



**HISTORY = CULTURE = NATURE**

## FY 2016 Heritage Montgomery Mini-Grant Application

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**Note: Before starting your application, please read the FY 2016 Mini-Grant Application Guidelines AND contact HM (301-515-0753) to discuss your project.**

Amount Requested (between \$500–\$2,500): \$ \_\_\_\_\_ (Please round to the closest multiple of 10.)

\_\_\_\_\_  
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:

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Name	Title
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Date

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Name	Title
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Date

- Applicants must discuss their project with Heritage Montgomery prior to submitting a grant request.
- Participation in Heritage Days 2016 is mandatory.
- 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 24, 2015.

Submit electronically to:

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

Or mail to:

Heritage Montgomery  
12535 Milestone Manor Lane  
Germantown, MD 20876

## I. Narrative

Organization Name: \_\_\_\_\_

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 EIGHT 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 2016 or Emancipation Day 2015? 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 2015, and complete by June 30, 2016.) Note: A mid-point review is mandatory before completion of the project.

Project Milestone	Completion Date
Mid-point review with HM Executive Director	

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.

## II. Budget

**Grants are available for \$500 to \$2,500. A dollar-for-dollar match is required, of which at least 50% must be cash.** For example, if your total project expenses (cash and in-kind) equal \$1,000, you may request 50% or \$500 from HM. Your cash match must be at least 25% of the project expense, or \$250; your in-kind match can be no more than 25% of the project expense, or \$250. See Guidelines regarding eligible expenses.

**Total Project Cost:** \$ \_\_\_\_\_  
**Grant Request:** \$ \_\_\_\_\_ (Up to 50% of Project Expense but no more than \$2,500)

### EXPENSES

	Specify Service	Cash Expense	In-Kind Expense
Professional Services Paid @ \$_____/hour	_____	\$ _____	
Professional Services (donated) Valued @ \$_____/hour	_____		\$ _____
Volunteers Valued @ \$25/hour	_____		\$ _____
Space/Equipment Rental Paid or donated	_____	\$ _____	\$ _____
Materials/Supplies Paid or donated	_____	\$ _____	\$ _____
Printing/Copying Paid or donated	_____	\$ _____	\$ _____
Other Paid or donated	_____	\$ _____	\$ _____
Other Paid or donated	_____	\$ _____	\$ _____
<b>SUB-TOTAL</b>		<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL PROJECT EXPENSE (Cash + In-Kind)</b>		<b>\$ _____</b>	

**INCOME**

	<b>Specify Source</b>	<b>Cash Income</b>	<b>In-Kind Income</b>
Earned Cash Income: Tickets, Admissions, Tuition, Fees, etc.	_____	\$ _____	
Contributed Cash Income: Donations, Foundation Grants	_____	\$ _____	
Government Cash Support: Local, State & Federal	_____	\$ _____	
Donated Professional Services Valued @ \$ _____/hour	_____		\$ _____
Volunteers Valued @ \$25/hour	_____		\$ _____
Other Income or Cash on Hand Cash or In-kind	_____	\$ _____	\$ _____
Other Income or Cash on Hand Cash or In-kind	_____	\$ _____	\$ _____
<b>SUB-TOTAL</b>		\$ _____	\$ _____
<b>HM GRANT REQUEST</b>		\$ _____	
<b>TOTAL PROJECT INCOME</b> (Cash + In-Kind + HM Grant) <i>(Must equal TOTAL PROJECT EXPENSE)</i>		\$ _____	

**FUNDING SUMMARY**

Cash Income/Match (at least 50% of Grant Request)	\$ _____
In-kind Income/Match (no more than 50% of Grant Request)	\$ _____
Additional Cash Income (if applicable)	\$ _____
Additional In-Kind Income (if applicable)	\$ _____
TOTAL Project Income: (at least 50% of Total Project Expense)	\$ _____
<b>HM Grant Request</b> (no more than 50% of Total Project Expense)	\$ _____
<b>TOTAL INCOME/PROJECT COST</b>	\$ _____

### **III. Application Checklist**

Submit complete application package electronically to Director@HeritageMontgomery.org and Lori@HeritageMontgomery.org by Thursday, September 24, 2015.

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 form
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 14, 2015.

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