



## Lackawanna Heritage Valley Authority

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## LHVA Partnership Grant Program Grant Management Guidelines

### Questions?

For more information about LHVA'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.

### Recipient Responsibilities

Please carefully review these Grant Management Guidelines. The grant recipient has full responsibility for the project activities under a grant awarded by the Lackawanna Heritage Valley Authority (LHVA). This includes administering the grant in accordance with the grant award requirements, maintaining proper documentation of all actions and expenditures affecting the grant, and informing LHVA of any significant programmatic, administrative, or financial problems that have arisen during the course of the grant award.

### 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 LHVA's Partnership Grant Program. Please review the program guidelines at [www.LHVA.org](http://www.LHVA.org) under Funding and "TreeVitalize Metro Grant Program" for specific information on TreeVitalize Metro Grants.***

### Award Information

LHVA will notify applicants if their application has been approved or denied for funding. Grant awards will be made based on the guidelines below.

#### Sponsorship Grants and Educational Mini-Grants

- If the grant application has been approved, the applicant will receive an award letter.
- Sponsorship Grant recipients will receive a check for the full amount of their award with this letter.
- Educational Mini-Grant recipients will be asked to attend a mandatory awards ceremony. They will receive their award check at the ceremony.

#### Community Challenge Grants and Major Partnership Grants

- If the grant application has been approved, the applicant will receive an award letter and two copies of a Cooperative Agreement (grant contract). These documents contain important information and should be carefully reviewed by the grantee.
- The grantee should sign both copies of the Cooperative Agreement, retain one for their files and return the other copy to LHVA.
- When LHVA has received the fully executed, signed Cooperative Agreement, the grantee has permission to proceed with the project.
- **PLEASE NOTE: LHVA cannot reimburse the grantee for any project expenses incurred before a fully executed Cooperative Agreement is signed by both LHVA and the grantee and returned to LHVA. Please plan the project's budget, matching funds, and scope of work accordingly.**
- Community Challenge Grants and Major Partnership Grants are reimbursable grant tracks. The grantee will pay up front for eligible project costs. Once a quarter, the grantee will submit a Payment Request Form with all supporting documentation (invoices, receipts, matching fund information) in conjunction with a Progress Report (see below under "Reporting Requirements" for more information).

- Upon approval of the Payment Request Form, LHVA will mail a check for the requested funds to the grantee. Funds are generally distributed within 30 days from when the request is submitted and approved.
- Ten percent (10%) of the grant award is withheld by LHVA until the project's Final Report has been submitted and approved.

### Grant Award Period

The grant award period begins on the date that the grant recipient's Cooperative Agreement is fully executed with both signatures and received by LHVA. It ends on the expiration date listed in the agreement. Grantees should take careful note of this expiration date.

### 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 LHVA grant guidelines, all matching funds must be cash. LHVA 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 LHVA 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	PERCENTAGE OF MATCHING FUNDS REQUIRED TO BE IN PRIVATE CASH
Sponsorship Grants	\$100-\$2,000	Dollar-for-dollar cash match	10%
Educational Mini-Grants	\$500	No cash match required	0%
Community Challenge Grants	\$2,001-\$5,000	Dollar-for-dollar cash match	10%
Major Partnership Grants	\$5,001-\$50,000	Dollar-for-dollar cash match	10%

### Eligible Project Costs

LHVA grants support costs connected with planning and/or implementing a project or program. Please review the following for allowable and non-allowable expenses.

#### 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 and 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.

### **Project Accounting**

Grant recipients must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to the project.

- All project expenditures should indicate whether they are charged to the LHVA grant award funds or charged to matching funds by the grant recipient.
- Project expenditures must be supported by source documentation such as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, and contractual and consultant agreements.
- All supporting documentation should be clearly identified with the project name and LHVA grant award number.

### **Reporting Requirements**

Project coordinators should retain all funding information, invoices/receipts, marketing and publicity materials, program materials, and work products throughout the project's duration for reporting purposes. Failure to submit reports on a timely basis may result in delayed payments and may impact future funding considerations.

**All grant recipients are responsible for submitting final project reports. Community Challenge Grant and Major Partnership Grant recipients are responsible for submitting progress reports, payment requests, and final project reports.**

#### Submission

- All report forms and payment requests should be submitted electronically by the due date to April Rogato, Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org).
- Additional materials may be sent as electronic attachments, by fax (570-963-6732), or by postal mail to LHVA's offices to the attention of Ms. Rogato.

### Final Reports

- **Final reports are required from all grant recipients.**
- Grant recipients must submit their final report as soon as possible, but no later than 30 days, after the event or project completion date.
- If the project is completed close to the Cooperative Agreement expiration date, grantees have up to 30 days after the expiration date to submit their final report.

### Progress Report and Payment Request Forms

- **Progress reports and payment requests are required from recipients of Community Challenge Grants and Major Partnership Grants.** Other grantees are not required to submit progress reports.
- Progress reports are due quarterly (see reporting dates below).
- Progress reports and payment requests are combined into one form. The form will be enclosed with the award notification. It is also available as a MS Word document and PDF on [www.LHVA.org](http://www.LHVA.org) under "Grants Management" or by contacting LHVA's office.
- On the progress report, describe the project's progress to date, any challenges or concerns that the project is facing and how they are being handled, and an update on the next steps. Send along any relevant photographs or other documentation to help demonstrate the status of the project.
- Community Challenge Grants and Major Partnership Grants are reimbursable grant tracks (more information is available under "Award Information.") Once a quarter, the grantee should submit a completed Payment Request Form in conjunction with their progress report.
- All payment requests must be submitted with proper documentation (paid invoices/bills, copies of cancelled checks) for reimbursement from LHVA.

### Progress Reports Due Dates

Grantees are required to submit their quarterly progress reports and payment requests by the following dates. If the initial Cooperative Agreement is executed within 30 days of one of these report dates, that quarterly report may be skipped. The organization would submit the first report and payment request by the next deadline.

<u>Reporting Periods</u>	<u>Report Due Date</u>
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

## **Acknowledgement of LHVA**

**Grant recipients MUST credit LHVA'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 LHVA 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 LHVA can arrange to have a representative attend the event.**

Grant recipients will receive a Press Kit with their award information. It also is available as a PDF on [www.LHVA.org](http://www.LHVA.org) under Funding or by contacting LHVA's office.

- Grantees are responsible for reviewing this publication and adhering to its guidelines.
- Grantees should use either the approved credit statement (below) or LHVA's logo in all events and materials pertaining to a grant supported project.
- In some cases (signage, etc.), LHVA will ask that logos for the National Park Service and the Pennsylvania Department of Conservation and Natural Resources also be used.
- Please contact April Rogato, Executive Assistant, at [arogato@LHVA.org](mailto:arogato@LHVA.org) or (570) 963-6730 x8200 to obtain a logo or if you have any questions about how to use the credit statement or logo.

### Credit Statement & Logo

- LHVA's logo is available in the following formats: .jpg, .pdf, .eps. The logo can be found on LHVA's website at <http://www.lhva.org/administration.html> or by contacting the office.
- If a grant recipient cannot use LHVA's logo, the following credit statement should be used:  
 "Sponsored in part by the Lackawanna Heritage Valley Authority in partnership with the Pennsylvania Department of Conservation and Natural Resources and the National Park Service."