



Historic and Cultural Resources 2018 Small Grants Program for Sharing and Preserving Our Heritage

Eligible Projects

The Last Green Valley, Inc. (TLGV) is pleased to announce a small grant round for projects that preserve, protect, interpret, promote, or market historic and cultural resources. Projects must produce tangible and lasting benefits, and can include interpretive projects, marketing and promotional activities, collections inventories, assessments or conservation measures, and structural or mechanical repairs and upgrades. Creative and innovative approaches are encouraged. Grants may range from \$500 – \$4,000. Funds will be dispersed on a reimbursement basis and must be matched 1:1 by cash or in-kind contributions.

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 Organizations

Municipal boards, commissions or committees, schools, and non-profit 501(c) organizations are eligible to apply for projects located within, or that tell stories from, The Last Green Valley National Heritage Corridor. Organizations that were awarded small historic and cultural grants by TLGV in 2017 are not eligible to apply in 2018.

Application Deadline

Applications must be postmarked or hand-delivered by 4 pm on Thursday, July 26, 2018. Applications may also be emailed to LyAnn@tlgv.org before midnight on Thursday, July 26, 2018. TLGV will confirm receipt of your application within 2-3 business days. Successful applicants will be notified by mid-August and will be required to complete all contract paperwork by September 30, 2018.

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.
- Incomplete applications will not be considered. Applications will be evaluated by a selection committee whose members will recommend their decision to the TLGV Board of Directors and/or Executive Committee for final approval of awards.
- TLGV reserves the right to fund projects at a level less than requested.
- Applicants that are awarded funding will be expected to meet with TLGV and sign all necessary paperwork by September 30, 2018. Projects cannot begin, and funds cannot be spent, until a contract has been fully executed.
- Projects must be completed by September 30, 2019.
- All final written/audio/digital products may be used by TLGV for any purpose without limitation and will be in the public domain. Applicants also retain separate ownership rights to project products.

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:
- Sponsoring Organization(s):
- Start and Completion Dates:
- 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 - Describe the project – What is it? Where is it located?
2. Why is this project needed? What are the goals of the project and how will the project meet the identified need?
3. Briefly, what are the history, purpose and accomplishments of the sponsoring organization(s)?
4. Who are the personnel involved, paid or unpaid, and what are their qualifications and tasks?
5. What is the work schedule?
6. What is the overall budget for the project? How will the 1:1 match requirement be met?
7. What other funding sources have you explored for this project? Why are TLGV funds needed?
8. What are the plans for publicity, education and/or community outreach? How will you credit The Last Green Valley as a funder?
9. How will your organization evaluate the project?
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 detailed project budget.

A 1:1 match of cash or in-kind contributions (such as volunteer labor or donated supplies) must be made. 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. Please list the wage rates and dollar value of any donated labor. Gifts of cash, goods, and services from contributors other than the sponsoring organization should be listed separately.

Attachments (as many pages as necessary)

For all applications:

- Up to two letters of support are strongly recommended.

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 schools:

- A written document, signed by the principal or superintendent, 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 LyAnn Graff at 860-774-3300 or LyAnn@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!