



Application for FY 2017 MDNHA Grants Program

Cover Page

Applicant Information

Name: _____

Mailing Address: _____

Physical Address (if different): _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Applicant Website: _____

Project Manager: _____ Daytime Phone: _____

Project Manager E-mail address: _____

Contact Person (if different): _____ Daytime Phone: _____

Contact Person E-mail address: _____

Project Information

Project Title: _____

Start Date: _____ End Date: _____

Total Project Budget: \$ _____ Grant Request: \$ _____ Matching Funds: \$ _____

Geographic Area Served by Project (be specific):

MS Representative District(s) Served: _____ MS Senate District(s) Served: _____

US Congressional District(s) Served: _____

Certification: I hereby affirm and certify that all information in this application for grant support is true and correct, and that I have the authority to submit this application on behalf of the above named applicant:

Name _____ Date: _____

Typed Name: _____ Title: _____



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Instructions for Application Narrative Statement

In a narrative statement not to exceed five (5) double-sided pages or ten (10) single-sided pages, please address all issues and questions in the following outline. Use headings consistent with the outline. The Narrative Statement must be typed in a 12-point normal or business font (not narrow or compressed), with one-inch margins on all sides of all pages. Please number all pages and put the name of the project on each page.

I. Alignment With and Advancement of MDNHA Mission, Goals and Strategic Objectives (20 points)

State the mission statement of your organization as approved by your Board of Directors. Discuss how your mission statement and the work of your organization is linked to the mission, goals and strategic objectives of the MS Delta National Heritage Area.

State the mission or primary purpose of this project in one or two sentences.

Provide a brief (one or two paragraphs) description of the project. How was it conceived? Who was involved in its planning and design? What specific need(s) does it address? How does it address those needs? What will be the ultimate impact of the project?

MDNHA's goals are to:

- (1) Perpetuate Culture and Tell the Story: The Delta Experience; A Sense of Place
- (2) Save the Delta's Historic Resources
- (3) The Power of Partnerships: Build the Network and,
- (4) Sustainable Economic Development: Strengthen Local and Regional Economies.

Indicate which MDNHA goal(s) your project addresses, and explain how this project will further the goal(s) being addressed.

MDNHA's critical themes are:

- (1) The Mississippi Delta and the Land It Embraces
- (2) The Culture of the Blues and the Birth of an American Sound
- (3) Moving Toward Freedom: Changing America's Character in the Struggle for Rights

- (4) Growing More than Cotton: The Delta as a Wellspring of Creativity
- (5) The Delta Divide: Creating the Delta's Diverse Communities

Indicate which MDNHA critical theme(s) your project addresses, and explain how this project will further the critical theme(s) being addressed.

II. Soundness of the Plan of Work and Project Design (40 points)

State the goal(s) of the project.

For each goal, list all specific measurable objectives that are required to meet the goal, and the specific activities that will be undertaken to achieve the goal(s) and objective(s).

List specific outcomes or deliverables that will result from the achieving the goals and objectives of this project. Discuss how this project will impact your organization, community and region.

Discuss the timeframe for the project and time-specific steps required for its implementation. Outline the scope of work in a clear, step by step manner, in chronological order. For projects of six months or less in length, include a targeted completion date, by month, for each step. For projects over six months in length, a quarterly timetable may be submitted.

Describe the geographic scope and impact of your project. Specify the counties, communities or areas that will be involved in and impacted by the project.

Describe how your work will engage and involve the general public in project activities, and engage and involve youth and a diverse constituency within your community.

Discuss the capacity of your organization to complete this project in a timely manner, and to manage all aspects of project implementation, evaluation and reporting. List any similar projects you have been involved in, and their results.

Describe how your organization or community will sustain the impact of the project activities over the long term, and how the work will continue to be effectively managed.

III. Collaboration, Partnerships and Networking (10 points)

Provide the names of other entities, organizations, groups or individuals that will be partners with the applicant in the planning and implementation of this project and its activities.

Describe the role(s) each of these partners play in the development, design and implementation of the project.

List the resources (volunteer time, financial, physical, etc.) to be provided by these partners, or leveraged by working with these partners.

Describe how the partners will work collaboratively to implement or manage the project.

IV. Evaluation and Impact (10 points)

Discuss the criteria to be used in evaluating the project, its activities, and its intended impact on your organization, community, and region.

Identify specific direct deliverables of the project, and how these deliverables translate into advancing larger, long-term objectives of your organization and MDNHA.

Describe how and with whom you intend to share and disseminate the results of your work.

Describe how you will ensure that MDNHA and the National Park Service are recognized for this grant support.

Discuss how this project will involve and respect the integrity of local heritage resources.

Describe how this project will impact the broader cultural and heritage goals of MDNHA.

Describe the significance of the project within the broader goals of MDNHA.

V. Reasonableness of Budget and Budget Narrative (20 points)

Complete and attach the Budget Form, indicating the total budget for this project, the amount of funds requested, the amount of matching or other funds committed to the project, by line items.

Complete and attach the List of Support form, showing all other support received by the Applicant in support of the project

Using the instructions provided with the Budget Form, submit a Budget Narrative that explains the basis for all revenues and costs indicated in the project budget.

