implemented in accordance with the requirements of LHV funding sources. LHV will send these requirements to all grantees.
- Upon the grantee's review, the Award Letter or Cooperative Agreement must be signed by a designated official (Chairperson, Board President, or Executive Director) and a copy must be returned to Lackawanna Heritage Valley. Projects cannot begin until LHV receives signed Agreements.
- Grant contracts begin on the date of the Award Letter or Cooperative Agreement. All projects must be completed by September 1, 2019.
- Grantees must submit a Progress Report and a Final Report to LHV. Reporting deadlines are indicated in **Grant Management Guidelines** for Partnership Grants, and forms are available for download at <http://www.lhva.org/grant-management/>.
- Lackawanna Heritage Valley will issue award checks after receipt and approval of the Final Report and all supporting documentation (such as invoices and receipts).

## Eligibility Requirements

- Applicants must fall into one of the following categories: non-profit organization; civic organization; municipal or county governmental agency; educational institution (includes public schools, colleges, and universities); heritage partner; and
- In accordance with NPS requirements, applicants must have tax-exempt status and a DUNS (Data Universal Numbering System) reporting number. (There is no fee to obtain a DUNS reporting number. To request a DUNS reporting number, visit <https://fedgov.dnb.com/webform>); and
- Applicants must be located within the Lackawanna Heritage Valley, or they must propose projects that will benefit LHV's service area in the Lackawanna Heritage Valley.

The following are **not** eligible:

- Individuals.
- For-profit businesses.
- Organizations proposing projects that are religious or political in nature.

## 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 grants require a **dollar-for-dollar** cash match on all Partnership Grants.

*(Matching Funds & In-Kind Donations, continued)*

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**

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

### **Types of Projects**

Eligible projects are designed in keeping with LHV's mission "to facilitate community action in the preservation, promotion and development of the region's history, cultural heritage, and natural resources." Projects eligible for LHV Partnership Grant support can take a variety of formats, including:

- Exhibits, interpretive displays or panels, trail signage, video or audio displays, on-site interactive media, and digital products;
- Public programming, activities, events, and outreach activities;
- Program materials including training materials for docents, interpretive driving and/or walking trails or tours, annotated itineraries, and publications, including brochures and guidebooks;
- Restoration/renovation of historic structures, "bricks-and-mortar" work; or
- Cultural conservation activities including oral history projects, conservation of traditional folkways, and artifact identification and preservation.

### **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.

*(Allowable Expenses, continued)*

- 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.
- Equipment that is integral to the project.

#### 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.
- Publicity and promotion of the funded project/program.
- 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.

### **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, LHV Executive Assistant, [arogato@lhva.org](mailto: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](http://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, LHV Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org) or 570.963.6730 x8200 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.
- Review the requirements for **Matching Funds** and determine if the necessary Matching Funds are on hand or if they are pending.
- Complete the grant **application**. To download an application (PDF or Microsoft Word document), visit [www.lhva.org/grants](http://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, 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](mailto: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, please contact April Rogato, Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org) or 570.963.6730, extension 8200.