



Funding Provided by
National Park Service
 PA Dept. of Conservation & Natural
 Resources

Lackawanna Heritage Valley Authority

538 Spruce Street, Suite 516, Scranton, PA 18503
 Phone: (570) 963-6730 x8200 • Fax: (570) 963-6732

Major Partnership Grant Application 2010

LHVA Use Only

Received _____
 Accepted _____
 Denied _____
 Modified _____
 Amount _____
 Initials _____

General Information: This is a rolling application for grant requests between \$5,001 and \$50,000. Before completing this application, please contact April Rogato, LHVA Executive Assistant, at (570) 963-6730 x8200 or arogato@LHVA.org.

Instructions: Please complete all the sections below. Submit your application in a three-step process:

1. Email the completed application to nsolfanelli@LHVA.org. An email application is a required part of the process.
2. Print the completed application and have it signed by your organization's authorized individual (director, president)
3. Send the signed application to LHVA by fax (570-963-6732), postal mail, or hand delivery.

APPLICANT: (Name of organization/agency managing the project)	FEDERAL EMPLOYER I.D. NO.:
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AUTHORIZING OFFICIAL: (Name and title of head of organization/agency)	EMAIL ADDRESS:
	PHONE NUMBER:

PROJECT COORDINATOR: (Name and title of person managing project)	EMAIL ADDRESS:
	PHONE NUMBER:

APPLICANT MAILING ADDRESS: (Street, city, state, zip)	FAX NUMBER:
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PROJECT TITLE:	WEBSITE:
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PROJECT LOCATION: (Municipality(s) and County(s))

BRIEF PROJECT DESCRIPTION: (Please limit description to 200 words)

ESTIMATED PROJECT COST/GRANT REQUEST

A.	\$	_____	TOTAL PROJECT COST (Cash & In-kind/Volunteer Services)
Less	B.	\$ _____	VALUE OF INKIND/VOLUNTEER SERVICES
Equals	C.	\$ _____ (100%)	TOTAL ELIGIBLE PROJECT COST (Line A minus B)
	D.	\$ _____ (%)	AMOUNT YOU ARE REQUESTING FROM LHVA and ITS PERCENTAGE OF TOTAL ELIGIBLE PROJECT COST (Line D divided by Line C = %)
	E.	\$ _____ (%)	AMOUNT OF TOTAL MATCHING FUNDS (cash) and ITS PERCENTAGE OF TOTAL COST (Line E divided by Line C = %)
	F.	\$ _____ (%)	AMOUNT and PERCENTAGE OF PRIVATE MATCHING FUNDS - Must be a minimum of 10% of requested LHVA funds. (Line F divided by Line D = %)

Signature of Authorized Official _____ Date _____
 Print Name of Authorized Official _____ Title _____

1. Project Scope

- A. *Write a clear project description that answers the following questions: What is the project? What is the goal and purpose of this project? When will it happen? How will the project be accomplished? Who is your audience, and how will they benefit from the project? What specific objectives will you accomplish and how? How will you measure your results?*
- B. *Describe the project's geographic boundary or location. Provide maps, drawings, or photographs of the project area/location if appropriate.*
- C. *Describe the management/administrative structure that will be responsible for overseeing the initiation, completion, and monitoring of the project, including the required paperwork and record-keeping requirements and the RFP process (if applicable). Note the names and titles of key personnel.*
- D. *If the project will result in a property or facility that will require operation or maintenance, please describe the management/administrative structure that will be responsible for the operation and maintenance (O&M).*
- E. *Provide information on any other aspect of the project proposal appropriate for LHVA's knowledge.*

2. Correlation with Planning Efforts

Identify the section(s) or recommendation(s) of any relevant Plans or Studies that support the need for the proposed project. Explain how the project will enhance or support the implementation of that Plan or Study.

3. Funding Goals of the Lackawanna Heritage Valley Authority

Please explain how the project will relate to or enhance the five goals of the Lackawanna Heritage Valley Authority (below). Please see LHVA's website under "Funding" for a complete description of these funding goals. If the project involves a partnership effort, supplemental documentation should be included that verifies the support by the participating partners. Support can be in the form of resolutions or letters from participating partners. In explaining the impact the project will have on the local and regional economy, please address factors such as attraction of tourists, job opportunities, small business development, revenue projections, public/private investment partnerships, etc.

