**2020 Rivers of Steel Heritage Corporation**

**Mini-Grant Funding - Round 25**

**Overview and Application**

The Rivers of Steel Heritage Corporation works to conserve the industrial heritage that defines southwestern Pennsylvania. The Rivers of Steel National Heritage Area is one of twelve supported by the Pennsylvania Department of Conservation and Natural Resources (DCNR). Funding is provided via DCNR’s Community Conservation Partnerships Program and the Environmental Stewardship Fund to Rivers of Steel, which administers the Mini-Grant program.

**Rivers of Steel Heritage Area Mini-Grants at a Glance**

**Rivers of Steel Heritage Area’s Mini-Grant program is designed to fund projects that sustain Rivers of Steel’s sense of place through the preservation, interpretation, cultural, and recreational assets of the region’s industrial and cultural heritage.**

**What:** Grants ranging from $1,000 to $25,000; 1:1 match [in-kind (pre-approved) or cash] required. Please note that while the maximum award is $25,000, most grants average around $8,000 - $10,000.

**Eligibility:** Non-profit organizations with 501(c) 3 status, municipalities, and counties are all eligible within the Mini-Grant program. Projects must be located in one or more of the following counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington or Westmoreland.

**Timeline:** Formal application deadline is Thursday, October 15, 2020 by 5:00 pm EDT**.** Award recipients will be announced in December 2020, with projects to be completed by March 31, 2022.

Submit applications electronically to Amy Baldonieri (amyb@riversofsteel.com) *Paper applications will not be accepted.*

**Included in this Packet:**

**Section 1: Overview** (pg. 2)

**Section 2: Frequently Asked Questions** (pg. 4)

**Section 3: Timeline and Checklist** (pg. 6)

**2020**

**Application** (pg. 7)

**ABOUT RIVERS OF STEEL**

Founded on the principles of heritage development, community partnership, and a reverence for the region’s natural and shared resources, Rivers of Steel strengthens the economic and cultural fabric of western Pennsylvania by fostering dynamic initiatives and transformative experiences.

Rivers of Steel actively promotes education and heritage tourism through

its attractions and programs, highlighting western Pennsylvania’s assets to

regional, national and international audiences. Behind-the-scenes,

Rivers of Steel works with a diverse network of community partners to

support grassroots initiatives and the new regional economy.

**SECTION 1: OVERVIEW**

**Important Dates**

**Application Deadline:** October 15, 2020

**Grant Awards Announced:** December 2020

**Purpose:**

As part of the Community Conservation Partnership Program (C2P2), Rivers of Steel’s Mini–Grant program will assist heritage-related sites and organizations, as well as municipalities and counties, within our heritage area borders. The Mini-Grants may be used to develop new and innovative programs, partnerships, exhibits, tours, and other initiatives that are consistent with the regional themes and activities suggested in our Management and/or Journey Area Plans. We encourage mini-grant proposals that will**:**:

* Increase heritage tourism
* enhance preservation – especially visitor improvement projects,
* include collaborative partnerships,
* involve stewardship of natural resources, and
* encourage outdoor recreation

**Eligibility:**

Non-profit organizations with tax-exempt status 501(c)(3) and registered with the Pennsylvania Bureau of Charitable Organizations, municipalities, and counties are all eligible for the Mini-Grant program. All projects must be within Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington, or Westmoreland County and have a significant connection to the mission of Rivers of Steel.

Grant requests for a minimum of $1,000 to a maximum of $25,000 will be considered, but most past grants have averaged between $8,000 - $10,000. Applicants must match (at a 1:1 ratio) these funds with additional funding and/or pre-approved eligible non-cash (in-kind/volunteer) services.

***Note:*** The Mini-Grant program is funded through a DCNR, Bureau of Recreation and Conservation grant. DCNR has identified four priority Heritage Resources (community conservation and revitalization, heritage tourism, greenway preservation, and story-telling)

and we invite project proposals that enhance and promote these objectives.

**For questions about this application or the review process contact:**

Amy Baldonieri, Vice President & Chief Operating Officer

Rivers of Steel Heritage Corporation

412.464.4020 x235

amyb@riversofsteel.com

**Proposal Review: Process and Criteria**

Applications are reviewed by a program committee made up of Rivers of Steel board members and staff. The program committee reserves the right to request additional information to supplement a submitted application as needed.

