



Delaware & Lehigh National Heritage Corridor

(Pennsylvania State Heritage Area)

GRANT APPLICATION GUIDELINES

Developed by Delaware & Lehigh National Heritage Corridor, Inc.

PLEASE READ THIS BEFORE APPLYING

This form is intended to streamline the grant application process. See the Application Checklist before submitting applications. There is no application DEADLINE – the D&L now offers an open application cycle.

DO YOUR HOMEWORK & USE THESE TIPS AND TOOLS!

- **Communicate.** Please contact Elissa Garofalo Thorne at 610-983-3548 to confirm your project is appropriate for our funding sources. If in doubt, ask for clarification.
- **Be strategic.** Make sure that your goals; objectives and amount requested match our criteria. Please tailor your application to meet the D&L's specifications.
- **Follow the directions.** Write clearly and follow the format of the application closely.
- **Do not skip questions** unless they do not apply to your request. Avoid repetition. Less is more!
- **Be patient.** It will take about 90 days to review each application and not all applications will be approved.
- **Be prepared.** All grants will be made on a reimbursement basis (no advance payments).

TYPES OF D&L GRANTS AVAILABLE

Planning Grants require a 25% match from the applicant (D&L = \$3: Local Match = \$1)

Implementation Grants require a 50% match from the applicant (D&L = \$1: Local Match = \$1)

Grant request shall be no less than \$1000 and no more than \$25,000. For other amounts, please call.

Challenge Grants* (max. \$1000) may be matched "in kind" on a 50-50 basis (i.e. documented volunteer time)

**Challenge Grants are intended to fund small, focused projects of grassroots organizations that will further the D&L mission (examples: scout projects, local heritage events, publications, etc.)*

PRIORITY GRANT CATEGORIES & DESCRIPTION

Navigating the Corridor

- D&L Trail System Design - continue design of Lehigh & Northampton County sections (Planning)
- Enhancing D&L Trail Access - entrance signs, kiosks, bike racks, benches, etc (Implementation)

Understanding the Corridor

- Visually & Graphically Speaking - interpretative signs & exhibits, web pages, marketing items, theme tours, gateway signs, educational programs (Planning or Implementation)

Conserving the Corridor

- Resource Conservation Assistance – focused studies addressing conservation of landscape, historic structures, artifacts, etc. (Planning)
- Resource Enhancement – projects to protect or enhance important open space, historic sites & structures, cultural artifacts (Implementation)

Enriching the Corridor

- D&L Town Enhancements - gateways, wayfinding, facades, public spaces (Planning or Implementation)

GRANT APPLICATION COVER SUMMARY

Complete this form by either filling in the information on this sheet or by reproducing the form exactly.

Legal Name of organization: _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax: _____

Email Address: _____ Web Address: _____

Name and Title of Contact Person: _____

Name of President of Board or Chief Elected Official: _____

Federal ID Number: _____

1. IRS 501(c) (3) Nonprofit? Please circle: YES NO (If Yes, please attach copy of designation letter from the IRS)

Municipality: _____ **Other** (please describe): _____

2. Amount Requested: \$ _____ **Match Amount: \$** _____ **Total Project Cost: \$** _____

3. Source of Matching Funds: _____

4. Type of Grant Requested [Circle One]: Planning Implementation Challenge

5. State Your Organization's Mission (2 Sentences): _____

6. Summarize the proposal and its strategic link to the mission of the D&L (4 Sentences): _____

7. List the Proposal's Target Population, Constituents, and Geographic Communities: _____

Signature of Executive Director: _____ **Date:** _____

**Please make a copy of this application for yourself.
Then return your completed application with original signature(s) to:**

Delaware & Lehigh National Heritage Corridor, Inc.
2750 Hugh Moore Park Road
Easton, PA 18042

- Or -

loretta@delawareandlehigh.org

Questions? Please call Elissa Garofalo Thorne at 610-923-3548

GRANT PROPOSAL NARRATIVE

Narrative is NOT required for Challenge Grants

Please provide the following information in this order.

Do not use more than two (2) pages, exclusive of attachments.

I. Organizational Information

1. Brief Summary of Organization's history and mission.
2. Description of current programs, activities, service statistics and strengths/accomplishments (highlighting the past year), including what makes your organization unique.

II. Purpose of Grant

1. Please provide the following information for the requested project:

Needs and Capabilities

- The situation—opportunity, problem, issue, need, and the community—that your proposal addresses, and how that need was determined.

