



Southern Maryland Heritage Area Consortium (SMHAC) 2009 Mini-Grant Program Guidelines & Application

Stated Purpose: SMHAC's non-capital mini-grant program is designed to further our mission "to enhance the economic activity of Southern Maryland through combining quality heritage tourism and small business development with preservation, cultural & natural resource conservation and education" by assisting heritage sites and organization within the heritage area to develop innovative programs, exhibits, tours, events and other initiatives that build upon interpretive themes as stated in its state, county and city approved Heritage Tourism Management Plan (2003), foster collaborative heritage partnerships and enhance heritage tourism.

Examples of non-capital eligible projects include heritage tours, maps and interpretive brochures, public programs, exhibits, signage, new events and web site development. Development of or participation in educational seminars that encourage or enhance preservation, revitalization and interpretation of the area's heritage resources are also eligible. Mini-grants shall not be used for administrative expenses. Note that funding for events is limited to newly created events, or events that are to be expanded for a one-time celebration, i.e. a unique anniversary that will increase the scope of the event beyond the financial capabilities of the annual sponsors.

Eligibility: Non-profit organizations and local jurisdictions within the borders of the Certified Southern Maryland Heritage Area (comprised of significant portions of Calvert, Charles and St. Mary's Counties) are eligible to apply. Individuals with proposals fitting the above guidelines may apply in partnership with non-profit heritage organizations. Maximum grant award is \$1,000.00 and will be made available at project start.

Criteria for grant awards:

- a. Consistent with interpretive themes and/or suggested programs and projects in the SMHAC Heritage Tourism Management Plan
- b. Include collaborative heritage partnerships
- c. Enhance heritage tourism
- d. Leverage other funding
- e. Demonstrate ability of applicant to initiate, administer and complete project within proposed timeframe
- f. Applicant is member or supporting partner of the SMHAC

Application Procedure: There are two steps to the application procedure.

1. Potential applicants must contact SMHAC to notify of their intent to apply, to discuss the proposed project and to request an application by end of day on Wednesday, August 19, 2009, which is more than two weeks prior to application deadline. This notice of intent can be a simple email to the SMHAC stating name of organization, amount being requested and purpose of grant.
2. The completed Application for Mini-Grant must be in the SMHAC office by end of day, Friday September 4, 2009. The SMHAC Program Development Committee will review completed applications within two weeks after the application deadline. The SMHAC Board must then vote, at its next scheduled meeting, to act on the recommendations of the Program Development Committee.

Terms: The Southern Maryland Heritage Area Consortium and the Maryland Heritage Areas Authority MUST be acknowledged on any materials produced or in publicity for the project/program/exhibit. The SMHAC logo and the MHAA logo must appear on printed material, or, if possible on signage for events. Draft of any printed material shall be submitted to the SMHAC for approval before completion/printing/publication. SMHAC reserves the right to use images and other materials connected with the grant funded project/program/product.

Here are some possible credit lines to use in acknowledgement: in a general way: *(Name of Organization) is partially funded by the Southern Maryland Heritage Area Consortium and the Maryland Heritage Areas Authority.* Or more specific to the project: *This (event/exhibit/publication) is made possible by the Southern Maryland Heritage Area Consortium and the Maryland Heritage Areas Authority.* SMHAC and MHAA should be added to a list of sponsors, the logos should be included in printed matter, or when necessary, SMHAC and MHAA can be verbally acknowledged during an event. Never use the acronyms, always spell out the full names.

Other requirements:

- A final report shall be submitted and will include documentation of products and activities resulting from the grant project (e.g., number of brochures printed and distributed, number of attendees at event, etc.), copies of any such products, along with measures of increased tourism and economic impact if measurable. **NOTE:** If you have outstanding Mini-Grants from previous years we may require a final report on those before considering a new request.
- A dollar for dollar match for the full amount, in cash and must exclude state funds.
- Project must be completed within one year of grant approval and final report submitted.

Application Deadline: September 4, 2009. Completed applications and 3 copies must be received in the SMHAC office by 4:30 p.m. on that day.

Notification of grant awards will be made in October.

SMHAC Contact: Roz Racanello, Executive Director
Southern Maryland Heritage Area Consortium
P.O. Box 745
15045 Burnt Store Road
Hughesville, MD 20637
Phone: 301-274-4083
Fax: 301-274-1924
SoMdHeritage@tccsmd.org
www.SouthernMDisFun.com

Southern Maryland Heritage Area Consortium (SMHAC)
2009 Mini-Grant Application (Fiscal Year 2010)

Date: _____

Name of Organization: _____

Address: _____

Contact person: _____

Telephone: _____ Fax: _____

E-Mail of contact: _____

Web site address of organization: _____

Is this organization a non-profit approved by the Internal Revenue Code? If so please provide copy of notification letter and write tax number here: _____

TITLE of project: _____

Is this a new or existing program/activity? _____ New _____ Existing

If existing please explain qualifying criteria: _____

Has this program been supported by grants in the past? _____ Which ones and for how many years? _____

Describe the project/activities and resulting products the grant would support: _____

If this grant will support an event when and where will the event take place?
When? _____ Where? _____

What are the target markets for the program/product/event: _____

How does this project fit the stated criteria of the SMHAC Mini-Grant fund? _____

Describe the intended impact of the project/activity in terms of increased tourism, economic development, etc. and how these will be measured, if possible: _____

Name the key people who will conduct the grant activities or manage the project and briefly describe their qualifications or position with your organization: _____

Provide a Budget breakdown and time schedule for the project, use more space or attach an additional page if necessary:

Amount of Mini-Grant request: \$ _____ (maximum of \$1,000.00)
Total budget for the project: \$ _____

Source of matching funds: _____

Estimated time frame: Start date: _____ End date: _____

Include mission statement, Board of Directors list, and up to 3 letters of support.

Applicant signature (name, title, date):

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Email contact: _____