***Applicants must be available to make live presentations via Zoom or a similar application to the program committee regarding their projects. Presentation dates will be announced well in advance of the selected dates.***

Applications are ranked using the following criteria:

**Criteria A: Detailed and Complete Project Narrative**

25 points—Project description, deliverables, objectives, and timeline/scope-of-work are described with sufficient detail to demonstrate that the project is feasible and achievable within the project dates (January 2021 – March 2022). Priority will be given to projects that are ready to go and have matching funds secured.

**Criteria B: Budget**

20 points— The project budget clearly demonstrates the total project cost, the source(s) of matching funds, and the requested grant amount and how these funds will be expended. Projects with match funding that are firmly secured as of the application deadline will rank higher than projects with undetermined or unknown funding. Refer to the DCNR Community Conservation and Partnership Program match guidelines. [Click Here for Guidelines](http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_017036.pdf)

**Criteria C: Alignment with Heritage Tourism Development**

20 points—.**Advances Mission and Goals** –Relates to Projects and areas of interest identified by the [Rivers of Steel’s Management Action Plan](https://riversofsteel.com/_uploads/files/final-ros-map-update.pdf) and [Journey Area Descriptions](https://riversofsteel.com/exploring-the-heritage-area/)  and/or [DCNR’s 2020-2024 Pennsylvania Outdoor Recreation Plan.](http://elibrary.dcnr.pa.gov/GetDocument?docId=3223603&DocName=PASCORP2020-2024Final)

15 points—**Partner Collaboration** - Project builds and sustains collaboration; more weight will be given to collaborative projects that engage diverse partners.

**Criteria D: Project Outcomes**

20 points— Project completion produces measurable outcomes or creates measurable opportunities; quantifiable metrics should be identified to evaluate success in the short and long term.

**New for 2020 – Special Criteria**

**An extra 20 points will be awarded** to organizations applying for the 2020 Mini-Grants that are black- or minority-led organizations or organizations that primarily serve BIPOC (black, indigenous, people of color) audiences and communities. Rivers of Steel reiterates our long-held belief in diversity, equity, accessibility and inclusion and strengthens our commitment to fighting systemic racism and discrimination against people of color amidst the nationwide call for ending racism. Read more about our commitment [here](https://riversofsteel.com/we-remember-george-floyd/).

**SECTION 2: FREQUENTLY ASKED QUESTIONS**

**Who can apply?**

Municipalities, municipal agencies, counties, academic institutions, and authorized non-profit organizations are all eligible applicants. Organizations must be both tax-exempt under Section 501(c) (3) of the Internal Revenue Code and registered with the PA Department of State Bureau of Charitable Organizations.

**When is the deadline for the application?**

Applications must be submitted no later than 5:00 pm EDT on October 15, 2020. Grant award decisions will be announced in December 2020.

**What are the Grant request limits?** Applicants may submit proposals that range in size from a minimum of $1,000 to a maximum of $25,000. Applicants should note that most past grants have averaged between $8,000 - $10,000.

**What kinds of projects are eligible?**

All projects must be located within Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington, or Westmoreland County and have a significant connection to the mission of Rivers of Steel. Projects funded as part of the 2020 grant cycle must close out by March 31, 2022.

**What kinds of projects are not funded?** Mini-grants may not be used to cover the costs of events, festivals, and/or other similar activities. Funds may also not be used to cover direct personnel or operating costs, although these expenses, if directly related to the project, may be used as a match. Contact Rivers of Steel with any questions.

**Who decides what applications are awarded funding?**

A program committee of Rivers of Steel Board Members and the DCNR Regional Director review and rank the proposals. Priority will be given to applicants that have their match funding in place.

**Should I contact the Rivers of Steel Heritage Area to let them know I will be applying?**

*Yes, you are highly encouraged* to contact Rivers of Steel to discuss your application before you submit it. You can reach out to Amy Baldonieriby e-mail at e-mail at amyb@riversofsteel.com or call 412.464.4020 x 235.

**Does this Grant program require a match?**

Yes. A 1:1 match is required. For example, if a $2,500 mini-grant is awarded, there must be an additional $2,500 in match funds.

**When do we need to have the cash match available?**

Your cash match should be in-hand or have a firm commitment when you list the match on your grant application.

**Your grant application MUST include a letter of commitment from all project match providers that clearly indicates their funding support for the project match or a plan for how the remaining match funds will be obtained.** Applicants should expect to expend match funds first.

