



## Heritage Transaction Fund 2018 Small Grant Program for Closing the Deal

The Last Green Valley, Inc. (TLGV) is pleased to announce a new source of grant funds for the region's non-profit organizations, cities and towns. The small grants can be used to help pay closing costs for projects that will permanently protect National Heritage Corridor resources.

TLGV is a member-supported, non-profit organization working to care for and pass on The Last Green Valley so future generations can continue to enjoy the National Heritage Corridor.

### Eligible Projects

Projects that will permanently protect significant historic properties or structures, agriculture or forested lands, important wildlife habitat, or open spaces suitable for passive, nature-based recreation are eligible.

The grant funds can be used for closing costs (filing fees, title work, attorney fees), surveys, appraisals, and other costs associated with projects that are "nearing the home stretch" and need additional funds to complete the deal.

Grants will range from \$2,000 - \$3,000 and must be spent within a year of approval. Funds will be dispersed on a reimbursement basis and must be matched at least 1:1 by cash or in-kind contributions. Projects that demonstrate significantly greater ratios of non-federal matching funds will score higher.

### Eligible Organizations

Municipalities and non-profit 501(c) organizations are eligible to apply for projects located within The Last Green Valley National Heritage Corridor. Organizations that are awarded heritage transaction funds in 2018 will not be eligible to apply in 2019.

### Application Deadline

Applications must be postmarked, hand-delivered, or emailed to [LyAnn@tlgv.org](mailto:LyAnn@tlgv.org) by 4 pm on Thursday, June 14, 2018. TLGV will confirm receipt of all applications within 2-3 business days. Successful applicants will be notified within three weeks of the deadline.

### The Fine Print

- For all grants, payment of expenses will be made on a reimbursement basis.
- A 1:1 match of cash or in-kind contributions (such as volunteer labor or donated supplies) must be demonstrated. Projects with significantly more non-federal match will score higher.
- Incomplete applications will not be considered. Applications will be evaluated by a selection committee whose members will recommend their decision to the TLGV Executive Committee and/or TLGV Board of Directors for final approval of awards.
- TLGV reserves the right to fund projects at a level less than requested.
- Applicants that are awarded funds will be expected to meet with TLGV and sign all necessary paperwork by September 30, 2018. TLGV funds cannot be spent until a contract has been fully executed.
- Funds must be expended by September 30, 2019.

## **Application Details**

### **Cover Sheet (one page)**

**Please provide the following information on your organization's letterhead (just cut and paste to use this as a template):**

- Project Title:
- Project Address:
- Sponsoring Organization(s):
- Projected Closing Date:
- Total Amount Requested from TLGV:
- Total Match Provided by Applicant:
- Project Director (responsible for project completion and accounting):
- Mailing Address:
- Phone:
- E-mail:
- Website:
- Federal Employer Identification Number (required):
- Signature of Project Director:
- Date:

### **Narrative (no more than four pages)**

**Please answer the following questions concisely.**

1. Project Summary – Briefly, what are you trying to protect and why?
2. What is the mechanism for permanent protection? Does your organization have a written agreement with the property owner to place the property under permanent protection?
3. Why is this project significant? How does it further the goals and strategies in TLGV's Vision 2020 Management Plan? What other evidence supports the project's significance and ability to align with state, regional, or local plans or designations?
4. Briefly, what are the history, purpose and accomplishments of the sponsoring organization(s)?
5. What is the projected closing schedule?
6. What are the long-term plans for the property?
7. What is the overall budget for the project? How will the 1:1 match requirement be met?
8. What other funding sources have you explored for this project? Why are TLGV funds needed?
9. What are the plans for publicity, education and/or community outreach? How will you credit The Last Green Valley as a funder?
10. What are the project's tangible results and lasting benefits to the community?

## **Budget (one page)**

### **On a separate sheet of paper, please provide a project budget.**

Please specify the items and/or personnel you are asking TLGV to pay for as well as the items and/or personnel you are contributing as match. A 1:1 match of cash or in-kind contributions (such as volunteer labor or donated supplies) must be made. Gifts of cash, goods, and services from contributors other than the sponsoring organization should be listed separately. Projects with significantly more non-federal match will score higher.

## **Attachments (as many pages as necessary)**

For all applications:

- Up to two letters of support (recommended, not required).

For municipalities:

- A written document, signed by the chief elected or appointed municipal official, approving submission of the grant application and confirming the availability of matching funds and/or in-kind contributions.

For non-profits:

- Copy of the 501(c) letter from the U.S. Internal Revenue Service; and
- A written document, signed by an officer of the Board of Directors, approving submission of the grant application and confirming the availability of matching funds and/or in-kind contributions.

## **For More Information**

If you have any questions about the grant program or would like to discuss your proposal prior to submission, please contact Lois Bruinooge at 860-774-3300 or [Lois@tlgv.org](mailto:Lois@tlgv.org).

The Last Green Valley National Heritage Corridor is the last stretch of dark night sky in the coastal sprawl between Boston and Washington, D.C. The Last Green Valley, Inc. is a member-supported, non-profit organization working for you in the National Heritage Corridor. Together we can care for, enjoy and pass on The Last Green Valley!