



Mississippi Gulf Coast National Heritage Area Request for 2018 Funding General Instructions

Purpose and Scope of Grants Program

The mission of the Mississippi Gulf Coast National Heritage Area is to promote understanding of and to conserve and enhance the heritage resources of the six counties of the Mississippi Gulf Coast by telling the area's nationally significant story to residents and visitors through activities and partnerships that celebrate the area's unique history, people, traditions, and landscapes.

The Mississippi Gulf Coast National Heritage Area is a partnership of communities, businesses, governmental agencies, non-profit organizations, and individuals who value the region's rich cultural and environmental diversity, history, natural beauty, and traditions. This partnership presents the Mississippi Gulf Coast's distinctive story in terms of its national significance. Visitors experience the Heritage Area through a set of integrated themes that forefronts the Coast's unique qualities and emphasizes the important role the region has played in the history of the United States.

The Heritage Area enhances, conserves, promotes, and provides connectivity among the Mississippi Gulf Coast's many heritage resources. These resources serve as a source of pride and identity for residents who are stakeholders in this conservation effort. These resources provide heritage tourists with authentic experiences reflective of the Mississippi Gulf Coast National Heritage Area. The residents benefit from increased awareness and appreciation of their environment, history, culture, traditions, and lifestyles. The economic effects of heritage tourism benefit the entire region, and support the long-term enhancement and conservation of those qualities that make the Mississippi Gulf Coast unique.

Funds for the Mississippi Gulf Coast National Heritage Area's matching grants program are provided by the federal government through the National Park Service.

What Types of Applicants Are Eligible to Apply

To help accomplish the goals and objectives of the Mississippi Gulf Coast National Heritage Area Management Plan, the program offers matching grants to provide and leverage funding for innovative projects across the region that preserve, interpret, and develop heritage resources within these thematic areas and that expand economic opportunity.

The Mississippi Gulf Coast National Heritage Area Program is interested in projects that are:

- Regional or multi-county in scope.
- Involve active partnerships between organizations.
- Leverage substantial matches from project participants and other grantors.

The following six (6) counties of the Mississippi Gulf Coast National Heritage Area region are eligible to apply for a grant and are as follows:

- Pearl River
- Stone
- George
- Hancock
- Harrison
- Jackson

The following types of organizations serving in the six (6) county Mississippi Gulf Coast National Heritage Area region are eligible to apply for a grant:

- Units of state and local government.
- Federally-recognized Indian tribes.
- Academic institutions.
- Non-profit organizations with a 501c3 or 501c6 tax-exempt status from the Internal Revenue Service.
- Recognized Gulf Coast Outpost Businesses. *

*The Gulf Coast Outpost business recognition program is part of the 2016 Nature-Based Tourism Plan for Coastal Mississippi. Both the plan and checklist can be downloaded at <http://msgulfcoastheritage.ms.gov/> under the “Natural” tab.

The plan was developed for the Heritage Area by stakeholders in the industry. Business owners and operators are recognized through a checklist that focuses on training, sustainability and stewardship. The program is aimed at those companies whose primary business is dependent on the natural environment in Mississippi’s six coastal counties. This includes eco tours, locally owned outfitters, charter boat operators, tour guides, eco-lodges and agritourism entities.

The Mississippi Gulf Coast National Heritage Area does not provide grants to individuals.

Please note that the Mississippi Gulf Coast National Heritage Area will not award funding for any open Heritage Community Sub-Grant Agreements. Previous Sub-Recipients must be in good standing and have all projects closed out before being eligible to apply for the next round of funding.

The project must constitute a new activity for the applicant rather than the continuation of an existing program. Expansion of an existing program to serve new audiences and/or explore new content may constitute a new activity.

Grant Amounts

The maximum grant award is \$50,000

The minimum grant award is \$500-5,000

As noted in the grant application, the grant applicant must provide at least an equal contribution of matches from non-federal sources (see the Matching Contributions section of the instructions).

