Mississippi Gulf Coast National Heritage Area Community Grant
Request for 2018 Funding Application

*Please note that the Mississippi Gulf Coast National Heritage Area will not award funding to any sub-recipient with an open Heritage Community Sub-Grant Agreement. Previous sub-recipient must be in good standing and project must be closed before being eligible to apply for next round of funding.

Project Title: _____

Project Location: _____
(Please list the county or counties where the project will take place)

Project Category: _____Historical _____Cultural _____Natural Resources _____Recreation

Applicant /Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Website: _____

U.S. Congressional District #_____ MS Senate District #_____ MS House District #_____
(To find your federal and state district numbers (http://www.ms.gov/State/Government_Branches)

Dun & Bradstreet (DUNS) Number: _____
(To find your DUNS "Data Universal Numbering System" Number) (https://fedgov.dnb.com/webform/index.jsp)

Federal Employee ID #_____

Project Manager: _____ **Title:** _____

Telephone: _____ **Fax Number:** _____

Email: _____

Are there other organizations collaborating on this project? **Yes**_____ **No**_____

If yes, which organizations:
_____

_____
_____

Brief Project Description (not to exceed 250 characters):
_____
_____
_____
_____
_____
_____
_____

Amount Requested from Mississippi Gulf Coast National Heritage Area $_____

Cash Match $_____ In-Kind Match $_____

Total Amount of Matching Contributions $_____

Total Project Cost $_____
(Amount requested plus the amount of match being provided)

How many months will the project take to complete? _____
(The maximum grant period is twelve (12) months)

Proposed Start Date: _____

Target Completion Date: _____

*The application must be signed by two authorized officials of the applicant organization.

Statement of Assurances

The information provided in this application is correct and complete. By signing below, we affirm that we are authorized representatives and have authority to act on behalf of the organization applying for this Mississippi Gulf Coast National Heritage Area Grant.

_____	_____
Signature	***Printed Name***
_____	_____
Title	***Date***
_____	_____
Signature	***Printed Name***
_____	_____
Title	***Date***

Project Narrative

Please attach a completed project narrative to the 2018 funding application, not to exceed four pages.

Project Narrative
The project narrative should explain what the project will accomplish. How this project is linked to the Mississippi Gulf Coast National Heritage Area's Management Plan. The plan can be downloaded at http://msgulfcoastheritage.ms.gov/ under the about MGCNHA tab. It must also include the below subcategories.

If photographs or drawings will help to explain the project, they may be attached, but are not required.

1. ***Project Description: Please provide a detailed description of your project. Please be sure to include the following in your description:***

Detailed Project Description:
   a. The project location.
   b. The need for the project.
   c. The goals for the project.
   d. How the project will be implemented.
   e. Will the project have a regional or multi-county impact? If so, please describe.
   f. What previous experience does your organization have with projects of this nature?
   g. Describe management and staffing plan for the project.

Public Benefit:
   a. How will the project benefit the public?
   b. How will the project be shared with the public?
   c. Do you expect to see economic, social, community, and/or quality of life impacts?
   d. Will this project create jobs?

Partner Organizations Involved in Project (if any):
   a. Please explain briefly the role and contribution of each listed partner organization involved in the project.

Project timeline/milestones:
Please outline a timetable for the project with target dates for major project elements or deliverables.
   a. Start Date
   b. Target Completion Date
   c. Key Milestones, if any
   d. What happens after the grant is completed? Will project be sustained? If so, how do you plan to sustain it?
   e. How do you plan to evaluate the success of the project? How will you know whether you are successful?

Outreach and Education Requirements
How do you plan to recognize the project and to acknowledge the support of the Mississippi Gulf Coast National Heritage Area (if a grant is awarded)?

Project Budget
Please attach the projected project budget form, showing key areas of requested expenditures. Please describe your management and staffing plan for the project. If you are seeking funds for project administration, please explain how those funds will be utilized.

NOTE: Documentation of efficient management and financial ability to complete the project must be provided with application.

If project is awarded, a budget narrative explaining each line item will be REQUIRED and must be submitted with the executed sub-grant agreement.

Other Required Documentation to Include with Your Application
Please submit the following on 8 ½ by 11-inch paper with your application.

1. A completed project budget. You may provide a line-by-line narrative on a separate page for cost that may require further detail or explanation.

2. A letter that documents the amount and type of matching contributions (cash or in-kind) for the project. The grant applicant must provide or secure at least an equal contribution of matches from non-federal sources.

   The letter should be signed by the organization's financial officer or authorized representative. Please include the letter with your application. If your match is pending (e.g., from another grant application), please indicate this and let us know when you expect the match to be confirmed.

3. Applicants may include indirect costs in their proposed grant budgets. Indirect costs are costs incurred from a common or joint purpose benefitting more than one project or program (including the proposed grant project) that are not readily apportioned between those projects or programs. Examples may include the costs of rent, utilities, and accounting.

   If an applicant has a current negotiated indirect cost rate with a Federal agency and intends to include indirect cost as part of the applicant budget, the applicant's negotiated indirect cost rate agreement is required to be submitted along with the grant proposal. If the applicant chooses to apply an indirect direct rate that is less than their negotiated indirect cost rate agreement, a statement must be provided outlining the deviation along with the application.

   If the applicant does not have a current negotiated indirect cost rate with a Federal agency, the applicant may use a rate of 10% of the direct costs to be charged to the grant. However, indirect cost rates may not be applied to the costs of equipment, however. Applicants have the option of not including indirect costs in their grant budgets.

