

# FY18

# Canal Place

# Heritage Area

## Mini Grant Guidelines & Application



Submission Deadline: February 5, 2018



# Welcome to the Canal Place Heritage Area Mini Grant Program!

The FY18 Mini Grant Round has been announced and the deadline for applying is February 5, 2018.

Please take a minute to read the enclosed packet thoroughly. It includes the Canal Place Heritage Area FY18:

- Mini Grant Program Overview
- Mini Grant Program Guidelines
- Mini Grant Program Application
- Instructions for Closing Mini Grant
- Mini Grant Final Report

If you should have any questions please contact Canal Place at 301-724-3655 ext. 101.

Thanks and good luck,

Deidra Ritchie

Executive Director

Canal Place

# Canal Place Heritage Area

## Mini Grant Program Overview

### INTRODUCTION

Maryland's Heritage Areas are places to experience – to see, hear and even taste – the authentic heritage of Maryland in ways that you cannot experience anywhere else.

### What is the Canal Place Heritage Area?

In 1993, the Canal Place Preservation and Development Authority (CPPDA) was established as an independent state agency of Maryland to create and develop the historical C&O Canal preservation district in the city of Cumberland. Initially, the focus of the CPPDA was on the acquisition and rehabilitation of properties associated with the Canal Place Preservation District. This highly significant place centers on transportation history. The historical, cultural, natural and visitor resources that CPPDA stewards include:

- Western Maryland Railway Station
- Pedestrian footbridge between the station and Riverside Park
- Trestle Walk connection between the station and Chesapeake and Ohio (C & O) Canal towpath
- Shops at Canal Place and associated parking
- Crescent Lawn Festival Grounds
- Footer's Dye Works building

**In 1996, Canal Place became the first certified Heritage Area in the state of Maryland.** The Canal Place Heritage Area (CPHA) is governed by the CPPDA which includes representatives from the C&O Canal National Historical Park, Maryland Historical Trust, the City of Cumberland, six members appointed by the governor, and an appointed Executive Director. The Executive Director manages the day to day operations of the 11 acre Canal Place Heritage Park and administers the CPHA Program. The theme of transportation was selected for the heritage area due to its significance in history. Cumberland was known as a transportation hub due to the development of the Historic National Road, the B&O Railroad, and the C&O Canal.

To date the CPHA encompasses over 730 acres of property in Cumberland which includes the Preservation District and portions of historic Washington and Greene Streets, the Narrows, the Viaduct Area, and portions of South Cumberland.

The Canal Place Heritage Area responsibilities include:

- Preserving or assisting in the preservation of buildings, structures, and settings of historical value;
- Conducting activities to educate the public about the history and significance of the Heritage Area;
- Providing recreational uses of the Heritage Area;
- Facilitating economic development in the Heritage Area, such as through public and private investment in adaptive reuse, interpretive attractions, or other activities.

### Mission

Canal Place Heritage Area's mission, in cooperation with local, state, and federal stakeholders, is to effectively manage the property and facilities at Canal Place and be a catalyst for the enhancement, preservation, and promotion of the assets and attractions within the Heritage Area in order to foster economic development and heritage tourism in Allegany County.

# FY 18 Mini Grant Program Guidelines

## Canal Place Heritage Area Mini Grants Program

The Canal Place Heritage Area (CPHA) Mini Grant Program is a source of funding designed to assist and encourage the preservation of historical, archeological, natural, and cultural resources and **support economic development through heritage tourism** within the boundaries of the Canal Place Heritage Area. The Canal Place Preservation and Development Authority (CPPDA) is the management entity for Canal Place Heritage Area and therefore approves projects and administers the Mini Grants Program. **Mini Grants are for non-capital or programming activities only and may not be used for administrative expenses or any “bricks or mortar” projects.**

## Guidelines

The following is general information about the CPHA Mini Grant Program and instructions for completing the Mini Grant application. CPHA Mini Grants funding amounts will be from \$500 to \$2,000 with a “One to One” cash match.