Grant Categories

Projects must be focused on one or more of the Mississippi Gulf Coast National Heritage Area's core goals. These goals can be located on pages twenty-two (22) through thirty (30) of the management plan and can be downloaded at <http://msgulfcoasteritage.ms.gov/> under the "About MGCNHA" tab.

Goal 1. Strengthen the Sense of Heritage Identity:

Strategies for Goal 1:

- Develop an Interpretative Plan
 - Themes: Waterways, Multi-Ethnic Nature, Natural Areas, History and Arts.
 - Documented Resources: Living Heritage, Archaeological and Historical Heritage.
- Disseminate Information
 - Printed Materials
 - Website
 - Educational Programs and Partnerships

Goal 2: Conserve the Area's Heritage Resources:

Strategies for Goal 2:

- Educate residents and visitors about the heritage resources identified in the interpretive plan.
- Enhance existing partnerships to conserve heritage resources.

Goal 3: Promote, and Market the Heritage Area:

Strategies for Goal 3:

- Develop informational materials, including regional and local maps and guides, a system of interpretive signs and directional signs, and a logo/branding policy and procedures.
- Develop themed tours that focus on cultural, historical, natural and scenic resources.
- Establish visitor corridors, including travel corridors, specialized heritage trails, hiking, biking, and water trails. Investigate the possibility of scenic byways designations, as appropriate.
- Establish heritage clusters, linkages between these clusters, and funding sources for heritage enterprises.
- Establish interpretive and information centers for the heritage area.
- Promote and market the heritage area, themed tours, and heritage clusters.

Evaluation Criteria

Grant application will be evaluated using the following criteria:

- **Public benefit:** This includes the project's economic impact as well as social impacts, community impacts, and quality-of-life impacts. Also included is the project's potential to promote public understanding and appreciation of the heritage resource(s).
- **Significance of the heritage resource(s):** To be preserved, interpreted, developed, or marketed.
- **Geographic scope of project:** Greater consideration will be given to projects that are regional or multi-county in nature.
- **Partnerships:** Greater consideration will be given to projects that involve active partnerships between organizations.
- **Leveraging:** Greater consideration will be given to projects with matches that exceed the grant request, and/or which consist primarily of cash contributions.
- **Capability:** Evidence of sufficient management and financial ability to complete the project.
- **Local support:** Evidence that the project has support within the local or regional community.
- **Consultation:** Evidence that folklorists or historians have been consulted if the project interprets historical or cultural facts.
- **Sustainability:** For projects that are intended to continue beyond the life of the grant, greater consideration will be given to those that show a strong potential for sustainability.
- **Environmentally responsible use of resources:** Applicants are encouraged to incorporate environmentally friendly principles, practices, and messages in the design and implementation of their projects wherever possible.
- **Quality of plans for implementing and evaluating the project.**

2018 Funding Timeline

- **Monday, September 10, 2018:** Call for proposals.
- **Tuesday, September 18, 2018:** Grant Q&A Conference call.
- **Friday, September 21, 2018:** Grant Q&A Notes will be emailed to all applicants.
- **Thursday, October 4, 2018:** Deadline for receiving proposals.
- **Thursday, October 11, 2018:** Advisory committee meeting to review proposals and develop prioritized list of proposals for consideration.
- **Wednesday, October 17, 2018:** Approval of Project.
- **Friday, October 19, 2018:** Applicants notified of funding decisions.
- **Monday, December 10, 2018:** Executed sub-grant agreements must be received by MDMR. Failure to sign and return sub-agreement within timeframe may result in cancellation of the grant.
- **Wednesday, January 2, 2019:** Project start date with fully executed agreement.
- **Tuesday, January 8, 2019:** Mandatory Grant Administration Orientation Meeting.
- Grant Check Presentations will be scheduled within sixty days of project start date and done a convenient location for sub-recipient.

Selection Criteria and Scoring of Applications

The Mississippi Gulf Coast National Heritage Area staff will review all submitted applications and provide comments to the Grants Advisory Committee. Incomplete applications will not be considered for funding.

Criteria will be developed by the Mississippi Department of Marine Resources Heritage Area staff and agreed upon by the Advisory Committee members prior to review of all applications.

