



FY 2017 MDNHA Grants Program

Regulations and Guidelines for Applicants

Goal and Purposes of the MDNHA Grants Program

Goal. The MDNHA Grants Program makes matching grants for innovative programs, projects and activities that help MDNHA accomplish its mission, goals and strategic objectives as outlined in its Management Plan.

Purposes. The MDNHA Grants Program provides strategic investments in programs, projects and activities that help preserve, enhance, interpret and promote the uniqueness of the cultural and heritage experience within the Mississippi Delta.

Funding may be provided to heritage sites, events, programs and other projects of cultural, educational and recreational value that address one or more of MDNHA's strategic goals and also address one or more of MDNHA's five basic themes.

The MDNHA Grants Program will make seed grants to initiate new activities and projects that further MDNHA goals, with the purpose of expanding heritage development activities across the region. It will also provide support to existing programs addressing MDNHA's strategic goals and themes, and encourage the expansion of such programs.

Eligible Applicants

Geographic Area. Applicants for funding from the MDNHA Grants Program must be located in or directly serve all or part of one or more of the following Mississippi counties: Bolivar, Carroll, Coahoma, DeSoto, Holmes, Humphreys, Issaquena, Leflore, Panola, Quitman, Sharkey, Sunflower, Tallahatchie, Tate, Tunica, Warren, Washington, Yazoo. All programs, projects or activities for which funding is sought must also take place within this geographical area. A table of communities within these counties is included in Table 2.2 in the MDNHA Management Plan. A map of this area is also included in the Management Plan.

Types of Applicants. Grant support is available to units of local government (including schools and quasi-governmental entities), public and private institutions of higher learning and institutes or research centers at such institutions, nonprofit organizations with current tax-exempt status under Section 501(c)(3) of the IRS code, and federally-recognized Indian tribes. Nonprofit

organizations must also be in compliance with the Mississippi Secretary of State's registration and reporting requirements.

Threshold Factors

Applications must be complete and submitted in a timely manner as listed in these guidelines and instructions for applicants as contained in the application forms.

Each application must be signed by an appropriate individual with the authority to submit such application. MDNHA may require authorizing resolutions from governing authorities at units of local government and other institutional applicants.

Applicant eligibility and authority to submit the application must be confirmed.

All grant-supported activity must take place within the boundaries of the MDNHA.

All grants require a minimum 1:1 match of cash or in-kind services and products, and the availability and source of such matching funds must be documented in the application.

All required assurances and certifications must be executed as part of any grant agreement.

Eligible Activities

It is the goal of MDNHA to support the broadest possible spectrum of programs and activities, involving the broadest possible number of local partners, through the MDNHA Grants Program, provided that such work is consistent with the mission of MDNHA, addresses one or more of MDNHA's goals and strategic objectives, and addresses one or more of the five themes stressed by MDNHA, as described above and in the Management Plan.

Seed grants for new and innovative projects will be considered, as well as projects that enhance and support ongoing cultural and heritage activities in the region.

At this time, within those broad parameters, MDNHA has not established any specific funding priorities. See the MDNHA Management Plan for complete discussions of possible activities under each goal and strategy. Also see the list and descriptions of grants previously made by the MDNHA Grants Program for examples of work that has been funded. This information is available on the MDNHA website.

Activities may include, but are not limited to, the following:

Perpetuate Culture and Tell the Story: The Delta Experience

- Development of information that will encourage, promote and enable tourism

- Support efforts to improve and expand visitor services
- Education of visitors and residents about the history of the region and its cultural assets
- Provide a forum to address issues of race, economics and history
- Develop and create new educational programs for youth-oriented organizations and schools
- Create opportunities for students in high school and college to learn about the Delta through research and interpretive projects
- Research and document cultural and living traditions, significant historical events and associated historical and cultural places
- Identify locations to tell stories; develop sites, museums or exhibits and provide technical assistance for interpretive development
- Develop new and engaging interpretation in a variety of formats such as guidebooks, audio tours, exhibits, events, children's activities and thematic driving and walking tours
- Work with tourism agencies to promote the Delta experience

A Sense of Place: Save the Delta's Historic Resources

- Conservation of cultural and natural resources
- Restoration of historically and culturally significant sites
- Development of trails and other recreational resources that promote tourism and cultural or historical assets
- Increase awareness of the importance of preserving historic resources through publicity campaigns, documentation of best practices and awards programs
- Advocate for historic preservation by working with towns, counties, state agencies and organizations
- Encourage stewardship of natural resources by working with towns, counties, state agencies and organizations
- Document and publicize threatened resources
- Provide support for preservation through surveys, workshops and symposia

The Power of Partnerships: Build the Network

- Serve as a clearinghouse for activities related to preserving historic, cultural and natural resources and provide connections for support
- Provide recognition for excellence in preserving, interpreting and promoting the Delta's culture and heritage

