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**FY 2018 Heritage Montgomery Mini-Grant Application**

**Note: Before starting your application, please read the FY 2018 Mini-Grant Application Guidelines**

**AND contact HM (301-515-0753) to discuss your project.**

Amount Requested (between $500–$2500): $ (Please round to the closest multiple of 10.)

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Name of Applicant Organization: Fed. ID

Mailing Address of Organization

City State Zip Code

Contact Name Title

Contact Daytime Phone E-mail

Organization Website

Briefly describe your project: (50 words or less)

Please provide the names of two office holders in your organization who will attest to the accuracy of the information submitted in this application, that the organization has the required 50% cash match in-hand, and provide assurance that the applicant is authorized to submit this grant:

Name Title

Date

Name Title

Date

* Applicants must discuss their project with Heritage Montgomery prior to submitting a grant request.
* *Participation in Heritage Days 2018, June 23 & 24, is encouraged. If you do not plan to participate, please discuss with HM prior to submitting your application.*
* Heritage Montgomery must review all project plans prior to execution of the final project.

This application must be received no later than 4pm on Thursday, September 21, 2017.

Submit application and support materials electronically to:

Director@HeritageMontgomery.org **and** Lori@HeritageMontgomery.org

Or mail the completed application and support materials in hard copy and on a recordable CD to:

Heritage Montgomery

12535 Milestone Manor Lane

Germantown, MD 20876

**I. Narrative**

*Tips:*

* ***Read the Mini-Grant Guidelines before starting your application.***
* *Write clearly and concisely. Remember that the people who are reading your application may not be familiar with your organization or programs.*
* *Be sure that after a reader reviews your application, they know exactly who you are and what you will do with your grant funds.*
* *Check your math!*
* *Use a 12 point font or larger.*
* *PLEASE DO NOT USE MORE THAN FOUR PAGES TO ANSWER ALL TEN QUESTIONS.*

1. Describe the proposed project or program. Be specific. Explain whether it is new, expanded, or a repeat of a prior project/program undertaken by your organization.

2. Describe your organization’s mission, activities, and membership, if applicable. How is the proposed project/program consistent with that mission?

3. How will this project contribute to heritage tourism in Montgomery County and the Heritage Montgomery mission?

4. Will this project/program produce a special event for Heritage Days 2018 or Emancipation Day 2017? Provide details.

5. What is the target audience for your proposed project/program?

6. How will you carry out the project/program? Give a schedule of 3 to 5 significant milestones. (Start after the grant award, mid-October 2017, and complete by June 29, 2018.) Note: A mid-point review is mandatory before completion of the project.

Project Milestone Completion Date

Schedule Mid-point review with HM Executive Director by November 16, 2017

7. How will you recognize Heritage Montgomery, Montgomery County Government, and MHAA? Where will you use the logos and text and who will see them? List all formats and mediums you will use to publicize the donors.

8. List the people who will participate in developing and producing the project or program, including staff and volunteers. If using the professional services of consultants and/or resource experts, include their resumes.

9. Do you routinely inform Heritage Montgomery of events and programs at your site for inclusion on the HM website/calendar and other promotions? If not, why?

10. Do you participate in Heritage Days weekend? How do you promote both the special programs at your site and Heritage Montgomery sponsorship of the countywide events?

**II. Application Checklist**

Submit complete application package electronically to Director@HeritageMontgomery.org and Lori@HeritageMontgomery.org by Thursday, September 21, 2017.

Or, if submitting application in hard copy format, mail to Heritage Montgomery, 12535 Milestone Manor Lane, Germantown, MD 20876 and include one readable CD with:

1. Completed Mini-Grant Application Narrative and Budget forms
2. Resumes of any contract/special resource personnel
3. List of current Board of Directors, with addresses, or if the applicant is a municipality, list of current elected officials
4. Supporting Documents to help explain your organization and project. This could include, but is not limited to, photographs, brochures, materials related to similar projects, annual reports, event programs, and press clippings

HM will review applications prior to final submission if received by Monday, September 11, 2017.

If you have questions, or need assistance with your application, please call Heritage Montgomery at 301-515-0753.