



ENDLESS MOUNTAINS HERITAGE REGION, INC.

2 Jefferson Street
Towanda, Pennsylvania 18848
Phone: 570-265-1528
Email: emhr@epix.net
www.endlessmountainsheritage.org

INSTRUCTIONS FOR FILLING OUT THE PRE-APPLICATION FORM

Part I. Applicant Information: Who is eligible?

Eligible applicants from the four counties (Bradford, Sullivan, Susquehanna, and Wyoming) located within the Endless Mountains Heritage Region include: any appropriate non-profit organization with tax-exempt 501(c)(3) status or municipalities (borough, county or township).

- Indicate contact person, title, organization, address, daytime telephone number, and an e-mail address, which will be added to our newsletter list.
- Please list your organization's potential partners for this project. Include the name of the partnering organization, a contact name and phone number. A partner is defined as an individual, organization, group or business providing funding, technical assistance or other services. Partners do NOT need to meet the same eligibility criteria required of applicants.

Part II. Budget Information:

- State the amount of grant funds requested and the required cash match for the grant request.
- Administrative Fee to EMHR, Inc. equals 6% of the grant amount requested (see **Note** below).
- Projected Total Project Cash Cost (grant request + cash match + admin fee).
- Provide a list of the anticipated sources of the matching funds. Indicate the name of the organization, amount, public or private funding and whether the funding is in-hand, pledged or pending. Pledged means you have a letter stating you have been awarded funding. Pending means you are waiting to hear about a request or plan to submit a request to an agency, foundation or business for funding.

Note: Each grant recipient who signs a sub-agreement for a project with Endless Mountains Heritage Region, Inc. will be required to pay an administrative fee to the EMHR equal to six percent (6%) of the final approved grant amount. EMHR will invoice each recipient for this administrative fee after contract execution. The administrative fee cannot be paid with grant funds, nor does it count towards matching requirement.

EMHR's administrative services include: acting as liaison with the Pennsylvania Department of Conservation and Natural Resources (DCNR) heritage area funding source, technical assistance, management of sub-agreements, coordination, assistance in securing consultant and/or construction services, assistance in project publicity, and project monitoring.

Part III. Project Details: What projects are eligible?

Eligible projects are consistent with the goals detailed in the EMHR's Management Action Plan. (See the [Pre-Application Overview](#) for a more detailed description that includes **EMHR's Strategic Plan Priorities – 2017/ 2018**).

- Provide a descriptive title for your project.
- Based on the guidelines below, indicate whether your project is an Implementation Project or Special Purpose Study.

Implementation Projects: (50% grant/50% cash match). Projects that implement actions consistent with MAP goals and/or actions recommended in Special Purpose Studies (SPS) funded in a prior year. Provide details concerning the extent of planning which has been done for your project, including professional studies, plans and specifications, estimates, permits, etc. Some examples include an inventory of regional cultural and natural resources, a thematic guided tour, interpretive or educational exhibits, development of bikeway and walking trails, or renovation of an historic building used for some public purpose by a non-profit organization or municipality.

Special Purpose Studies: (50% grant/50% cash match). A concentrated study or plan necessary to guide future actions consistent with MAP goals. Some examples include a master plan, economic assessments, outdoor exhibit plans, location plan for signage, or a feasibility study. Indicate whether the project will require consultant services.

- Include the expected start date and completion date. Approximations are acceptable. Note that this application is for projects that begin in 2018. Eligible expenses can be reimbursed after the grant contract between EMHR and DCNR is in place, typically after July 1st.
- Provide a brief, typed summary of the project or study, preferably in Microsoft Word format. Include the project's significance to the EMHR's mission: *to protect, improve and promote the unique heritage of the Endless Mountains, our cultural landscape of agriculture, historic towns, natural landscapes, and the stories of the people who have lived here for generations.*

Submission:

For further information, prospective applicants may contact the EMHR's staff at the address and phone number listed below.

All applications must be postmarked by Friday, December 23, 2016. Please mail three copies of the Pre-Application to:

Endless Mountains Heritage Region, Inc.
2 Jefferson Street
Towanda, PA 18848
Phone: (570) 265-1528
e-mail: emhr@epix.net
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Pre-Applications will be reviewed by a Project Review Committee of the Endless Mountains Heritage Region. Applicants will be contacted if additional clarification or documentation is required.