



Endless Mountains Heritage Region, Inc.

602 Main Street, Suite 7, Towanda, PA 18848
Phone: 570-265-1528

emheritage.org

2025 EMHR Partnership/Mini-Grant Application

Application due: **April 28, 2025 by 4 p.m.**

Funded projects to be completed by: **September 4, 2026**

All applicants are required to meet with either the Grants Coordinator, Vanessa Billings-Seiler, or the Executive Director, Cain Chamberlin, to discuss the proposed project and review eligibility requirements prior to the application deadline.

Contact vbillings-seiler@emheritage.org or cchamberlin@emheritage.org, or call (570) 265-1528.

Part I. APPLICANT INFORMATION:

Organization: _____

Contact Name: _____

Title: _____

Address: _____

County: _____

Phone: _____

Email: _____

FID/EIN #: _____

Bureau of Charitable Organizations #: _____ (*Required for 501c3 non-profits)

Expiration Date: _____

Type of entity: IRS 501(c) 3 Non-Profit Organization

Public Education Institution

Municipality

County

Are you a Member of EMHR: _____ **All grant applicants must be paying EMHR members.*

Letters of Support for project: _____ **Include any current support letters of support with application.*

Partners: Please list partners who will actively be involved with your project. (Include contact information)

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Part II. BUDGET INFORMATION: (Grant request \$500.00 - \$10,000.00)

**All EMHR Partnership grants require a full match (e.g. – a \$1,000 grant requires a full \$1,000 match)*

Grant Amount Requested = \$ _____
Cash Match = \$ _____
Non-Cash (In-Kind) Match = \$ _____
Total Project Cost = \$ _____

Proposed Budget: In addition to the information above, please submit a proposed budget for your project as an attachment to this application. It is strongly recommended that you use the provided budget template. Please also provide any quotes/estimates from professional contractors or consultants as well. If matching funds are pledged, please provide a letter of pledge. More information on eligible and ineligible match can be found at

elibrary.dcnr.pa.gov/GetDocument?docid=1739118&DocName=Partnership_eligible_and_ineligible_costs_policy.pdf

Funding Acknowledgement: You must provide both EMHR and DCNR funding acknowledgement of the award funding if your project is selected (*Acknowledgement information will be provided, if your project is awarded*). Please note that associated costs with signage can be included as part of your total project costs.

**Only project costs incurred after PA Department of Conservation & Natural Resources (DCNR) approval are eligible for reimbursement. All projects and project related costs and funding must conform to the guidelines and outlined in the PA DCNR Community Conservation Partnership Program at apps.dcnr.pa.gov/grants/CRM365/CRMHelp.aspx?Tag=Opportunities.Partnership*

Part III. PROJECT DETAILS:

Project Title: _____

Project Location: _____

Indicate if this application is for an/a: Implementation Project Special Purpose Study

Project Summary (provide short summary of proposed project): _____

Projected Start Date: _____

Expected Completion Date: _____

Detailed Project Scope:

Describe the scope of the proposed project. Also, describe what items (equipment, materials, volunteers, etc.) will be needed for this project and the steps your organization will take to complete it.

Project Mission:

How does your project further the mission and goals of the Endless Mountains Heritage Region? (*Mission and goals can be found on application cover letter.* <https://emheritage.org/grant-forms/>)

Community Planning:

Does this project support a community planning effort (County Comprehensive Plan, Outdoor Recreation Plan, Management Action Plan, etc.)? Yes or no. If yes, please explain below.

Community Growth:

Explain how your project is helping to grow outdoor and/or heritage tourism in the Endless Mountains region?

Project Readiness:

Describe the planning that has been done for the implementation of this project, including professional consultations, architectural/engineering studies, plans & specifications, government review, & permitting. Copies of relevant documents, quotes/estimates, etc. may be requested prior to EMHR's committee review.

Pictures/Draft Concepts:

Please provide a picture or concept drawing of the project. Example, area where project will be constructed, illustration of sign to be installed or sample copy of literature to be printed (if applicable).

Project Deliverables:

Please provide a list of deliverables or final products. As mentioned above, all final products must provide the required funding acknowledgement.