By way of illustration, a grant applicant requesting $9,000 in direct project costs could opt to include another 10% in indirect costs in the proposed grant budget. The total request would amount to $9,900 ($9,000 direct + $900 indirect). In the same scenario, the total match would need to be at least $9,900.

4. Documentation of the qualifications of the project manager and any other key professional project personnel, including contractors (if known at the time of application) and consulting historians or folklorists. Resumes, lists of relevant project work, or comparable documentation will suffice. Submitting a sample of work may be advisable for documentary, photography, and video projects.

5. A copy of your organization's annual budget. If your organization expends $750,000.00 or more in federal funds (cumulatively) during a fiscal year a copy of the audit report is REQUIRED and must be submitted with application.

6. Letters providing evidence of local support for the project. Letters of support must come from at least three of the following types of entities: art councils or guilds, chambers of commerce, tourism authorities, historic preservation organizations, land conservancies, community colleges/colleges/universities/schools, and state government agencies, regional councils of governments, or local governments.

    These letters of support may be included with the application (preferred) or mailed separately (must be posted marked by the application deadline). Please ensure that the letters reference your project with the Project Title you choose for the grant application. While there is no limit to the number of letters of support you may submit, we recommend no more than four (4).

7. A copy of the letter from the Internal Revenue Service confirming your organization's tax-exempt status if you are claiming to be tax exempt.

Projected Project Budget Form

This grant is a 1:1 match. Therefore, this figure must be equal to or greater than the grant amount you are requesting for your project.

The match may consist of real dollars or in-kind (non-cash) contributions of labor, services, materials, equipment, supplies, and or travel expenses that are necessary and reasonable for the accomplishment of project objectives. Grantees must be able to produce records of in-kind contributions.

Please provide a detailed project budget using the two (2) following tables. All included costs must be reasonable and necessary to complete the project objectives.

Be sure to list your requested indirect cost rate in the Indirect Cost Rate row. Indirect is limited to 10% unless your organization has a current negotiated indirect cost rate with a Federal agency. All equipment costs must be excluded from your calculation of indirect costs.

Please check your math before you finalize the budget form. Please make sure the totals correspond to the totals listed on the Grant Application.

2018 Heritage Community Grant Project Budget Form			
Itemized Project Cost	*Amount Requested*	*Recipient Match*	*Total Project Cost*
Personnel:			
Volunteer:			
Labor:			
Professional Services:			
Equipment:			
Supplies:			
Space / Equipment Rental:			
Travel:			
Private-Sector Support:			
Corporate Contributions:			
Foundation Grants:			
Government Support: **(Tidelands and/or General Budget)**			
State:			
County:			
Municipal:			
Other Expenses:			
Other Expenses:			
Sub-Total cost from each column			
Indirect Rate @	**Indirect Cost**			
Total Project (Direct and Indirect Cost)				

2018 Heritage Community Grant Match Budget Form			
Cash or In-Kind Contribution	Cash Match	In-Kind Match	Total Project Cost
List All Key Personnel on Grant:			
List All Key Personnel on Grant:			
Volunteer:			
Labor:			
Professional Services:			
Equipment:			
Supplies:			
Space / Equipment Rental:			
Travel:			
Private-Sector Support:			
Corporate Contributions:			
Foundation Grants:			
Government Support: (State Tidelands and/or General Budget)			
State:			
County:			
Municipal:			
Any Other Expenses related to Grant:			
Any Other Expenses related to Grant:			
Total Applicant Cash Match			
Total Applicant In-Kind Match			
Indirect Rate @ Indirect Cost			
Total Applicant combine Cash and In-Kind Match			

Mississippi Department of Marine Resources
MGCNHA 2018 Grant Application

Mississippi Gulf Coast National Heritage Area Grant Application Checklist

Please use this checklist to confirm that your application is complete. Incomplete applications will not be considered for funding. One (1) copy of each of the below documents and you do not need to submit this page with your application.

_____ Grant Application Form

_____ Project Budget Form

_____ Letter documenting the amount of matching contributions to the project

_____ Documentation of the qualifications of key project personnel

_____ A copy of your organization's annual budget (non-profit organizations only)

_____ Letters of support (these may be mailed separately)

_____ Copy of IRS letter confirming tax-exempt status (non-profit organizations only)

_____ A copy of your organization's most recently completed year-end financial statement. (Audited statements are preferred)

_____ Annual audit if your organization has expended $750,000.00 or more in federal funds (cumulatively) during a fiscal year.

Submitting your application

The deadline for submitting a grant application is **Thursday, October 4, 2018**. If mailed, application must be postmarked by that date. If delivered, application must be received in our office by the close of business at 5:00 p.m. on that date. Submission can be emailed to Heritage@dmr.ms.gov and must be received by close of business at 5:00 p.m. on that date.

You must submit a completed printed copy of your application and all supporting documents. Print or type your application on 8 ½ by 11 white paper with one (1) inch side margins. Font needs to Times New Roman size 12. You may use a paper clip or a binder clip to hold your application together**, but please do not use staples.**

Letters of support are preferred to be included with the application or can be mailed separately but must be post-marked by the application deadline of **Thursday, October 4, 2018.**

Application and letters of support should be addressed to:

Mississippi Department of Marine Resources
Office of Restoration and Resiliency
Attention: Kristen Kapiotis
1141 Bayview Avenue
Biloxi, MS 39530