**Can a non-cash match be used?**

Yes. With pre-approval, a non-cash match may include donated materials, professional services, volunteer time, etc., **but it must be detailed in the submitted application.**

**Can I match the Mini-Grant to a DCNR grant?**

No. The Mini-Grant program is funded through a DCNR funding source, and organizations cannot match DCNR funds to DCNR funds. Funds can be matched with private donations, federal grants, and some state grants (including DCED, PCA, PHC, PHMC). If unsure about match eligibility, contact Rivers of Steel.

**If awarded a Grant, how much money would we get up front?**

Match funds must be spent first. Rivers of Steel will then reimburse expenses with grant funds when the paid invoices and cancelled checks are submitted.

**What are the terms and conditions of the grant agreement if I am awarded a Grant?**

Mini-Grant funds are provided by the PA Department of Conservation and Natural Resources (DCNR) as part of the Environmental Stewardship Fund Program. Rivers of Steel is the grant administrator but requires recipients to comply with the standard DCNR terms and conditions.

**SECTION 3: TIMELINE AND CHECKLIST**

Note: Items in red are to be completed by the applicant and items in gray are to be completed by Rivers of Steel Mini-Grant Committee.

**October 2020**

 [ ]  Applicants must submit grant application no later than October 15, 2020, at 5:00 pm

 **[ ]** Applicants will be invited to make a presentation of their grant projects to the program

 committee via Zoom or similar

**November 2020**

 [ ]  The program committee may follow up with applicants to clarify items on applications

 and will deliberate on awards and submit its recommendations to DCNR

**December 2020**

 [ ]  Final awards are determined

 [ ]  Award letters or letters of non-award sent out to all applicants

 [ ]  ROS drafts Grant Agreements based on applications

 [ ]  ROS meets with grantees via phone to review agreement, explain terms and

 conditions, and discuss any further concerns

 [ ]  ROS finalizes grant agreements and sends to grantee both in hardcopy and email

 [ ]  Agreement signature page **must** be signed and sent to ROS before any grant funds

 may be disbursed

**January 2021**

 [ ]  Grantee begins implementation of project (as soon as grant agreement is executed)

 [ ]  **Project expenses are eligible for reimbursement once the grant contract is**

 **signed and executed.**

 [ ]  Grantee installs signage at the project site as per agreement, if applicable.

 Funder acknowledgements must be approved by ROS before production

 [ ]  Grantee sends ROS invoice and cancelled checks when expenses are incurred and

 paid by the grantee

 [ ]  Grantee **must** issue a press release about project and copy ROS on said press release

 noting acknowledgment requirements for both ROS and DCNR

**February through Duration of Grant**

 [ ]  **Grantee MUST initiate project by 6/30/2021 or forfeit mini-grant funding**

 ***(contract signed and at least one invoice submitted)***

 [ ]  Grantee **must** send updates to ROS every six months (June & December)

 [ ]  Grantee maintains records on all invoices, copies of cancelled checks and time spent

 on project, including partner matches

**Project Close-out (Must be on or before March 31, 2022)**

 [ ]  Grantee must coordinate a press release or event with project completion

 [ ]  Grantee must fill out project closeout form which includes detailed reporting on:

* Direct project expenses and time invoices
* Project Accomplishments Report

 [ ]  Grantee submits final invoice

**APPLICATION FOR THE 2020 RIVERS OF STEEL**

**MINI-GRANT FUNDING ROUND 25**

**Deadline: October 15, 2020**

Please complete these sections and submit the completed application electronically **(in a Word-compatible format, NO PDFs)** to Amy Baldonieri at Rivers of Steel at amyb@riversofsteel.com.

Please do not deviate from this template or alter its current format. Additional attachments will only be accepted with prior approval of the grant administrator.

**\* \* \***

**SECTION I: APPLICATION OVERVIEW**

|  |
| --- |
| **APPLICANT INFORMATION** |
| **Organization Name:**  |
| **Address:**  |
| **Executive Director:** |
| **Project Manager/Contact Person:**  |
| **EIN:** | **BCO Registration Expires on:** |
| **Email address:**  | **Phone Number:.** |
| **Organization Mission:** |
| **Brief Organization Description (250 words):** |
| **Total Organizational Budget (most recently completely fiscal year):** |
| **Percentage of audience served that is BIPOC:**  |
| **PROJECT INFORMATION** |
| **Project Title:** |
| **Project Site Address:** |
| **Mini-Grant Request: $** | **Project County:** |
| ***Total Project Budget:***  | **Anticipated Project Start Date:** |
| **U.S. Congressional District:** | **Anticipated Project Completion Date:** |
| **PA Senate District:** | **PA House District:** |
| **COLLABORATION INFORMATION** |
| **ONLY list those project partners that are directly involved in providing cash or in-kind match. Use a separate sheet for additional partners. Letters of support (pdf required) for each should be attached to the application** |
| Organization Name: |
| Contact Person:Phone Number: | Email Address: |
| Organization Name: |
| Contact Person:Phone Number: | Email Address: |