Provide as an attachment a copy of your organization's board-approved annual budget. Institutional applicants should submit a copy of the annual budget for the department, division or other entity that will implement and manage the activities of the project.



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Budget Form

Complete the following line-item form showing all costs associated with this project:

Expenditures or Costs by Line Item	MDNHA Grant Funds Requested	Matching Funds, In-Kind Contributions	Total Project Costs
Personnel			
Fringe Benefits			
Volunteer Time/Services			
Contractual Services			
Travel			
Materials and Supplies			
Marketing and Promotion			
Equipment Purchases			
Other Costs (Specify)			
TOTAL PROJECT COSTS			

NOTE: Total in second column must meet or exceed total in first column.

Identification of Matching Funds

Identify in the chart below all sources of matching funds, including in-kind contributions, indicating whether in-kind contributions are secured (S) or pending (P):

Source of Matching Funds, Contributions	Amount of Cash Contribution(s)	In-Kind Costs, Contributions	Total Project Contributions	In-Kind Status
TOTAL MATCHING FUNDS				

NOTE: Matching funds must be at least 50% of the total project costs, and must be committed or secured for a grant agreement to be executed. See the instructions for the Budget Narrative on additional information required for matching funds, including letters or commitment or other documentation.

Other Revenues Supporting the Project

Identify in the chart below all sources of cash revenues that will support the Project, including general revenues, earned income and other grants:

Source of Revenues	Amount	Status



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Instructions for Budget Narrative

Personnel. List all personnel/positions that will be involved in the completion of project activities, their title, and the following:

Salaried Personnel. List each person's annual salary, the percentage of the person's time allocated to this project, the time frame for this commitment, and the total to be paid during the timeframe for the project. For short-term projects, the same computation can be shown using monthly salaries as the cost basis.

Hourly Personnel. List each person's hourly wage, and the total number of hours each person is expected to work on the project, giving the total to be paid during the project's timeframe.

Fringe Benefits. List any fringe benefits to be provided to personnel involved in this Project and the cost basis for such benefits.

Volunteer Time/Services. Provide the names and working titles of key volunteers that have specific project responsibilities or work tasks assigned to them, the total number of hours they are expected to work on the project, and the hourly cost of their services. If the project is designed to utilize a group of volunteers on a specific activity, provide the total number of volunteers to be utilized, the total number of hours of service to be provided, and the hourly cost of their services. If professional services are to be provided on a volunteer basis, describe the services to be provided, the hourly rate and total cost of said services.

Contractual Services. Describe the service(s) to be provided, the basis for the cost of each service, and the total cost of each service.

Travel. For local travel, describe the purpose of the travel, total number of miles to be traveled, and the reimbursement rate for such travel. For any travel costs other than travel in a personal automobile, describe the required travel and its purpose, and each cost associated with such travel. Reimbursements for required overnight lodging and per diem payments while traveling are considered travel costs.

Materials, Supplies and Operating Costs. Include the basis for all costs of consumable materials and supplies, including duplication, printing, equipment rental, postage, communications, and any other services related to the Project.

Marketing and Promotion. Describe the basis for all costs associated with the marketing and promotion of Project activities, or such activities related to Project activities, including advertisement costs, development of brochures or marketing materials (including design), and distribution of such materials.

Equipment Purchases. Describe the equipment and its need with respect to this Project, along with the estimated costs. While not prohibited, it is suggested that equipment purchase be funded from other resources and not from MDNHA funds. Note that equipment purchases over \$2,500 are subject to State of Mississippi procurement regulations.

Other Costs. For any other costs associated with the project, describe the nature of the cost, its relation to Project activities, and the basis for the costs.

Matching Funds. For each source of matching funds listed in the chart “Identification of Matching Funds”, provide the following information:

Cash Match: The name of the entities providing the cash, and how the cash match will be allocated among the line items shown in the Budget Form. Attach copies of commitment letters showing the cash match and the purpose(s) for which the match is being made.

In-Kind Match: The names of the entities providing the match, a description of the time, services, products or other nature of the match, a description of how the value of the match is being determined, and how the match will be allocated among the lines shown in the Budget Form. Attach copies of commitment letters showing the in-kind match and the purposes for which the match is being made.



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Attachments

Attachments – include any materials referenced in your narrative statement, along with:

Cover letter certifying approval to file application

Nonprofit organizations must include:

Copy of IRS letter granting tax exempt status under Section 501(c)(3) of the IRS Code
Certification of Compliance with reporting requirements of MS Secretary of State

Copy of Applicant's Annual Operating Budget

Letters of Commitment for Matching Funds (cash and in-kind)

Submit the original and one copy of your application,

with all required forms and supporting materials,
clearly marked "MDNHA Grants Program Application," to

Delta Center for Culture and Learning, 130 Ewing Hall,
1003 West Sunflower Road, DSU Box 3152, Cleveland, MS 38733.

Your application should contain:

Cover Sheet (1 page)
Narrative Statement (10 page maximum)
Budget Forms (2 pages)
Budget Narrative
Attachments