



## **Lackawanna Heritage Valley National and State Heritage Area**

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## **Lackawanna Heritage Valley Grants Program Grant Seeking Guidelines**

### **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](mailto:arogato@LHVA.org) or (570) 963-6730 x8200.

### **Partnership Grant Program Guidelines**

The 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. More information on this can be found in the Grant Management Guidelines. This includes 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.

### **LHV's Mission, Goals, and Funding Priorities**

The Lackawanna Heritage Valley National and State Heritage Area is a partnership of government, business, civic organizations, and individuals dedicated to the development of the region's historic, cultural, economic, and natural resources through preservation, education, and promotion of our heritage.

LHV has five goals that guide its overall work:

- Facilitate partnerships and strengthen local capacity
- Tell the story of the Lackawanna Heritage Valley
- Preserve and enhance the physical character and economic vitality of Heritage Valley communities
- Improve the visitor experience
- Reconnect communities and people to the Lackawanna River

LHV supports projects that are aligned with one or more of its funding priorities. These priorities are based on its Management Action Plan, its goals, and the goals of its funding agencies. They include:

- Community and economic development
- Partnerships
- Cultural conservation, historic preservation, and local heritage
- Environmental conservation/renewal, recreation, and open space
- Interpretation and place-based education

### **Funding Agencies**

LHV's Partnership Grants Program is primarily funded by the Pennsylvania Department of Conservation and Natural Resources (DCNR) through the Pennsylvania Heritage Areas Program (PHAP) and the TreeVitalize Metro Grant Program; and by the National Park Service (NPS) through the National Heritage Areas Program.

Grant awards are made based on the guidelines of these programs along with goals set forth by LHV's Management Plan.

## Types of Partnership Grants

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. LHV offers grants in four funding categories. See the pages indicated for a complete description of each grant program.

- **Sponsorship Grants**  
Requests from \$200 up to \$1,000. Applications accepted year-round, but must be received a minimum of one month prior to the event/program date. See page 6.
- **Educational Mini-Grants**  
Requests up to \$500 for any educator in a public or non-profit school, or cultural/heritage site in the Northeastern Educational Intermediate Unit 19 service area. Application guidelines for each funding round are available beginning in August for projects that run from December to the following June. See page 7.
- **Partnership Grants**  
Requests between \$1,001 to \$20,000. Applications are accepted on a rolling basis, but must be received a minimum of two months (8 weeks) prior to the project start date. Applicants are strongly encouraged to contact LHV to discuss their project prior to submitting an application. See page 8.

### IMPORTANT NOTE: TreeVitalize Metro Grants

The TreeVitalize Metro program provides grants and technical assistance to communities for tree-planting to help establish urban forest management programs. Eligible expenses include trees, tree supplies, site preparation, and tree-planting costs. A dollar for dollar match is required. ***This is a separate program from LHV's Partnership Grant Program. Please review the program guidelines at [www.LHVA.org](http://www.LHVA.org) under "Grants" and "TreeVitalize Metro Grant Program" for specific information on TreeVitalize Metro Grants.***

## Types of Projects

LHV supports a variety of projects and programs. Projects for grant support can take a variety of formats including but not limited to:

- 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, publications such as brochures or guidebooks, interpretive driving or walking trails or tours, and/or annotated itineraries.
- Preservation and adaptive reuse of historic structures, i.e. "bricks-and-mortar" work.
- Cultural conservation activities including oral history projects, conservation of traditional folkways, and artifact identification and preservation.
- Feasibility or planning studies, management action plans, and special purpose studies.

## Eligible Applicants

LHV provides financial assistance to nonprofit and civic organizations, heritage partners, educational institutions, and municipalities which are located or work within the Lackawanna Heritage Valley, or whose projects will benefit LHV's service area in Lackawanna County and portions of Susquehanna, Wayne, and Luzerne Counties.

### Eligible applicants:

- Nonprofit organizations with tax-exempt status proposing projects that preserve or promote cultural, historic, community, or natural resources, or ethnic traditions or folkways.
- Municipal and county governmental agencies.
- Educational Institutions, including public schools and colleges and universities.

**The following are NOT eligible:**

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

### 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” or “Resources/Library” to view the following documents:

- LHV Management Action Plan & Environmental Impact Statement (2004)
- LHV MAP & EIS Summary (2004)
- Plan for LHV (1991)
- PA DCNR Heritage Areas Program Manual

### Matching Funds & In-Kind Donations

#### Matching Funds

Matching Funds is the term used to describe the monetary contribution that a grantee puts into a project. Under LHV grant guidelines, all matching funds must be cash. LHV grants require a dollar-for-dollar cash match on all Partnership Grants except for Educational Mini-Grants (see chart below). Matching funds can come from the following sources:

- 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 determine the eligibility of these matching funds.**

#### In-Kind Donations

- 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.