**SECTION II: PROJECT NARRATIVE**

**SECTION II-A – BRIEF PROJECT DESCRIPTION.** Briefly (500 words or less) describe the proposed project.

|  |  |
| --- | --- |
| **SECTION II-A** | **Answer:**  |

**SECTION II-B – FINAL PROJECT DELIVERABLES and PROJECT OBJECTIVES.** (500 words or less) Identify the direct deliverables of the project, as well as how these deliverables may translate into advancing larger, longer-term objectives.

|  |  |
| --- | --- |
| **SECTION II-B** | **Answer:** |

**SECTION II-C – PROJECT TIMELINE AND SCOPE OF WORK**. (500 words or less) Outline the anticipated scope of work for completion of the project in a clear, step-by-step manner. Each step in the scope of work should be listed in chronological order, with a targeted completion date (specific only to the month level) identified for each step. A thorough timeline and scope of work will clearly communicate that the proposed project is ready to go.

|  |  |
| --- | --- |
| **SECTION II-C** | **Answer:** |

**SECTION II-D – BUDGET JUSTIFICATION.** (500 words or less**)** Use this section to further describe budgeted amounts, how you arrived at the amount or estimated needs, and list details like hourly rates, cost per unit, etc. Also indicate how the project – if ongoing – will be sustained after the end of the grant period.

|  |  |
| --- | --- |
| **SECTION II-D** | **Answer:** |

**SECTION III: BUDGET**

**BUDGET:** Explain the breakdown of the project budget using the tables below.

**SECTION III-A – OVERALL PROJECT BUDGET BY TASK.** Outline the overall budget for project completion; structure this budget around concrete, defined tasks (which should correspond to the timeline created above), with specific costs and labor inputs identified as line items within each task; include billable rates and time for any labor costs or in-kind services. Use the Budget Justification section above to provide additional details and further describe how the requested budget is necessary and sufficient to complete the project.

|  |  |
| --- | --- |
|  | **COSTS** |
| **TASK** | **CASH** | **IN-KIND** | **TOTAL** |
| Task 1: description… | $ | $ | $ |
| Insert task line items (e.g. site preparation XX hrs x XX$/hr) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Task 2: description… | $ | $ | $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Task 3: description… | $ | $ | $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Add additional Tasks as needed. |  |  |  |

**SECTION III-B – LOCAL MATCH**. Identify sources of match funding (categorized by each organization providing match support). For each match source, provide specific details about which task and line items the funding/support will cover. In the final column under the heading “Match Status,” indicate whether the match is secured or pending by inserting an “S” for Secured or “P” for Pending. For any match that is pending, please explain below in Section III-C. Please note: the total amount of match must be at least 50% of total project cost.

|  |  |  |
| --- | --- | --- |
|  | **COSTS** |  |
| **SOURCE OF MATCH** | **CASH** | **IN-KIND** | **TOTAL** | **MATCH STATUS** |
| Organization/Match Source: Insert here | $ | $ | $ | S or P |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Organization/Match Source: Insert here | $ | $ | $ | S or P |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Add additional Match Sources as needed |  |  |  |  |

**SECTION III-C – MATCH STATUS:** Provide an explanation of those match sources that are pending and indicate when confirmation is anticipated. (250 words or less)