Goals and Activities

- Your goals and objectives.
- Specific, measurable activities to accomplish these objectives.
- Who will carry out those activities (if this is a collaboration, briefly describe the partners).
- Timeline in which all of this will take place, with specific start/end dates.
- If applying for technology, what is your plan for managing the technology? (Include backup/maintenance, potential for growth/upgrades, staff training, use of consultants, etc.)

Impact of Activities

- How the proposed activities will impact the designated community or population.
- How you will measure the results, and how the results will be used, disseminated, or publicized.
- How you plan to sustain the project after the funding period has expired.

III. Attachments

1. Financial Information

For **ALL grants**, please submit the following information:

- Organization's annual operating budget and actual income and expenses for most recently completed fiscal year.
- Itemized budget for how this specific grant will be used. Identify each source of revenue, the amount, and whether funds are either committed or pending. If request is for a multi-year grant, include multi-year program budget. (If desired, use attached Sample Budget Form.)

2. Other Supporting Materials

- Location Map
- Any existing plans/design supporting this request.
- Latest annual report or summary of the organization's prior year activities.
- One-paragraph description of key staff or volunteers, including qualifications relevant to this request.
- Letter(s) of financial commitment from partner(s).

GRANT APPLICATION CHECKLIST

DOES YOUR PROJECT...

Check Box

- Comply with the D&L's Management Action Plan? It's available online:**
Executive Summary - http://www.delawareandlehigh.org/images/library/MAP_Executive_Summary.pdf (2.44mb)
Full Plan - http://www.delawareandlehigh.org/images/library/DLNHC_Mngmt_Action_Plan.pdf (73mb)
- Complement the D&L's Mission Statement?**
"To preserve the heritage of the communities within the Delaware & Lehigh National Heritage Corridor through partnerships that conserve the resources, tell the stories and enhance the quality of life for residents and visitors."

DID YOU INCLUDE...

Check Box

- A completed Grant Application Cover Summary with contact information?**
- A copy of the IRS letter confirming your organization's 501(c)(3) status?**
- A completed Grant Proposal Narrative not exceeding two (2) typed pages (excluding attachments)?**
- An itemized budget, listing income and expenses, for this specific grant?**
- List of three largest funders in the last fiscal year and type of grant?**
- Your organization's latest annual report or summary of the prior year's activities?**
- Current Board list and affiliations?**
- One-paragraph descriptions of key staff working on project and their relevant qualifications?**
- Letters of agreement from any collaborating agencies (if applicable), and letters of support and/or recent reviews or articles (if available)?**
- Three (3) copies of your completed application. One (1) with original signature(s).**
- Additional information as requested.**
- Upon notification of funding, your organization may be required to submit your most recent AUDITED financial statement or IRS Form 990.**

SAMPLE PROJECT BUDGET FORM

This form is to be used as a guideline for writing a budget for a grant application. Some items listed will not apply to your organization or project. You need only fill in applicable information for your project.

Amount Requested: \$ _____ Match Amount: \$ _____ Total Project Cost: \$ _____

| REVENUE/CASH MATCH SOURCE | COMMITTED | PENDING | D&L GRANT | TOTAL |
|---|-------------------|---------|-------------------|-----------------|
| <i>Example: William Penn Foundation</i> | <i>\$5,000.00</i> | | <i>\$5,000.00</i> | <i>\$10,000</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL INCOME/REVENUE | | | | |

Please provide a budget of proposed project expenditures

| PROJECT EXPENSES | AMOUNT |
|---------------------------------|-------------------|
| <i>Example: Consultant Fees</i> | <i>\$9,800.00</i> |
| <i>Project Advertising</i> | <i>200.00</i> |
| | |
| | |
| | |
| PROJECT TOTAL | <i>\$10,000</i> |

For Challenge Grants Only

| TYPE OF 'IN-KIND' | BILLABLE RATE | AMOUNT |
|---|----------------------------|-----------------|
| <i>Example: Front End Loader & Municipal Operator</i> | <i>5 hours @ \$55/hour</i> | <i>\$275.00</i> |
| | | |
| | | |
| | | |
| | | |

- If you feel elements of your budget require explanation, please do so in a brief narrative.

- Remember that the budget you submit with your application will be the basis of your financial reporting throughout the grant period (including your final report).