#### Percentage of Private Match

Each grant program has a specific requirement for matching funds. Please review the chart below, and note the percentage of matching funds that must be in private, non-governmental funds.

GRANT PROGRAM	GRANT AWARD AMOUNTS	MATCHING FUNDS
Sponsorship Grants	\$200-\$1,000	Dollar-for-dollar cash match
Educational Mini-Grants	\$500	No cash match required
LHV Partnership Grants	\$1,001-\$20,000	Dollar-for-dollar cash match

## Eligible Project Costs

LHV grants support costs connected with planning and/or implementing a project or program. Please review the following for 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 web sites and multi-media products.
- Publicity and promotion of the specific 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 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.

### Non-Allowable Expenses

- Expenses incurred **prior** to the awarding of the grant.
- Activities for which academic credit is given.
- Programs that are not available to the general public.
- Programs presented outside of Northeastern 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.

## Acknowledgement of LHV

**Grant recipients MUST credit LHV’s funding support in every public activity related to the funded project. This includes all project publications and materials, promotions, public events, website pages, signage, and media appearances. Failure to do so will jeopardize future funding.**

Grantees are asked to notify LHV of public and press events, exhibit openings, and dedication ceremonies three to four weeks, or as soon as possible, before the event date so that LHV can arrange to have a representative attend the event.

LHV will provide each grant recipient with a Press Kit that includes LHV acknowledgement guidelines, suggestions for notifying your legislators about your project, and helpful tips for effectively dealing with the media. Applicants to LHV’s Partnership Grant Program are advised to review this document prior to submitting a grant application.

The logos for LHV, NPS, and DCNR are available in several electronic file formats: .jpg (picture file); .pdf (Adobe file); and .eps (Illustrator file). To obtain the logos, please April Rogato, LHV Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org) or (570) 963-6730 x8200.

## How to Apply for a Grant

1. 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.
2. Carefully review these Grant Seeking Guidelines and the Grant Management Guidelines.
3. Determine the appropriate grant program for the project.
4. Determine the eligibility of the proposed project.
5. Review the requirements for Matching Funds and determine if the project has the necessary Matching Funds either in-hand or pending.
6. Complete the appropriate grant application.
7. Submit the grant application form and supporting material electronically to LHV. Submission instructions are listed below.

### TreeVitalize Metro Grants

LHV administers the TreeVitalize Metro program. This program provides grants and technical assistance to communities for tree-planting to help establish urban forest management programs. ***This is a separate program from LHV's Partnership Grant Program. Please review the program guidelines at [www.LHVA.org](http://www.LHVA.org) under Grants and "TreeVitalize Grants" for specific information on TreeVitalize Metro Grants.***

## Submission Instructions for All Grant Applications

All grant requests must be submitted on the appropriate grant application form. Handwritten applications or letters of request will not be accepted. **Complete all the sections on the application form, 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).  
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<br>538 Spruce Street, Suite 516, Scranton, PA 18503 |
| 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.

***Grant program descriptions continued on next page.***

## Sponsorship Grants - Requests from \$200 to \$1,000

### Application Form

Please visit [www.LHVA.org](http://www.LHVA.org) under "Grants" for the current application form. The form is available as an Adobe PDF and as a Microsoft Word document.

### Award Information & Deadlines

- For funding requests from \$200 to \$1,000.
- Sponsorship Grant applications are reviewed on a rolling basis. Applications should be submitted at least one month before the project/event start date.

### Description

Projects for Sponsorship Grant support can take a variety of formats, including:

- Public programming, activities, and events.
- Program materials including publications such as brochures, rack cards, and program books.

### Grant Process

- An organization submits a completed Sponsorship Grant application form electronically.
- The LHV staff reviews all Sponsorship Grant requests and makes recommendations to LHV's Executive Director. Events/programs which best meet LHV's mission and demonstrate the strongest partnerships will be considered for support.
- Sponsorship requests are then reviewed by the LHV Executive Director. The sponsorships are announced to the LHV Board of Directors at their next regularly scheduled meeting.
- LHV will notify the applicant by letter if the sponsorship request has been approved or denied. If it has been approved, LHV will forward a check for the sponsorship amount directly to the applicant.
- All projects, programs, and events must be implemented in accordance with the requirements of LHV's funding sources. LHV will send specific requirements with the sponsorship check.
- All awardees are responsible for submitting progress reports and a final report to LHV. Deadline dates and forms will be provided to awardees.