The Grants Advisory Committee will score all applications, based on objective criteria linked to Management Plan for grant, and make funding recommendations to the Mississippi Gulf Coast Heritage Director and the MDMR Executive Director.

The Advisory Committee will determine any weighting of evaluation criteria. Grant applicants may be asked to provide clarification and additional information during review process. The 2018 grant cycle is expected to be competitive.

All applications must fall in to at least one (1) of four (4) project categories (historical, cultural, natural resources or recreation).

All applications must serve at least one (1) of the six (6) coastal counties of Mississippi.

Grant awards will provide for equitable distribution of available funds to grants related to all counties that apply for funds in each year.

Grantee Reporting Requirements

Final report on annual use of funds is due to Mississippi Gulf Coast National Heritage Area to staff no later than: **Friday, January 31, 2020.**

Mid-point report is due either (six months before the final report due date) or half way through projects that will take less than a year to complete.

Photographic evidence of the finished project and progress.

Accurate acknowledgement on plaques, and/or signage.

Funding Availability

Total anticipated funding for all awards is up to \$150,000, subject to the availability of funds. Anticipated typical awards will range from \$500 to \$50,000.

As noted above, the grant applicant must provide at least an equal contribution of matches from non-federal sources.

Eligible Project Cost

The Mississippi Gulf Coast National Heritage Area Community Grant funds may be used to cover project costs that are necessary and reasonable for the accomplishment of project objectives. Such costs may include labor, services, materials, equipment (with a per-unit cost of \$5,000 or less), supplies, and travel. Grant funds may not be used to purchase real estate or real property.

The grant application must include a completed Project Budget Form, which provides a framework for itemizing the project budget.

Applicants may include indirect costs in their proposed grant budgets. Indirect costs are costs incurred for 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, that rate may be requested in the grant proposal. 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. 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.

Matching Contributions

To be eligible for a grant, the applicant must provide at least an equal (dollar-for-dollar) match for the proposed project. The match may come from another grant, from the applicant organization, from its partners in the project, or from any combination thereof. All of the match must come from non-federal sources.

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. Purchases of real property may not be counted as a match. Overhead and general administrative costs are not acceptable matches (but some overhead and general administrative costs may be included as a grant expense per the discussion of indirect costs above).

Donated professional services and volunteer labor may be counted as matches, but volunteer labor must not exceed 20% of the total match. Real dollar matches are preferred over in-kind contributions.

All sources of matching contributions must be documented at the time of application. This must include a letter signed by the applicant organization's financial officer or authorized representative which documents the amount of matching funds being contributed to the project budget. Matching contributions that have been secured at the time of application are preferred. If the match is pending (e.g., from another grant application), the application should note the date the match is expected to be confirmed.

Any project funded by a Mississippi Gulf Coast National Heritage Area grant will be required to provide verifiable documentation that matching funds have been spent and that matching in-kind contributions have been received.

Reimbursement

Grant funds are provided on a reimbursement basis that is, grant funds are provided only after project costs are incurred and paid for by the grant recipient. To request a reimbursement, the grantee must submit a progress report and documentation of paid expenses and matches including receipts, paid invoices, copies of checks and a ledger of expenses charged to the grant. Documentation of in-kind contributions must be itemized to show the amount and value of contributed labor, services, and materials. Additional documentation may be requested.

If there is a compelling need for advance funds to start the project, the applicant may request a partial advance payment in the grant application. The Mississippi Gulf Coast National Heritage Area will consider such requests on a case-by-case basis. Partial advance payments may not exceed 50% of the total grant award. Advance payments that are approved will be made upon signing of the grant agreement.

At the time of the reimbursement request, the recipient must also provide match support in the amount equal to or within 5 % of the amount requested. The final payment will not be processed until the recipient has provided the full amount of the required match.

Electronic payment is required and can be set up through Paymode, by using this link, <http://portal.paymode.com/mississippi>, or by calling 877-443-6944. You will need to follow the steps at each prompt. Setting up a Paymode account will permit DFA to link accounts and this will allow for reimbursement requests to be received in a more timely manner than paper checks.