## Eligibility Information

- a. Applicant is a local jurisdiction or non-profit
- b. Proposed project is consistent with the interpretive theme of transportation as described in the Canal Place Heritage Area Management Plan. Please visit [www.canalplace.org/pdfs/Management-Plan\\_Jan2014\\_Update.pdf](http://www.canalplace.org/pdfs/Management-Plan_Jan2014_Update.pdf)
- c. Utilizes collaborative partnerships
- d. Enhances heritage tourism visitation
- e. Applicant can provide cash match
- f. Demonstrate ability of applicant to initiate, administer and complete project within proposed timeframe, including the submission of the final report
- g. Applicant, or project location, is within the boundaries of the CPHA (see attached CPHA boundary map)
- h. Project must not begin before the grant award is announced
- i. Applicant organization is in good standing with the state of Maryland
- j. CPHA and the Maryland Heritage Areas Authority must be acknowledged and logos (provided by Canal Place) must appear on any materials produced or in any publicity for the funded project/program/exhibit. Failure to acknowledge as indicated may result in forfeiture of up to 100% of mini-grant award. Drafts of any printed material must be submitted to CPHA for approval before completion.
- k. Canal Place reserves rights to use images and other materials connected with funded grant project/program/product, including use of printed materials in downloadable form on Canal Place’s website.
- l. Project must be located within the boundaries of the Canal Place Heritage Area.

## Application Procedure:

Applicants should contact the heritage area Executive Director, Deidra Ritchie, to discuss potential mini grant projects before they begin the application. Applications are due (submitted via e-mail) no later than February 5, 2018. Late applications will not be accepted. The Canal Place Heritage Areas Grants Committee will review and rank completed applications.

**Evaluation and award selection are based on the completed application and eligible heritage area criteria.** Mini Grant awards will be announced by March 1, 2018. Please note: No grant funds may be expended before the date of grant award notification. All projects are to be completed by June 30, 2018, and all funds relating to the project are to be expended by the project completion date. If the Project is completed for an amount less than that reflected in the Project Budget, the amount of the Grant may be reduced and Grantee shall return all unexpended Grant funds to CPHA. Final grant reporting requirements are to be submitted no later than July 30, 2018.

Awarded grant funds will be disbursed 50% after the receipt of an invoice from grant awardees, with the remaining 50% to be disbursed after project completion and receipt of all required grant reporting and an invoice billing for the remaining grant funds. Please note: as part of grantee's final report, grantee must provide financial documentation to CPHA of all expenditures of CPHA grant funds and all cash contributions utilized to meet these requirements. Grantee's contributions may include funds derived from other non-State public or private sources; provided however, that no State funds are used for any part of the Grantee's Contribution.

**The following types of activities are eligible to receive Mini Grant funding in Fiscal Year 2018:**

**Planning**

- Feasibility and Planning Studies
- Design Documents
- Research
- Data Recovery
- Other planning activities that support the Certified Heritage Area

**Interpretation**

- Interpretive Exhibits
- Interpretive Signage
- Wayfinding Signage – Pedestrian only
- Interpretive Brochures
- Educational Programs and Materials
- Other interpretive activities that support the Certified Heritage Area

**Programming** (Preference is given to new, or pilot, programs rather than ongoing activities)

- Seminars
- Conferences
- Performances
- Reenactments
- Commemorations
- Festivals

# Canal Place Heritage Area FY18 Mini Grants Program Application

## Applicant Information

Date of Application:

Name of Organization:

Address:

Phone #:

Contact Person:

Contact Email:

.....  
Is your organization a **NON-PROFIT** organization? \_\_\_\_\_  
(If yes, please provide a copy of the appropriate notification letter as an attachment and Federal ID #)  
**OR** a governmental entity? \_\_\_\_\_  
.....

Title of Project: \_\_\_\_\_

Amount of Grant requested:

Provide an overall summary of the proposed project (Specifically identify activities the grant funds will be used to support. Maximum of 1 paragraph. If your project is an event, is it a first time event? A new component of a current event?)

How will this project foster Heritage Tourism? Does this project enhance the heritage area's "Crossroad's of Transportation" theme, or any of the sub-themes? Please explain, be specific. The subtheme should align with the 2014 CPHA Draft Management Plan listed on page one of the executive summary. To see and understand the subthemes please visit:  
[www.canalplace.org/pdfs/Management-Plan\\_Jan2014\\_Update.pdf](http://www.canalplace.org/pdfs/Management-Plan_Jan2014_Update.pdf)

**Will this project build collaborative heritage partnerships? List partnering organizations and their roles.**

**Describe how the impact or success of this proposal will be measured. Attendance? Survey? Distribution of materials? Website analytics? Explain.**

**How will you market the event? Please provide a brief description.**

**What is the schedule of work for this project? Include a detailed timeline of activities with estimated start and completion dates.**

ACTIVITY	START/ COMPLETION DATE

*Add rows/columns to table as necessary.*

**Describe the product(s) that will result from the project. What will your organization do with the product(s)?**

# YOUR PROJECT BUDGET OVERVIEW

## Funding Your Mini Grant

<b>Total Project Cost:</b>			
<b>Amount of Grant Requested (Max \$2000):</b>			
<b>Sources of Cash Match: Cash in Hand, other Non-State grant, Donations. Cash Match must be in hand or committed with documentation (i.e., bank statement, letter of commitment)</b>	<b>Source</b>	<b>Amount</b>	<b>Status</b>

Please attach quotes and/or price estimates related to your project along with a detailed budget.

