Mississippi Gulf Coast National Heritage Area
Request for 2017 Funding Application

Project Title: _____

Project Location: _____
(Please list the county or counties where the project will take place)

Project Category: _____***Historical*** _____***Cultural*** _____***Natural Resources*** _____***Recreation***

Applicant /Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code**_____

Website: _____

U.S. Congressional District #_____ MS Senate District#_____ MS House District #_____
(To find your federal and state district numbers http://www.ms.gov/content/Pages/Government-Branches.aspx)

Dun & Bradstreet (DUNS) Number: _____
(To find your DUNS Number, (Data Universal Numbering System) https://fedgov.dnb.com/webform/index.jsp)

Federal Employee ID#_____

Project Manager*: _____ *Title: _____

Telephone: _____ ***Fax Number***: _____

Email: _____

***Are there other organizations collaborating on this project*? *Yes*_____ *No*_____

If yes, which organizations:

_____

_____

_____

Brief Project Description (not to exceed 250 characters):

_____
_____
_____
_____
_____
_____
_____
_____
_____

Amount Requested from Mississippi Gulf Coast National Heritage Area $_____

Total Amount of Matching Contributions $_____

Cash Match $_____ In-Kind Match $_____

Total Project Cost $_____

How many months will the project take to complete? _____
(*The maximum grant period is twelve (12) months)*

Proposed Start Date: _____

Target Completion Date: _____

****The application must be signed by two authorized officials of the applicant organization.***

Statement of Assurances

The information provided in this application is correct and complete. By signing below, we affirm that we are authorized representatives and have authority to act on behalf of the organization applying for this Mississippi Gulf Coast National Heritage Area Grant.

_____	_____
Signature	***Printed Name***
_____	_____
Title	***Date***
_____	_____
Signature	***Printed Name***
_____	_____
Title	***Date***

Project Profile

Project Narrative

Please attach project profile to the 2017 funding application, not to exceed four pages. The narrative should encapsulate the below subcategories and explain an impact statement of what will this project accomplish and how this project is linked to the Mississippi Gulf Coast National Heritage Area's Management Plan and Implementation Plan.

If photographs or drawings will help to explain this project's impact, they may be attached, but are not required. Please provide evidence of sufficient management and financial ability to complete the projects.

1. ***Project Description: Please provide a detailed description of your project. Please be sure to include the following in your description:***

Detailed Project Description:

a. The project location.
b. The need for the project.
c. The goals for the project.
d. How the project will be implemented?
e. Will the project have a regional or multi-county impact? If so, please describe.
f. What previous experience does your organization have with projects of this nature?
g. Describe management and staffing plan for the project.

Public Benefit

a. How will the project benefit the public?
b. How will the project be shared with the public?
c. Do you expect to see economic, social, community, and/or quality of life impacts?
d. Will this project create jobs?

Partner Organizations Involved in Project (if any)

a. Please explain briefly the role and contribution of each listed partner organization involved in the project.

Project timeline/milestones

Please outline a timetable for the project with target dates for major project elements or deliverables.

a. Start Date
b. Target Completion Date
c. Key Milestones, if any
d. What happens after the grant is completed? Will project be sustained? If so, how do you plan to sustain it?
e. How do you plan to evaluate the success of the project? How will you know whether you are successful?

Outreach and Education Requirements
How do you plan to recognize the project and to acknowledge the support of the Mississippi Gulf Coast National Heritage Area (if a grant is awarded).

Project Budget
Please attach the projected project budget form, showing key areas of requested expenditures. Please describe your management and staffing plan for the project. If you are seeking funds for project administration, please explain how those funds will be utilized.

If project is awarded a budget narrative explaining each line item will be required and submitted with returned sub-grant agreement.

Other Required Documentation to Include with Your Application
Please submit the following on 8 ½ by 11-inch paper with your application.

1. A completed project budget. You may provide a line-by-line narrative on a separate page for cost that may require further detail or explanation.

2. 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.

3. 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.

4. A copy of your organization's annual budget (nonprofit organizations only)

5. 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, and state government agencies, regional councils of governments, or local governments.

   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.

6. A copy of the letter from the Internal Revenue Service confirming your organization's tax exempts status if you are claiming to be taxed exempt.

Projected Project Budget Form

This grant requires a dollar-for-dollar match. Therefore, this figure must be equal to or greater than the grant amount you are requesting for your project. If you are requesting $500 from the Mississippi Gulf Coast National Heritage Area, this subtotal figure must be at least $500.

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. Grantees must be able to produce records of in-kind contributions.

Expenses: Relating to this project only	***Cash Match***	***In-Kind Match***	***MGCNHA Grant***	***Total***
Personnel:				
Outside Fees:				
Space or Equipment Rental:				
Travel:				
Remaining Expenses:				
Total Cash Expenses: ***(must not exceed total cash income)***				

The total of the "Cash & In-Kind Match" column must be equal to or greater than the total of the "MGCNHA Grant" column		
Cash or In-Kind Income *Relating to this project only)*	***Cash***	***In-Kind***
Contribution:		
Labor		
Volunteer		
Professional Services		
Equipment		
Supplies		
Private-sector Support:		
Corporate Contributions		
Foundation grants		
Other private contributions		
Government Support:		
Federal		
County		
Municipal		
Applicant Cash:		
Subtotal:		
Grant requested in this application:		
Total cash income: *(must equal or exceed total cash and in-kind expenses)*		

Mississippi Gulf Coast National Heritage Area Grant Application Checklist

Please use this checklist to confirm that your application is complete. Incomplete applications will not be considered for funding. One (1) copy of each of the below document and you do not need to submit this page with your application.

_____ Grant Application Form

_____ Project Budget Form

_____ Letter documenting the amount of matching contributions to the project

_____ Documentation of the qualifications of key project personnel

_____ A copy of your organization's annual budget (Non-profit organizations only)

_____ Letters of support (these may be mailed separately)

_____ Copy of IRS letter confirming tax-exempt status (nonprofit organizations only)

_____ A copy of your organizations most recently completed year-end financial statements. (Audited statements are preferred)

Submitting your application

The deadline for grant applications is Friday, August 25, 2017. If mailed, applications must be postmarked by that date. If delivered, application must be received in our office by the close of business at 5:00 p.m. on that date. Submissions can be e-mailed to Heritage@dmr.ms.gov must be received by close of business at 5:00 p.m. on that date.

You must submit a completed printed copy of your application and all supporting documents. Print or type your application on 8 ½ by 11 white paper with one (1) inch side margins. Font needs to Times New Roman size 12. You may use a paper clip or a binder clip to hold your application together**, but please do not use staples.**

Letters of support are preferred to be included with the application or can be mailed separately, but must be post-marked by application deadline of Friday, August 25, 2017.

Applications and letters of support should be addressed to:

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