



20 East Fifth Street • Emporium Pa 15834 • (814) 486-9376 • LumberHeritage.org

Round 20 Lumber Heritage Region Mini-Grant Application

We invite you to partner with the Lumber Heritage Region (LHR) for projects in all or one of the 15-counties that support the LHR Management Action Plan available for review at <https://lumberheritage.org/wp-content/uploads/2020/06/LHR-Management-Action-Plan-2016.pdf>.

Please read the following rules and suggestions carefully before submitting your project for consideration:

WHO CAN APPLY FOR A GRANT?

Funding for the Lumber Heritage Region **2020 Mini-Grant Program** is provided through the Pennsylvania Heritage Areas Program Fund, under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation and therefore must adhere to all statewide rules and regulations. Eligible applicants for the program would include non-profit 501(c)3 organizations (with a BCO), municipalities, COG's, Conservation Districts, Educational Institutions, and Housing and Redevelopment Authorities. The project must be located within the boundaries of the Lumber Heritage Region. Boundaries include all or portions of the following counties: Warren, McKean, Potter, Tioga, Lycoming, Clinton, Clearfield, Jefferson, Forest, Cameron, Elk, Centre, Indiana, Cambria, and Clarion. (If applying in Indiana, Cambria or Clarion, please call for eligibility)



DEFINITION OF PROJECTS

The type of grants considered will be projects that implement recommendations of the LHR Management Action Plan, or strategic priorities outlined below. Eligible project activities would include but not limited to:

- Educational pieces that promote the forest products industry and the heritage of the region.
- Media pieces that highlight the history, heritage, and/or recreational opportunities in the region.
- Packaged itineraries and products associated with those itineraries.
- Elements from existing plans including but not limited to trails, watershed, greenway or heritage community plans.
- Projects that create short high-quality videos (up to 2 minutes) about one or more lumber assets in the region that can be used on the regional visitor site and LHR's website (as well as for the applicant's uses); or short videos that help tell the story that the LHR is a working forest and highlights the high performance sustainable forestry practices being done here.
- Projects that create high-quality digital stories (pictures and copy) about the region's lumber assets (brick and mortar, events, history, artisan woodworkers) that can be used for LHR's website, social media channels, as well as for the applicant's uses.

FUNDING AVAILABLE FOR THE 2020 GRANT ROUND

LHR, in partnership with DCNR, has funding available to support projects totaling \$ 30,000 with a maximum award of \$10,000. Funds must be expended by **May 1, 2021**.

PLEASE NOTE: DCNR will have the opportunity to review and approve all grant requests according to the required guidelines.

All projects/deliverables must acknowledge Environmental Stewardship Funding by including the following citation: ***"This project is financed by a grant from the Community Conservation Partnership Program, Environmental Stewardship Fund, under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation."***

IMPORTANT THINGS TO CONSIDER WHEN APPLYING FOR THE 2020 GRANT ROUND

- Each award will include an **LHR Administrative fee of \$ 250.00** for the costs associated with the management and processing of the grant funds.
- Matching funds can be local funds, other state (not DCNR) or federal grant funds. Up to 10% of match can be non-cash for this grant round. It is also important to note In-kind match as part of this application.
- This is a "reimbursement" grant. As the sub-grantee you will be responsible for all payments up front. Once complete LHR will require the following support paperwork for payment of your grant award –

- > Copies of all invoices and proof of payment (no costs can be incurred prior to award announcements, 3/30/2020).
 - > Documentation of all match dollars and non-cash received and spent on the project.
 - > Digital pictures with write up documenting the deliverables and outcomes of the project.
 - > DCNR Success Story document.
- All publicity/media announcements regarding the project should include references to funding through LHR and DCNR.
 - Fill out the attached application and include all the necessary support information. Timing for the 2020 grant program is as follows:

Grant announcement -	January 6, 2020
Submission of the Application -	On or before March 2, 2020
Review by the Project Committee -	March 13, 2020
Announcement of successful applicants -	March 30, 2020
Project completed and funds expended by -	May 1, 2021

(1) copy of the application must be sent via e-mail or mail (no faxes) to:

Steve Manginell, Outreach Coordinator

Lumber Heritage Region

20 East 5th Street

Emporium, PA 15834

smanginell@lumberheritage.org

(814) 486-9376

2020 LHR GRANT APPLICATION
(Applications must be received by 4:00 PM on March 2, 2020)

GENERAL PROJECT INFORMATION	
SUBGRANTEE (Name of 501(c)3 Organization managing the project):	
NAME AND TITLE OF CONTACT PERSON:	
SUBGRANTEE MAILING ADDRESS:	COUNTY:
TELEPHONE NUMBER:	EMAIL (Required):
PROJECT TITLE:	
PROJECT LOCATION (Municipality/s and County/s):	

PROJECT SCOPE (Concise identification of the work to be done):

PROJECT DESCRIPTION (Please attach no more than three additional pages answering the following):

- A. Describe clearly how the project relates to the Lumber Heritage Region.
- B. Describe the cultural conservation, historic preservation, educational, interpretive, and/or recreational enhancement goals the project addresses.
- C. What are the direct economic impacts from this project to the applicant, the community, area attractions, region, and to LHR? Describe the extent of interagency cooperation and organizational partnerships involved in this project.
- D. Describe your organization's experience with public/private grant administration. (Has your organization ever administrated a public grant? When? Was it successful?)
- E. Indicate sources of cash match and non-cash match by indicating: name of organization/s, amount/award, whether public or private funding, and whether in-hand, pledged, or pending.
- F. Indicate all in-kind financial project partners and estimated value of their contributions to the project.
- G. If project is selected, the sub-grantee will be required to acknowledge and agree to DCNR's Nondiscrimination/Sexual Harassment Clause on page 5.
- H. A timeline of project completion must be attached to this application.

ESTIMATED PROJECT TOTAL COST:
GRANT REQUESTED AMOUNT:
MATCH DOLLARS (Indicate sources of match dollars):
APPLICANTS SIGNATURE AND DATE (Electronic Signature Acceptable):



APPENDIX C

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of this GRANT AGREEMENT, the GRANTEE agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subcontract, the GRANTEE, subcontractor, or any person acting on behalf of the GRANTEE or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this COMMONWEALTH who is qualified and available to perform the work to which the employment relates.
2. Neither the GRANTEE nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the GRANT AGREEMENT on account of gender, race, creed, or color.
3. The GRANTEE and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the GRANT AGREEMENT relates.
5. The GRANTEE and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the DEPARTMENT and the COMMONWEALTH Department of General Services (DGS), for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the GRANTEE or

any subcontractor does not possess documents or records reflecting the necessary information requested, the GRANTEE or subcontractor shall furnish such information on reporting forms supplied by the DEPARTMENT or DGS.

6. The DEPARTMENT shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
7. The DEPARTMENT may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE in the Contractor Responsibility File.

From Management Directive 215.16 amended (6/30/99)