<b>PROJECT BUDGET EXAMPLE</b>				
<b>Work Item (Description)</b>	<b>Mini-Grant Funds Requested (Max. \$2000)</b>	<b>Applicant Proposed Cash Match (The total in this column must match the total amount requested)</b>	<b>Additional Grantee project funding (\$) if applicable</b>	<b>Total Project Cost (\$)</b>
Brochure Design	\$500			
Brochure Printing	\$500	\$1000		
Interpretive Panel	\$1000	\$1000		
<b>Totals</b>	<b>\$2000</b>	<b>\$2000</b>		<b>\$4000</b>

Please fill in the budget for your project below. Add lines as necessary.

<b>PROJECT BUDGET</b>				
<b>Work Item (Description)</b>	<b>Mini-Grant Funds Requested (Max. \$2000)</b>	<b>Applicant Proposed Cash Match (The total in this column must match the total amount requested)</b>	<b>Additional Grantee project funding (\$) if applicable</b>	<b>Total Project Cost (\$)</b>
<b>Totals</b>				



**Additional Information to Include in Your Packet:**

- **Articles of Incorporation, By Laws**
- **Certificate of good standing from the State Department of Assessments and Taxation. (You don't have to pay for the certificate, a printout from the webpage confirming your organizations good standing is sufficient.)**
- **Letters of support (are encouraged but not required).**
- **Completed W-9 Form**

<b>Application Checklist</b>	<b>Initials</b>
<b>Project located in boundaries of Canal Place heritage area</b>	
<b>Accurate Contact information for person(s) in charge of project</b>	
<b>Proof of Applicant Non-Profit Status</b>	
<b>State Status (In Good Standing)</b>	
<b>Government Entity</b>	
<b>Detailed Schedule of Work</b>	
<b>Included Cash Match Documentation</b>	
<b>Included Quotes/ Price Estimates</b>	
<b>Completed Project Budget</b>	
<b>Mission Statement</b>	
<b>Articles of Incorporation, By Laws</b>	
<b>Understands acknowledgement of MHAA &amp; CPHA is Required</b>	
<b>Completed W-9 Form</b>	
<b>Has read/signed the Appendix</b>	

**Applicant Signature:**

<b>Print Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

**PLEASE NOTE:** It is an absolute requirement that the Canal Place Heritage Area and the Maryland Heritage Areas Authority be acknowledged for contribution to this project.

# **CPHA FY 18 Mini Grant Application Appendix**

## **Disbursement of Grant Proceeds**

Mini Grant awards will be announced by March 1, 2018. None of the required match or grant funds may be expended before the date of grant award notification. All projects are to be completed by June 30, 2018, and all funds relating to the project are to be expended by the project completion date. If the Project is completed for an amount less than that reflected in the Project Budget, the amount of the Grant may be reduced and Grantee shall return all unexpended Grant funds to CPHA. All grant reporting requirements are to be submitted no later than July 30, 2018.

Awarded grant funds will be disbursed 50% after the receipt of an invoice from grant awardees, with the remaining 50% to be disbursed after project completion and receipt of all required grant reporting and an invoice billing for the remaining grant funds. Please note: as part of grantee's final report, grantee must provide financial documentation to CPHA of all expenditures of CPHA grant funds and all cash contributions utilized to meet these requirements. Grantee's contributions may include funds derived from other non-State public or private sources; provided however, that no State funds may be used for any part of the Grantee's Contribution.

