



# Lackawanna Heritage Valley Authority

538 Spruce Street, Suite 516, Scranton, PA 18503

Phone: (570) 963-6730 Fax: (570) 963-6732

**APPLICATION DEADLINE:**  
**OCTOBER 31**  
**at NOON**

## LHVA EDUCATIONAL MINI-GRANT APPLICATION

**Information:** Contact April Rogato, LHVA Executive Assistant, at (570) 963-6730 x8200 or [arogato@LHVA.org](mailto:arogato@LHVA.org).

**Instructions:** Please complete all the sections below, and submit this application in a three-step process:

1. Email the completed application to [nsolfanelli@LHVA.org](mailto:nsolfanelli@LHVA.org) (email applications must be submitted)
2. Print the application and have it signed by the applicant and the school administrator / authorizing individual.
3. Send the signed application to LHVA by fax (570-963-6732), postal mail, or hand delivery by the due date.

### APPLICANT INFORMATION

APPLICANT (Type name and title of educator managing the project)	WORK PHONE
	HOME / CELL PHONE
	EMAIL ADDRESS
SCHOOL ADMINISTRATOR / AUTHORIZING OFFICIAL (Type name and title)	WORK PHONE
	EMAIL ADDRESS
SCHOOL DISTRICT (District that teacher works in or that organization is located in)	PROJECT LOCATION (Municipality and County)
SCHOOL / ORGANIZATION NAME (List the school or organization name. If necessary, also list the name of the nonprofit who will receive the check on behalf of the school / organization. Grant awards cannot go to individuals.)	SCHOOL / ORGANIZATION FEDERAL EMPLOYER ID NO.
SCHOOL / ORGANIZATION MAILING ADDRESS (Street, city, state, zip)	
PROJECT TITLE	TYPE OF PROJECT
	<input type="checkbox"/> History / Ethnicity & Traditions / Cultural Preservation <input type="checkbox"/> Environmental / River & Watershed Related
BRIEF PROJECT DESCRIPTION (Please limit to 75 words)	

### ESTIMATED PROJECT COST (Transfer information from budget tables)

A.	\$ 500	PROPOSED MINI-GRANT AWARD FROM LHVA
B.	\$	ANTICIPATED TOTAL MATCHING FUNDS (not required but strengthens application)
C.	\$	TOTAL DIRECT PROJECT COST (A + B)

### CERTIFICATIONS

**APPLICANT**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL ADMINISTRATOR / AUTHORIZING OFFICIAL**

Print Name & Title of School Administrator / Authorizing Official \_\_\_\_\_

Signature of Administrator / Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT NARRATIVE**

Please review the Educational Mini-Grant Program guidelines, and answer the following questions in the boxes provided. The narrative should be between two and three pages in length.

- 1. Give a general description of the project. Include a brief schedule of the project's activities, including start and completion dates.**
- 2. What is the purpose of this project? List at least three goals or objectives.**
- 3. Explain how the project will address LHVA's goals by either promoting an understanding of the Lackawanna Valley's heritage and culture; or by developing the students' understanding of the environment, particularly in the Lackawanna River watershed.**
- 4. How will the project accomplish your goals (#2 above) and LHVA's goals (#3 above)? Describe the students' activities.**
- 5. What are the anticipated outcomes of the project? Describe what you expect the students to learn, accomplish or achieve.**
- 6. How will you measure your results? What will be your outcome assessment?**
- 7. Will the project focus on one curricular area or take a multi-disciplinary approach?**
- 8. Where will the project take place? Will you stay at the school and/or go on a field trip or excursion? If the project involves a field trip or excursion, have you contacted that site?**
- 9. How many students will be involved with the project? How many classes or grade levels will be involved?**
- 10. Who else will be involved with the project? Will you use special presenters, artists, and/or mentors? Will you engage the public? Will you involve any partners?**

PROJECT BUDGET			
Detail the project's costs by type and dollar amount. Round costs to the nearest dollar. Include calculations and add rows if necessary.			
LHVA will pay for costs directly related to the project, including but not limited to, materials and supplies, admission fees, artist/presenters' fees, transportation, equipment, and printing. Grant monies may NOT be used for compensation for teachers, hospitality costs (food, beverages, etc.), capital improvements or renovations, replacement of public funds, fundraising costs, or projects that can be accomplished with existing funds.			
Description of Expense	A. LHVA Portion	B. Matching Funds Portion	C. Total Cost (A + B)
<b>Totals</b>	<b>\$500</b>		

ANTICIPATED MATCHING FUNDS			
List Matching Funds for the project. Matching Funds are monies raised for the project by the applicant above and beyond the LHVA Mini-Grant award. LHVA Educational Mini-Grant projects DO NOT require Matching Funds. Many educators successfully implement projects solely with the \$500 grant award. However, larger projects will require additional money.			
Matching Funds include financial support from government agencies, foundations, nonprofit agencies, corporation and business sponsorships, individuals, as well as earned income such as ticket sales. The total of the Anticipated Matching Funds in this table should equal the total at the bottom of column B in the "Project Budget" table above.			
Matching Fund Source	Amount	Type of Funds: Government, Foundation, Sponsorships, Sales	In Hand, Applied For, or Pending?
<b>Total of Matching Funds</b>			

ESTIMATED PROJECT COST (Transfer information to table on page 1)		
A.	\$ 500	PROPOSED MINI-GRANT AMOUNT FROM LHVA (total from Column A in "Project Budget" table)
B.	\$	AMOUNT OF ANTICIPATED MATCHING FUNDS (total from Column B in "Project Budget" table)
C.	\$	TOTAL PROJECT COST (A + B) (total from Column C in "Project Budget" table)