### Matching Funds

**A dollar-for-dollar cash match is required for Sponsorship Grants.** All Sponsorship Grant forms should clearly state the other sources of funds being used to implement the event/program.

*Grant program descriptions continued on next page.*

## Educational Mini-Grants - Grants of \$500 for Educators

### Application Form

Please visit [www.LHVA.org](http://www.LHVA.org) under "Grants" for the current application form and deadline. The form is available as an Adobe PDF and as a Microsoft Word document.

### Award Information & Deadlines

- Ten grants of \$500 each for educational projects.
- Applications are due in the fall for projects occurring from December to June of the following year. Please contact LHV for deadline dates.

### Description

Educational Mini-Grants are for projects that promote students' understanding and appreciation of the Lackawanna Valley's rich heritage and how it contributed to the nation's development; and/or develop the students' understanding of their role as caretakers of the environment, particularly in the Lackawanna River Watershed.

- All projects must take place from December 1 to June of the following year.
- The program is open to educators of grades kindergarten to twelve, or collaborative teams in the Northeastern Educational Intermediate Unit 19 service area. This includes classroom teachers as well as educators at cultural, historic, and environmental organizations and sites.
- Collaborative team projects should designate one individual as the project leader. All communications will be directed to this educator.
- Educators are encouraged to develop projects that engage the students' creativity, use a multi-disciplinary approach or involve a team of educators, and address relevant Pennsylvania academic standards. Projects can incorporate artists, field trips to local cultural, historic, and environmental sites, and project participation by students' families and community members.
- Favorable projects will have a significant impact, whether it is a creative project that involves a large number of students or one that is a transformative experience for a smaller group.

### Grant Process & Important Dates

- Applications will be assessed by a review panel in early November. Funding recommendations will be forwarded to LHV's Executive Director for approval. All funding decisions are final.
- LHV will announce grant awards in mid-November.
- The grant awards presentation will be held in December. All awardees will be notified of the presentation date, time, and location.
- Grant awards will be disbursed in a single check for the full amount of the award. This check will be given to the applicant at the awards ceremony.
- All awardees are responsible for submitting a final report to LHV. Deadline dates and a final report form will be provided to awardees.

### Matching Funds & Eligible Costs

**This program does NOT require matching funds (other cash contributions for the project). However, for larger projects, information on matching funds will strengthen the application.**

Grant monies may NOT be used for capital improvements or renovations, replacement of public funds, compensation for teachers, hospitality costs (food, beverages, etc.), fundraising costs, or projects that can be accomplished with existing funds. Proposals for equipment or field trips will only be considered if the equipment or field trip is an integral component of the proposal.

*Grant program descriptions continued on next page.*

## Partnership Grants - Requests from \$1,001 to \$20,000

### Application Form

Please visit [www.LHVA.org](http://www.LHVA.org) under “Grants” for the current application form. The form is available as an Adobe PDF and as a Microsoft Word document.

### Award Information & Deadlines

- For funding requests between \$1,001 and \$20,000
- Partnership Grant applications are reviewed on a rolling basis. Applications should be submitted at least two months before the project start date.

### Description

Projects for 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, publications such as brochures or guidebooks, interpretive driving or walking trails or tours, annotated itineraries.
- Restoration/renovation of historic structures, “bricks-and-mortar” work.
- Cultural conservation activities including oral history projects, conservation of traditional folkways, and artifact identification and preservation.

### Grant Process

- 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.
- An organization or agency completes a Partnership Grant application and submits the form and any supporting materials to LHV.
- LHV staff reviews all materials for accuracy and completeness, and makes recommendations for funding to LHV’s Executive Director.
- The Executive Director makes a recommendation on acceptance or denial of each application to LHV’s Board of Directors. The Board of Directors makes all final funding decisions.
- The LHV Board of Directors issue Cooperative Agreements to approved applicants.
- All projects and programs must be implemented in accordance with the requirements of LHV funding sources. LHV will send specific requirements with the Cooperative Agreement.
- The applicant reviews the Cooperative Agreement. The designated official (chair, president, or executive director), signs the Agreement and returns one copy to LHV.
- The project is implemented.
- Grant contracts are usually made for a period of 12 months from the date of the Cooperative Agreement. Contracts may be extended with prior written permission by LHV.
- All awardees are responsible for submitting progress reports and a final report to LHV. Deadline dates and forms will be provided to awardees.

### Matching Funds Requirement

**A dollar-for-dollar cash match is required on all Partnership Grant projects.** In-kind services and non-cash donations cannot be used as part of the dollar-for-dollar total cash match. However, they do strengthen the overall grant request.