## **Default and Remedies**

A default under this agreement shall occur if:

Grantee fails to comply with any of the covenants, agreements, or certifications made by the Grantee in this Agreement;

At any time, any representation or warranty made by Grantee in connection with the Grant, the Agreement, or the Grant Application, shall be incorrect in any manner;

Grantee knowingly makes, or causes to be made, any material misstatement of fact, including an understatement or overstatement of financial condition, in a statement or report required under the Agreement or the Grant Application, for a Request for Disbursement, or affecting the Grant in general;

The Grant funds are not spent in accordance with the terms of this Agreement;

Grantee is in default under any other agreement related to the Project;

At any time during the period of the Grant, there is pending or ongoing litigation with respect to Grantee's performance of any duties or obligations in connection with the Project, or the Grant, which may jeopardize, or adversely affect, this Agreement or the Project;

Grantee is not performing or completing the Project in accordance with the terms of this Agreement, or in a manner satisfactory to CPHA;

Grantee has not expended the Grant funds necessary to complete the Project by the Project Completion Date, or Grantee has not provided the Grantee's Contribution to CPHA's satisfaction.

## **Records and Reports**

Grantee shall maintain accurate books, accounts and records in a form acceptable to CPHA of all transactions relation to the receipt and expenditure of the Grant for the Project. All of the books, accounts and records shall be open to the inspection of CPHA's representatives. Grantee shall make its administrative offices available to CPHA upon request.

**Grantee Acknowledgement of CPHA Mini Grant Appendix:** \_\_\_\_\_  
(initial and date)

# **CANAL PLACE HERITAGE AREA INSTRUCTIONS FOR CLOSING MINI GRANT**

- 1. Once all grant activities have concluded, review the terms of the grant agreement to ensure that all activities and requirements have been met. Questions or concerns? Please call the Canal Place Heritage Area office.**
- 2. If scope of work, timetable, or budget have changed, please contact the heritage area office before completing this final report.**
- 3. Fill out this Final Report Form, including the budget, and submit it with any invoices, receipts, contracts and other agreements associated with the project. We also request that you attach copies of any printed materials relating to the project, i.e. a brochure, invitation, flyer, etc.**
- 4. Create an invoice for remittal of the remaining Mini Grants funds, indicating to what organization name the check should be made out, and the address to which the check should be sent. Send all these materials together to: Canal Place Heritage Area, 13 Canal Street, Room 301, Cumberland, Maryland 21502.**

**THANK YOU!**

# MINI GRANT FINAL REPORT

## FISCAL YEAR 2018

Type or print all information. Answer the questions fully. Additional sheets may be used.

### **GENERAL INFORMATION:**

**Project Name:**

**Contact Name:**

**Address:**

**Telephone:**

**Cell:**

**Email:**

**Date of Report:**

**1. Narrative Summary of the project. (Include specifics about the activities funded by the Mini Grant.)**

**2. Describe and quantify the collateral materials resulting from the project (i.e.: publications, website, and signage).**

**3. Provide the measurable data collected for the Mini Grant project including:**

- **How many visitors/participants? - compare to previous years if applicable.**

- **Describe the audience.**

- **How was the project marketed?**
- **How was the information distributed?**
- **Include Survey results (if applicable).**

**4. Describe the economic impact to heritage tourism and how the project measured the impact.**

**5. Specifically describe the acknowledgement of the Canal Place Heritage Area and the Maryland Heritage Areas Authority and provide photo or print documentation of how the acknowledgement is displayed.**

**6. Provide a project timeline.**

**a. Indicate project start and end dates.**

**b. Attach a list of activities and when completed.**

# **FINAL PROJECT BUDGET**

Complete the budget table below showing how the funds were spent **and matched** by the grantee. **Attach receipts/invoices including proof of payment (cleared check/credit card or bank statements) for purchased items and documentation of cash match.**

<b>Final Project Budget</b>						
<b>Work Item (Description)</b>	<b>Mini Grant Funds Requested (Max \$2,000)</b>	<b>Mini Grant Funds Expended (Actual)</b>	<b>Required Grantee Cash Match (the total in this column must match the total amount requested)</b>	<b>Cash Match Expended (Actual)</b>	<b>Additional Grantee Project Funding (\$)</b>	<b>Total Project Cost (\$)</b>
<b>Totals</b>						

<b>Final Report Checklist</b>	<b>Initials</b>
Included Completed Project Schedule	
Included Cash Match Proof of Payment (Invoices, Receipts, Bank Statements, Credit Card Statements)	
Completed Project Budget & Actuals	
Included printed materials showing CP and MHAA Logos	
Invoice for Mini Grant balance owed	

Certification:

As the President, Board Chair, Treasurer, or Executive Director of the undersigned organization, I am authorized to execute this final report on its behalf. I certify that all information contained in this report is true and accurate.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_