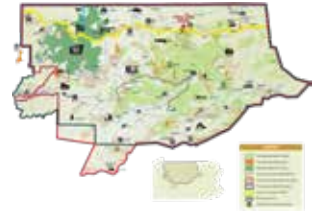




Mini Grant Application



Due: February 8, 2024 by 4:00 PM EST

Project Completion by: February 28, 2025

Submit Application Via Email to: hkomoncz@lumberheritage.org

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/2017/06/LHR-Management-Action-Plan-2016.pdf>

Who is Eligible

Funding for the Lumber Heritage Region 2024 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 current Bureau of Charitable Trust Certificate <http://www.dos.pa.gov/BusinessCharities/Charities/Pages/default.aspx>), 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)

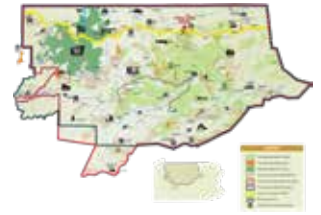
Definition of Projects

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, diversity, 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, green-way, or heritage community plans.
- Projects highlighting the LHR Diversity Study and other diversity related projects.
- Interpretive Panels highlighting History and Heritage, Forest Sustainability, Diversity and Inclusion, Forest Products Industry Jobs.
- Projects increasing access to recreational areas or amenities.



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Explanation of Grant Process

LHR, in partnership with DCNR, has funding available to support projects totaling \$25,000 with a maximum award of \$5,000 and a required 50/50 grant match. Funds must be expended by February 28, 2025. Projects requesting funds exceeding \$5,000 will be considered on a case by case basis.

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

All projects/deliverables must acknowledge state funding by including the following citation:

“This project is financed by a grant from the Community Conservation Partnerships Program, Heritage Area Program Fund, under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation.”

All projects/deliverables must acknowledge the LHR and include LHR and DCNR logos. All applicants must adhere to the Nondiscrimination/Sexual Harassment Clause that is attached on this application form.

- 50/50 Matching funds can be local funds, other state (not DCNR), federal funds, and non-cash match.
- 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 –

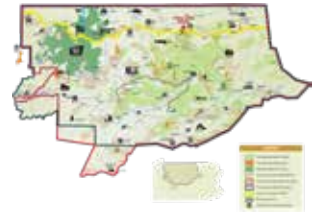
- > Copies of all invoices and proof of payment (no costs can be incurred prior to award announcements, 03/08/2024).
- > Documentation of all match dollars and non-cash received and spent on the project.
- > Digital pictures with write up documenting the deliverables and outcomes of the project.
- > 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 2024 grant program is as follows:

Grant announcement -	January 8, 2024
Submission of the Application -	On or before February 8, 2024 at 4:00 PM EST
Review by the Project Committee -	February 9 - March 7, 2024
Announcement of successful applicants -	March 8, 2024
Project completed and funds expended by -	February 28, 2025



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2024/2025 Lumber Heritage Region Application

One (1) copy of the application must be sent via e-mail by February 8, 2024

To: Holly Komonczil, Executive Director
Email: hkomonczil@lumberheritage.org
(Please use 24 mini grant in the subject line)

SubGrantee (Name of Organization managing project)

501-C3 BCO Number

Name and Title of Applicant:

Name and Title of Contact Person: (If different)

Mailing Address:

County of Project Site:

Telephone Number:

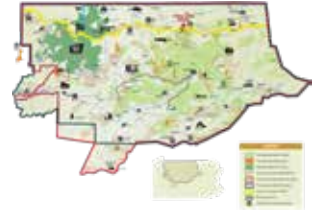
Email Address (Required):

Project Title:

Project Location (Municipality and County, List All):



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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.



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Estimated Total Project Cost:

Grant Requested Amount:

Match Dollars (clearly define all cash and non-cash match):

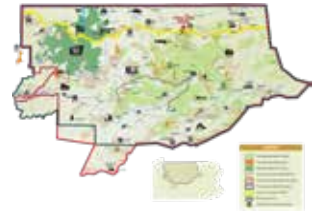
Applicants Signature and Date:

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

- 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 subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.*
- The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.*
- Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.*
- Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.*
- The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.*
- The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.*
- The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.*



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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE CONT...

8. *The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.*
9. *The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.*
10. *The commonwealth 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 granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.*

Based on Management Directive 215.16 Amended (8/2/18)