|  |  |
| --- | --- |
| **SECTION III-C** | **Answer:**  |

**SECTION III-D – GRANT REQUEST.** Identify amount of funding requested from the Rivers of Steel Mini-Grant program.  **Note: the sum of the Total Match Amount and the Rivers of Steel Grant Request must equal the Total Project Cost (as listed in Section III-A).** The figure represented in the Total Rivers of Steel Grant Request should be reflective of the sum of the various task and line items costs in the below rows. Please list all funding spent and planned to be spent for this project. Other grants and earned income should also be included here.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*\*NOTE: ALL CONTRACTS & CONSULTANTS MUST BE PRE-APPROVED BY RIVERS OF STEEL BEFORE THEY ARE ELIGIBLE FOR REIMBURSEMENT AND IN SOME INSTANCES MAY REQUIRE DCNR APPROVAL.****PROJECT TITLE:****[Enter Here]** | **TOTAL PROJECT BUDGET** | **GRANT****REQUEST** | **MATCH** **FUNDS** | **OTHER PROJECT****FUNDING** | **Notes** |
|  |  |  |  |  |  |
| **Income Budget** |  |  |  |  |  |
| Mini-Grant Request |  |  |  |  |  |
| Other Grants |  |  |  |  |  |
| Earned Income |  |  |  |  |  |
| **Total Project Income =** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Expense Budget\*\*** |  |  |  |  |  |
| Consultants |  |  |  |  |  |
| Materials & Supplies |  |  |  |  |  |
| Marketing & Promotion |  |  |  |  |  |
| Construction |  |  |  |  |  |
|  Other |  |  |  |  | **List** |
| **TOTAL PROJECT EXPENSE** |  |  |  |  |  |
|  |  |  |  |  |  |
| TimelineList Major Time Line Events |  |  |  |  |  |
| **TOTAL PROJECT COST =** |  |  |  |  |  |
| Deliverables List major and minor >>>What will be the outcome(s) of this project?Be as specific as possible! |  |  |  |  |  |

**SECTION IV: ALIGNMENT WITH THE HERITAGE AREA**

**SECTION IV-A – CONNECTION TO RIVERS OF STEEL MISSION.** Describe how the proposed project advances the mission and goals of the Rivers of Steel (500 words or less)

|  |  |
| --- | --- |
| **SECTION IV-A** | **Answer:** |

**SECTION IV-B – PARTNER COLLABORATION.** Explain how collaborating partners will participate in the project. Partner actions should be described here with sufficient detail so that we can clearly understand each partner’s match (as identified in Section III-B)[[1]](#footnote-1). (500 words or less)

|  |  |
| --- | --- |
| **SECTION IV-B** | **Answer:** |

**SECTION IV-C – CONNECTION TO PARTNERSHIP ACTIVITIES or OUTCOMES.** Direct connection to a past ROS activity is not required for a project to be funded, but additional priority may be given to a project that arises as an outcome of a specific activity or partnership. Please list any connection or activity out of which the proposed project emerged.

|  |  |
| --- | --- |
| **SECTION IV-C** | **Answer:** |

**SECTION V: PROJECT EVALUATION**

**SECTION V-A – EVALUATION.** Describe what success looks like when this project is completed. Be goal-oriented and specific here in relation to the project. In particular, identify short-term and long-term measures of success in relation to the organization, community, and the entire region. List desired outcomes and outputs. (500 words or less)

|  |  |
| --- | --- |
| **SECTION V-A** | **Answer:** |

**Acknowledgment of Terms and Conditions:** By typing your name below you acknowledge that you have reviewed a sample agreement that would occur between your organization as the grantee and the Rivers of Steel Heritage Corporation as the grantor, if the project is selected to receive funding. These required terms and conditions come from the PA Department of Conservation and Natural Resources (the original source of funding). Go to [Terms & Conditions](http://bit.ly/1oePHjO%20%20%20)  to view a sample agreement with terms and conditions.

*My signature below acknowledges that I understand and am aware of the standard Terms and Conditions contained within the agreement.*

|  |  |
| --- | --- |
| ***REQUIRED*** | ***Please type your name here:***  |

**Attachment Of Non-profit Status: (Required)**

Please attach copies of your non-profit status (501(c)3 with the Internal Revenue Service and registration with the Pennsylvania Department of State Bureau of Charitable Organizations).

Rivers of Steel Heritage Corp. follows the “Municipal Procurement Rules”, which are updated semi-frequently: [2020 Bidding Requirements](http://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol49/49-48/1790.html)

|  |
| --- |
| **RIVERS OF STEEL HERITAGE AREA – INTERNAL ADMINISTRATIVE USE ONLY:** |
| **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Total Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Total Grant Request:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Mini-Grant Amount Awarded $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **Letters of support (PDF required) from each matching partner must be attached to this application.**

**Only those partners that are providing a cash or in-kind match should be listed. Support letters should be written on official letterhead and include:**

	* + - **The main contact person that will be collaborating, including contact information;**
			- **A description of the Partner’s match (cash or in-kind) to the project.**
			- **Letters of Support from non-match partners are also recommended.** [↑](#footnote-ref-1)