



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

# Lackawanna Heritage Valley Authority

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 Phone: (570) 963-6730 x8200 • Fax: (570) 963-6732

## Partnership Grant Application 2011

**LHVA Use Only**

Received \_\_\_\_\_  
 Accepted \_\_\_\_\_  
 Denied \_\_\_\_\_  
 Modified \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Initials \_\_\_\_\_

**General Information:** Before completing this application, please contact April Rogato, LHVA Executive Assistant, at (570) 963-6730 x8200 or [arogato@LHVA.org](mailto:arogato@LHVA.org) to discuss your project.

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

1. Email the completed application to [arogato@LHVA.org](mailto:arogato@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 authorizing official (board chair, president, etc.)
3. Send a 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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APPLICANT MAILING ADDRESS: (Street, city, state, zip)	PHONE NUMBER:
	FAX NUMBER:

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

TYPE OF ORGANIZATION: (Check one) <input type="checkbox"/> Government Entity <input type="checkbox"/> Non-Profit Org. <input type="checkbox"/> Educational Institution	WEBSITE:
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PROJECT TITLE:

AUTHORIZING OFFICIAL: (President, Chair, etc.—the head of the applicant organization who signs below)

PROJECT LOCATION: (Municipality(s) and County(s))

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

**ESTIMATED PROJECT COST/GRANT REQUEST** (Complete worksheets on pgs. 4 & 5 first)

A.	\$	TOTAL PROJECT COST (How much it will cost to do your project, inc. any In-kind)
Less	B. \$	VALUE OF IN-KIND/VOLUNTEER SERVICES
Equals	C. \$	TOTAL ELIGIBLE PROJECT COST (Line A minus B)
	D. \$	AMOUNT YOU ARE REQUESTING FROM LHVA
	E. \$	AMOUNT OF TOTAL MATCHING FUNDS (cash, earned income, other grants, etc.)

**Signature of Authorizing Official** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

## 2. Project Scope

*Write a clear project description that answers the following questions (individual sections will expand as you fill them in):*

- A. *What is/are the goal(s) and purpose of this project?*
- B. *Who is the intended audience?*
- C. *How do you intend to measure whether or not your goals have been attained?*
- D. *Describe the process you will use to ensure public participation.*
- E. *What is the project timetable (list phases and when you intend to start and complete each)?*

### 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 (see below). 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. Facilitate partnerships and strengthen local capacity.**
- 2. Tell the story of the Lackawanna Heritage Valley.**
- 3. Preserve and enhance the physical character and economic vitality of Heritage Valley Communities.**
- 4. Improve the visitor experience.**
- 5. Reconnect communities and people to the Lackawanna River.**

### 4. 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. Feel free to attach a copy of your organization's non-discrimination policy.*

**5. Cost Estimate / Budget Worksheet**

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—or a combination of the two. 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 at [www.LHVA.org](http://www.LHVA.org) under “Funding.” Add rows to the tables as necessary.

**5a. In-Kind / Volunteer Services** (Line B on page one)

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.)

Description of Donated Goods or Services	Amount
<b>TOTAL OF ALL DONATED GOODS &amp; VOLUNTEER SERVICES</b> Put in Line “B” on Cover Page	

**5b. Matching Funds** (Line E on page one)

**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 include money raised for the project by the applicant through sources such as grants and earned income. Applicants must demonstrate a dollar-for-dollar match for all funds requested from LHVA. **Public Matching Funds** include financial support from government agencies. **Private Matching Funds** are monies from non-governmental organizations or agencies, including cash donations and estimated earned income. (Add rows as needed.)

**List All Matching Funds.**

Source	Amount	Note whether the source is: “Federal,” “State,” or “Local” Government; or “Private”	Are the funds: “In Hand,” “Applied For,” or “Pending”
<b>TOTAL OF MATCHING FUNDS</b> Put in Line “E” on Cover Page			

**5c. Project Budget.**

Detail the project's total estimated eligible costs by type and dollar amount. Include calculations if necessary. Add extra lines if needed.

Description of Expense	LHVA Portion	Applicant Match	Totals
<b>TOTALS</b>			
	Put total on line "D" on Cover Page.	Put total on line "E" on Cover Page.	Put total on line "C" on Cover Page.