- Regularly convene partners to address issues of preservation, tourism and other topics. Form committees to address issues as needed
- Work with tourism partners to expand involvement of all counties and attractions in tourism promotion
- Create a clearinghouse for resources that help develop and tell the Delta's story such as archival and artifact collections, artisan directories, contacts for historians and researchers, and technical assistance for interpretive planning

Sustainable Economic Development

- Providing training to front-line employees engaged in promotion of tourism
- Provision of information to tourists and promotional activities that will attract visitors and generate economic impact
- Programs and activities that create or preserve jobs in tourism and heritage development
- Document and publicize the economic value of investment in heritage preservation and in heritage tourism
- Support for the development or expansion of heritage-based economic development projects

Ineligible Activities

No funds from the MDNHA Grants Program may be used to acquire any interest in real property.

No funds from the MDNHA Grants Program may be used for food, beverages, meals or entertainment costs associated with any grant-supported activities.

No funds from the MDNHA Grants Program may be used to support annual campaigns, capital campaigns, endowment funds or scholarship funds.

The MDNHA Grants Program will not provide general operating support (overhead, administrative expenses) to any applicant; all funds must be committed to specific purposes, projects and activities that address MDNHA goals, strategic objectives and themes.

The MDNHA Grants Program will not provide general operating support for existing annual or other regular community festivals or events; it may consider activities that expand the promotion and impact of such events.

Grant Award Information

Funding Available. In the fiscal year ending September 30, 2017, MDNHA has committed a maximum of \$200,000 to support the MDNHA Grants Program, which includes administration

and development of the Program. MDNHA is not required to distribute this entire amount as grants.

Size of Grants. Grants support is available up to a maximum of \$24,500.

Cost Sharing or Matching Requirements. All funds provided by the MDNHA Grants Program must be matched on a 1:1 basis by the applicant. The required match may be in cash or provided as in-kind products or services, including volunteer time committed to activities. Applicants must document the availability of matching funds in the application, and report on the actual use of matching funds as part of a final report on the grant. All matching funds must come from non-Federal funding sources.

Number of Applications. Applicants may submit more than one application during any grant cycle. Separate applications will require the commitment and documentation of separate and independent matching funds for each application.

Application and Submission Information

Availability of Application Packets. Application packets, including these program regulations and guidelines, as well as application forms, will be available on or before Tuesday, January 31, 2017. They may be picked up at 130 Ewing Hall on the campus of Delta State University in Cleveland, MS between the hours of 9:00 A.M. and 4:00 P.M. on normal business days. Applicants may also call the Delta Center for Culture and Learning at 662-846-4311 to request a packet by mail, or download all required forms and information at www.msdeltaheritage.com.

Pre-Application Workshops. MDNHA will conduct three (3) Pre-Application Workshops for prospective applicants, during which program regulations and application requirements will be presented. These workshops will also include information on other resources available to applicants for programs and activities such as those contemplated by this Program, and general information on proposal writing techniques. These Workshops will be held from 1PM to 4PM at the Haraway Center at Northwest Community College in Senatobia, MS on Tuesday, January 31, 2017, at the Capps Center in Indianola, MS on Thursday, February 2, 2017, and at the Mississippi State University Extension Service in Vicksburg, MS on Tuesday, February 7, 2017. Additional information, including directions to each site, may be found by calling the Delta Center for Culture and Learning at 662-846-4312, or at www.msdeltaheritage.com.

Content and Form of Application. The application for the MDNHA Grants Program will consist of a cover sheet, a proposal narrative that will include a project abstract and other information needed to evaluate the application, a budget form, a budget narrative, and any attachments required by the form or its content. All forms and instructions for completing proposals will be available at www.msdeltaheritage.com on or before January 31, 2017.

Application Submittal Process

Date for Submittal. Applications for MDNHA Grants will be accepted beginning Wednesday, February 15, 2017, and will continue to be accepted at the MDNHA offices during regular business hours, or by mail as shown below. Note that the MDNHA offices observe Delta State University operating hours and may be closed for University holidays.

Deadlines. To be considered in the FY2017 funding cycle, applications must be received at the MDNHA offices by 4:00 P.M. on Monday, March 20, 2017. This will be the only grant cycle during FY2017. NO LATE APPLICATIONS WILL BE ACCEPTED OR REVIEWED.

Method of Submittal. Applications may be hand-delivered or submitted by mail or other delivery service to: Delta Center for Culture and Learning, 130 Ewing Hall, 1003 West Sunflower Road, DSU Box 3152, Cleveland, MS 38733. APPLICATIONS MAY NOT BE SUBMITTED ELECTRONICALLY AT THIS TIME.