1. Community and Economic Development

2. Partnerships

3. Cultural Conservation, Historic Preservation, and Local Heritage

4. Environmental Conservation/Renewal, Recreation, and Open Space

5. Interpretation and Place-Based Education

4. Project Work Plan

Please provide a general work plan, including a timetable, to complete the project.

5. Public Input

Please describe the process and system that will be used to ensure that community/citizen involvement and public participation is an integral part of the project.

6. Ownership/Control

If applicable to this project, the project property must be owned in fee simple title by a public agency or a non-profit organization with 501(c)(3) status, or the property must be controlled by a public agency or a non-profit organization with 501(c)(3) status through a lease agreement. If the project involves a property, please consult with LHVA regarding documentation that will be required.

7. Public Use / Non-Discrimination

All properties or facilities funded by LHVA must provide a public benefit. Properties and facilities available for public use and access shall not discriminate on the basis of race, religion, handicap, color, national origin, sex, or age. Please describe below how this requirement will be met.

8. Support Documents

*Provide any support documents that will assist with the evaluation of the project as appropriate. This may include appraisal reports, site plans, financial documentation, property ownership, environmental analysis, and letters of support. Supporting material **MUST** be sent electronically with the application form to Natalie Gelb Solfanelli, Executive Director, at nsolfanelli@LHVA.org. Supporting materials that cannot be sent electronically should be forwarded to LHVA by postal mail and must arrive by the deadline. Requests that are received later than the posted deadlines, or that are incomplete will not be reviewed.*

9. Environmental Analysis / Submission of Other Data

If applicable to this project, provide a comprehensive description of the existing environmental conditions of the property or facility, addressing both present and past environmental impacts on and adjacent to the project site such as wetlands, toxic or hazardous waste sites, asbestos, junk yards, dumps, utilities, other aesthetic intrusions or safety problems, etc. Explain how the environmental intrusions and impacts will be mitigated or minimized as part of or concurrent with the project proposal. Based upon analysis of the information received, LHVA reserves the right to require a more comprehensive environmental assessment of the project property or facility. Also, on a case-by case basis, LHVA may require the submission of additional data to support the project proposal.

10. Cost Estimate / Budget

Using the tables below, provide a cost estimate to complete the project. The cost estimate should indicate which work items will be paid for in cash and which will be completed through in-kind or volunteer services. LHVA funds require a dollar-for-dollar match of public or private monies. LHVA grants cover no more than fifty percent (50%) of direct project costs. After you complete each budget table, transfer the total to the appropriate lines on the Cover Page as instructed. Complete instructions can be found in the "LHVA Partnership Grants Guidelines" manual. Add rows to the tables as necessary.

A. In-Kind / Volunteer Services

In-kind contributions are non-cash donations for the project contributed by the applicant or by a third-party. In-kind and volunteer services cannot be counted as part of the required cash match for a grant. (Add rows as needed.)

Source	Description	Amount
TOTAL OF ALL IN-KIND & VOLUNTEER SERVICES Put in Line "B" on Cover Page		

B. Matching Funds / Other Cash Sources

NOTE: You will need to verify all Matching funds when the project is completed and you submit the Final Report, so only list matching funds for which you believe you will have documentation.

Matching Funds are cash raised for the project by the applicant. Applicants must demonstrate a dollar-for-dollar match for all funds requested from LHVA. Ten percent (10%) of the amount requested from LHVA must be in Private Matching Funds. **Public Matching Funds** include financial support from government agencies. **Private Matching Funds** are monies from non-governmental organizations or agencies, or from earned income. (Add rows as needed.)

List PUBLIC Matching Funds / Other Cash Sources.

Source	Amount	Type of Funds: Federal / State / Local Government	In Hand, Applied For, or Pending?
TOTAL OF PUBLIC MATCHING FUNDS Put TOTAL of Public Matching Funds in equation below.			

List PRIVATE Matching Funds / Other Cash Sources.

Source	Amount	Type of Funds: Sponsorships, Fees, Sales, Organization	In Hand, Applied For, or Pending?
TOTAL OF PRIVATE MATCHING FUNDS Put TOTAL in equation below and on Line "F" on Cover Page.			