Grant Application Submittal

1. The deadline for grant applications is **Thursday, October 4, 2018**. If mailed, applications must be postmarked by that date and mailed to:

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

If delivered, applications must be received in our office by the close of business (5:00 pm) on that date. **The Heritage Office is in Room 205 on the second floor of the Bolton Building located at 1141 Bayview Avenue, Biloxi, Mississippi 39530.**

Submissions can be e-mailed to Heritage@dmr.ms.gov and must be received by close of business at 5:00 p.m. on that date. **Please note that any application that is emailed and time stamped after 5:00 p.m. will be not accepted.**

2. Please submit the following on 8 ½ by 11-inch paper with your application.
 - a. A completed Project Budget Form. You may provide a line-by-line narrative on a separate page for cost that may require further detail or explanation.
 - b. A letter that documents the amount and type of matching contributions for the project. The letter should be signed by 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.
 - c. 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.
 - d. A copy of your organization's annual budget for nonprofit organizations. If your organization expends \$750,000 or more in federal funds (cumulatively) during a fiscal year a copy of the audit is REQUIRED is to be submitted with application.
 - e. 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, state government agencies, and regional councils of governments, or local governments.

- f. 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.
- g. 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.

Terms of Grant Award

1. **Project Manager:** Grant applicants must appoint a Project Manager who will act as the primary contact between the Mississippi Gulf Coast National Heritage Area and the grantee.

The assigned project manager must have the ability to respond back to a project email or phone call from the MDMR grant project manager or the MDMR grants department within a minimum three (3) business days. The repercussions of continued lack of communication between a grantee and MDMR will be noted in the grant file and could potentially affect the continuation of funding and the eligibility for future allowance of Heritage Community Grant funding.

2. **Notification:** All grant applicants will receive written and email notification regarding grant award decisions on **Friday, October 19, 2018**.
3. **Grant Administration Orientation Meeting:** After notification of the grant award, the Project Manager or a designated representative of the grant recipient organization will be required to attend a grant administration orientation meeting located at the Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530 on **Tuesday, January 8, 2019**.
4. **Sub-Grant Agreement:** The grant funds will be administered through a sub-grant agreement between the Mississippi Department of Marine Resources and the grant applicant. **The grant award is not official until both parties have signed the sub-grant agreement.**
5. **Effective Project Start Date:** The effective project start date is Wednesday, January 2, 2019, and the agreement must be signed by both parties. At the discretion of the Mississippi Gulf Coast National Heritage Area Program, expenses incurred prior to the effective project start date are not eligible for reimbursement.
6. **Grant Period:** The grant period will be for up to twelve (12) months from the effective project start date.

7. **Project Changes:** The Mississippi Gulf Coast National Heritage Area must approve any changes in the scope or timeframe of the agreement prior to the initiation of such changes. Additionally, any changes in budget categories that surpass 10% of the total award require written approval from MDMR.
8. **Grant Acknowledgment:** The grantee will be required to acknowledge the funding support of the Mississippi Gulf Coast National Heritage Area and to display a sign with such an acknowledgment at the project location, if applicable. The acknowledgment should incorporate the Mississippi Gulf Coast National Heritage Area logo. Grantees will also be required to acknowledge the Mississippi Gulf Coast National Heritage Area in all materials announcing the grant award or implementation/completion of the grant project.

Applicants are **required** to notify the MDMR grant project manager prior to any press releases being disseminated or any kind of media event taking place.

Finally, grantees will also be required to send a letter to their Congressional and State representatives to notify them that their project has received a federal grant award through the Mississippi Gulf Coast National Heritage Area. A detailed document of all outreach requirements will be provided to grantee as an attachment with the agreement.

