



## MINI-GRANT PROGRAM GUIDELINES

### *Heart of Chesapeake Country Heritage Area*

#### Mini-Grant Application Guidelines

Mini-Grants help fund projects that enrich heritage resources and/or events in the Heart of Chesapeake Country Heritage Area. Mini-Grants support the efforts of local museums, organizations, and municipalities that advance the mission and goals of the Heritage Area. **Projects must be heritage-tourism related.** Only non-capital projects are eligible for funding. Samples of projects include, but are not limited to:

- Research and Documentation
- Brochures/Marketing
- Interpretive Planning
- Interpretation and Education
- Preservation Planning
- Events
- Feasibility Studies
- Exhibits and Way Finding
- Natural Resource Projects

#### Mission of the Heart of Chesapeake Country Heritage Area

- To preserve Dorchester County's historic characteristics while strengthening the local economy through increased heritage tourism opportunities.

#### Goals of the Heritage Area

- To preserve Dorchester County's heritage
- To market our heritage to visitors and residents
- To improve the economic health of the area

Heritage Area website: <http://www.visitdorchester.org>

#### Project Criteria

- Project must be consistent with the mission and goals of the Heart of Chesapeake Country Heritage Area as shown in our Five-Year Action Plan, which can be accessed on our website: <http://visitdorchester.org/about-dorchester/for-heritage-partners/>
- Project must be located within the boundaries of the Heritage Area.
- Applicant must demonstrate ability to manage grants and execute projects within a required timeframe.
- Applicant must show proof of matching funds.
- Project's objectives must be clearly stated.
- All events must occur *after* date of grant awards to allow for the Heritage Area to receive recognition for funding at event.
- All projects must be completed *after* date of grant award to allow for the Heritage Area's logo to be incorporated in recognition for its support of the project.
- No projects or events will be funded retroactively.

**Award Amounts:** Between \$500 and \$5,000

## Match

- Cash match required (no in-kind services) with proof that the match is equal to (or greater than) the grant request. No grant will be made for more than 50 percent of the total project cost.
- The match must be from a non-state source.

## Mini-Grant Application

A fully completed application packet must be submitted by the stated deadline to the HCCHA office:

Julie Gilberto-Brady, Manager  
Heart of Chesapeake Country Heritage Area  
Dorchester County Visitor Center  
2 Rose Hill Place  
Cambridge, MD 21613

## Completed HREF Mini-Grant applications should include

- 14 hard copies of application form, including budget
- 1 electronic copy (via email or on disk)
- Proof of available matching funds (latest bank statement, grant verification, financial statement)
- Non-profits must include proof of non-profit status, mission statement, and names of Board of Directors
- Letters of support

## Timeframe

- **Mini-Grant Workshop:** Thursday, June 28, 2018, from 4 to 5:30 p.m.
- **Applications Due:** On or before Friday, August 3, 2018 (round one) or January 2 (round two)
- **Review by HCCHA at Management Board Meeting:** Thursday, August 23, 2018 (round one) or January 24, 2019 (round two).
- **Progress Report Due:** Friday, February 22, 2019.
- **Project Completion/Final Report:** Friday, August 30, 2019.

**NOTE: No projects or events will be funded retroactively. All events must occur *after* date of grant award.**

## Reporting

- Grant recipients must complete a Mid-point Progress Report and a Final Report as described in the grant award letter.
- Grant recipients will participate in a Grant Recipient Partnership Seminar in Fall 2018 or Spring 2019.
- Grant recipients will prepare a display about their project for the HCCHA public meeting in 2019.

## Payment

**This is a reimbursement grant!**

- Project must be complete and Final Report submitted before mini-grant payment will be processed.
- Mini-grant recipients must be able to pay for the cost of the entire project before grant is awarded.
- Funds will not be released until copies of invoices and expenditure receipts for the entire project, including award and matching funds, are received with the Final Report.
- Two copies of final product and/or photos of completed event or project must also be submitted.

## Grantor Acknowledgement

***Both the Maryland Heritage Areas Authority and the Heart of Chesapeake Country Heritage Area must be acknowledged in all publicity and products resulting from the award of a mini grant.*** If you receive an award, contact the office for the appropriate logos and acknowledgement to use.

## For Assistance and Questions

Contact HCCHA Office at 410-228-1000 or [Julie@VisitDorchester.org](mailto:Julie@VisitDorchester.org) to discuss projects in advance of completing an application or for any questions.

**Address:** Julie Gilberto-Brady  
Heart of Chesapeake Country Heritage Area  
2 Rose Hill Place, Cambridge, MD 21613