Format and Copies. An original and one (1) copy of the application should be submitted. Forms provided with the application packet should be used. Narrative sections should be on standard letter-size paper, with one-inch margins and standard 12-point fonts. The name of the applicant and title of the project should appear on each page of the narrative, and pages of the narrative should be numbered.

Application Review Process

Initial Review. Each application will be initially reviewed by program staff and/or consultants to determine eligibility for support and whether threshold requirements are met. Only those from eligible applicants that meet threshold requirements will be considered for support. Notice will be given by mail or e-mail within 10 business days to those applicants not meeting eligibility and/or threshold requirements.

Evaluation and Ranking. All applications deemed eligible for support will be reviewed by an independent team of evaluators recruited and engaged by the Delta Center for Learning and Culture for that purpose. Evaluation team members will complete written ratings and evaluation sheets for each application, and the results of the ratings will be tabulated by the staff at the Delta Center. The Grants Committee of MDNHA's Board of Directors will then meet to review all results, and determine which applications shall be recommended to the Board for funding.

Ranking Factors. Each application shall be ranked according to the following factors: alignment with and advancement of MDNHA mission, goals and strategic objectives (20 points); soundness of plan of work and project design (40 points); collaboration, partnerships and networking (10 points); evaluation and impact (10 points); reasonableness of budget and budget narrative (20

points). Detailed information on each of the ranking factors will be made available with the application form.

Additional Factors. The MDNHA Board of Directors may, regardless of points awarded, make grants at their discretion to address non-competitive issues such as geographic diversity, applicant diversity, and strategic goals, issues or themes addressed by the applications.

Grant Awards and Requirements

Grant Awards. The MDNHA Board of Directors will make final decisions on grant awards during one or more of their regularly scheduled meetings. The Board reserves the right to allocate funds in amounts less than those requested in applications.

Grant Agreements. A written grant agreement incorporating the application received and certification of compliance with all applicable Federal and State laws and regulations and will accompany each grant award. Grant agreements will include all reporting requirements and applicable administrative policies, including those on the promotion of grant supported activities. Grantees may be required to attend a workshop on grant implementation procedures.

Reports. The final report will include a narrative as well as other documentation, including photographs and web links, as appropriate to demonstrate the completion of funded work. Two copies of the final report will be submitted.

Site Visits. All funded projects are subject to site visits by MDNHA staff or consultants prior to funding, during the time in which project activities are being performed, and following the completion of the final report.

Notice of Awards. No public notice of awards will be made until grant agreements are executed.

Award Credit and Recognition. Grantees will be required to acknowledge the support from the Mississippi Delta National Heritage Area, and include the MDNHA logo, in all announcements and other literature used to promote grant-supported activities, as well as in all materials developed for publication as part of any grant-supported activities, including print materials, online materials, websites, exhibits and signs. MDNHA may issue further instructions with respect to this requirement, or include other requirements in the grant agreements.

Payment of Grants. For grants in the amount of \$10,000 or higher, eighty percent (80%) of the grant award will be payable to the applicant upon the execution of the grant agreement, subject to the time required to process such payment; twenty percent (20%) of the grant award will be withheld and will be payable to the applicant on the timely completion of all project activities and submission of required reports.

For grants in the amount of less than \$10,000, ninety percent (90%) of the grant award will be payable to the applicant upon the execution of the grant agreement, subject to the time required

to process such payment; ten percent (10%) of the grant award will be withheld and will be payable to the applicant on the timely completion of all project activities and submission of required reports.

Agency Contact Information

Questions concerning these regulations and guidelines should be directed to: Heather Kovarcik Miller, Program Associate for Projects, Delta Center for Culture and Learning, DSU Box 3152, 130 Ewing Hall, 1003 West Sunflower Road, Cleveland, MS 38733, phone 662-846-4311, email hmiller@deltastate.edu.

Summary of Timeline for the FY2017 Process:

Pre-Application Workshops:

Tuesday, January 31, 2017 – Haraway Center, Northwest Community College, Senatobia, MS

Thursday, February 2, 2017 – Capps Center, Indianola, MS

Tuesday, February 7, 2017 – MS State University Extension Center, Vicksburg, MS

Wednesday, February 1, 2017 – First date on which grant applications will be accepted

Monday, March 20, 2017 – DEADLINE for all FY2017 applications

Monday, March 27, 2017 – Complete review of applications to determine those meeting threshold factors, which are to be forwarded to Evaluation Team

Wednesday, May 3, 2017 – Independent review of applications by Evaluation Team completed

Week of May 15-19, 2017 – Grants Committee meets to make recommendations to Board

Tuesday, May 23, 2017 – Board of Directors to review recommendations and make grant awards

May-June 2017 – Grant agreements executed; awards ceremony and check presentations

July, 2017 – June, 2018 – Grant-supported activities are implemented and monitored