9. **Final Reports and Publicity:** Upon completion of the project, the grant recipient will be required to submit a final project report in a standard format provided by the Mississippi Gulf Coast National Heritage Area Office. Final reports should include an evaluation of the effectiveness and impact of the project. Grantees may be asked to participate in scheduled media events announcing the completion of the project.
10. **Default Statement:** If the grant recipient is not able to complete the project within the agreed-upon project schedule of twelve (12) months, the grant recipient may apply in writing for a one-time extension of up to six (6) months.
11. **Mississippi Department of Archives and History (MDAH) Review:** Projects may require additional review by the State Historic Preservation Office to determine if there may be any adverse impacts to historic or archaeological sites. Applicants may be required to submit more detailed project information, maps, and photographs for this review. If the project is awarded, Historic Preservation Officer, Jeff Rosenberg will be assigned to your project and will be a free resource to serve as a liaison between you and the Mississippi Department of Archives and History Office.
12. **Grant Monitoring:** To comply with agency transparency and to fulfill the Mississippi Department of Marine Resources grant monitoring requirements, a site visit(s) will be arranged to ensure grant goals are being achieved. Proper notification will be provided in advance for all visits related to the funded project.

Grantee Responsibilities-Federal Regulations

Grant awards from the Mississippi Gulf Coast National Heritage Area are made with federal funds received from the National Park Service. Because the grant dollars are federal in origin, grant recipients must comply with applicable federal regulations regarding the use and administration of federal funds. These regulations set standards for such administrative activities as procurement and record retention and govern the use of copyrighted work.

Grantees must comply with the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (also known as the OMB "Super Circular" or Uniform Guidance"). Grant recipients are subject to 2 CFR Part 200, Subparts A through E for grant administration requirements. These regulations are published as part of the Code of Federal Regulations and can be accessed online at: www.ecfr.gov (Search for Title 2-Grants and Agreements, and then select Part 200-Uniform Administrative Requirements).

In the Uniform Guidance, grantees are considered sub-recipients, while the Mississippi Gulf Coast National Heritage Area is considered a recipient and a pass-through entity.

These circulars can be downloaded from the White House website:

www.whitehouse.gov/omb/circulars

Grantees must also:

- Comply with all applicable federal laws including but not limited to Section 106 of the Historic Preservation Act, Secretary of Interior Standards, the Native American Graves Protection and Repatriation Act, the National Environmental Policy Act, and the Americans with Disabilities Act. More information can be found on the following webpages:

<http://www.achp.gov/106summary.html>

<http://www.nps.gov/nagpra/>

http://www.cr.nps.gov/local-law/fhpl_ntlenvirmpolicy.pdf

<http://www.ada.gov/>

- Have an audit performed that meets the requirements of OMB Circular A-133 and/or 2 CRF Part 200, Subpart F whenever \$750,000 or more in federal funds is expended (cumulatively) during a fiscal year and provide a copy of the audit to the Mississippi Gulf Coast National Heritage Area.
- Allow inspection of program records and the project by the Mississippi Gulf Coast National Heritage Area and authorized federal agencies during the project and for up to three years following project completion.

Additional Federal Regulations

Title IV of the Civil Rights Act of 1964: Provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance (Section 601).

Title IX of the Education Amendments of 1972: Provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any programs or activity receiving federal financial assistance.

The Age Discrimination Act of 1975: Provides that no otherwise qualified person in the United States shall, on the grounds of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973: Provides that no otherwise qualified person with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, or denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Fair Labor Standards Act: All personnel employed on projects or productions which are financed in whole or in part through federal financial assistance will be paid not less than the minimum compensation as determined by the Secretary of Labor in Parts 3, 5, 505 of Title 29 of the Code of Federal Regulations. No part of any project shall be performed or engaged in underworking conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in the project.

The Drug Free Workplace Act of 1988: Requires that employees of the grantee not engage in unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the grantee's workplace or work site.

Trafficking Victims Protection Act of 2000, Section 106 (g): Provides that during the period of time that the award is in effect, grant recipients and their employees may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the award.

Information and Assistance

If you have questions about the grant program, please contact:

**Mississippi Department of Marine Resources
Office of Restoration and Resiliency
Kristen Kapiotis
1141 Bayview Avenue
Biloxi, MS 39530
Heritage@dmr.ms.gov
(228) 523-4025**