



ENDLESS MOUNTAINS HERITAGE REGION, INC.

1 Washington Street, Suite B
Towanda, Pennsylvania 18848
Phone: 570-265-1528
Email: emhr@epix.net
www.endlessmountainsheritage.org

August 14, 2008

Dear Prospective Applicant,

The Endless Mountains Heritage Region, Inc., (EMHR) invites all eligible parties to submit a "Notice of Intent" to apply for grants that support projects located within the region, which consists of Bradford, Sullivan, Susquehanna and Wyoming counties. It is now time to begin discussing project plans, identifying common goals and forming partnerships toward developing your grant application.

Please complete and return the enclosed Notice of Intent Form to the Endless Mountains Heritage Region's office by **Friday, September 26, 2008**. An organization may only submit one Notice of Intent Form each year and only one project can be listed on the form.

The Notice of Intent enables the heritage region staff to offer assistance as you prepare the final grant application. Besides providing technical assistance, we can inform you of any additional grant funding possibilities and/or potential partners. See the enclosed timeline for the dates of the three informational workshops on the Pennsylvania Heritage Areas. All workshops will be held in Towanda at the office. All first-time applicants must attend a workshop in order to be eligible to submit an application

Please consider this opportunity to apply as a partner to help us achieve the goals described in the region's Management Action Plan. The Management Action Plan may be reviewed at the Endless Mountains Heritage Region office during weekday business hours. If you have any questions, please call me at (570) 265-1528.

Sincerely,

Phil Swank

Phillip Swank
Executive Director

Enclosures:
Notice of Intent Form
Instructions
Priority Areas
Timeline

INSTRUCTIONS for FILLING OUT YOUR NOTICE OF INTENT

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 (a borough, county or township).

Indicate contact person, title, organization, address, daytime telephone number, and a good 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. A portion of the cash match for the project will need to be raised and be private money equal to at least 10% of the grant amount awarded. Partners do NOT need to meet the same eligibility criteria required of applicants.

Part II. Budget Information:

State the amount of grant funds requested.

State the required cash match for the grant request.

Administrative Fee to EMHR, Inc. equals 6% of the grant amount requested.

Give the 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 the 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: liaison with DCNR, technical assistance, development of sub-agreements, coordination among EMHR partners, assistance in selection of vendors, assistance in project publicity, and project monitoring.

Part III. Project Details: *What projects are eligible?*

Eligible projects are described in or are consistent with the actions detailed in the EMHR's Management Action Plan (MAP). (See attached list of priority areas).

Fill in the title of your project.

Based on the guidelines below, circle whether your project is an Implementation Project or Special Purpose Study.

Implementation Projects: (50% grant/50% cash match; a portion of the cash match will include an amount of "private money" equal to 10% of the grant funds actually awarded).

Projects that implement recommendations from the MAP and/or recommendations from Special Purpose Studies (SPS) funded in a prior year. Some examples include an inventory of regional cultural and natural resources, a thematic guided tour, interpretive/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: (75% grant/25% cash match, which includes private sector money equal to 10% of the grant amount awarded).

A concentrated study or plan necessary to implement one or more recommendations found in the MAP. Some examples include a master plan, economic assessments, outdoor exhibit plans, location plan for signage, and a feasibility study.

Include the expected start date and completion date. Approximations are acceptable. Projects will only be reimbursed for eligible expenses commencing after July 1, 2008.

Provide a brief, typed or neatly handwritten summary of the project or study. Include the project's significance to the EMHR's mission [to maintain and enhance the unique rural character of our Endless Mountains]. Also include how the project will help your organization's interpretive plan, as appropriate.

Contact for Grant Assistance:

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

Endless Mountains Heritage Region, Inc.
One Washington Street, Suite B
Towanda, PA 18848
Phone: (570) 265-1528
e-mail: emhr@epix.net
www.endlessmountainsheritage.org

Grant Application Priority Areas

Top Priority

Based on the Management Action Plan (MAP), the EMHR Board of Directors adopted these priority areas in November 2002 and updated them in October 2005. The following will be given highest consideration for funding:

1. Interpretation and Education

- Assist museums, historic sites, environmental, and cultural organizations to secure funding to enhance interpretation and educational programs and to develop joint marketing to expand program audiences.
- Support development and operation of cultural and arts centers in under-served areas.

2. Economic Development

- Support agricultural preservation and development efforts in the region.

3. Tourism and Recreation

- Acquisition, renovation, and/or restoration of historic sites/properties.

Medium Priority

The EMHR Board also set the following medium priority areas. They will be given funding consideration after projects/studies that fall under the top priority status:

1. Interpretation and Education

- Work with the interpretive network to develop materials and programs, i.e. walking, side-trip brochures, traveling exhibits, business promotions, special events, mini-tours, workshops, lectures.
- Identify and document scenic and geologic resources of the Endless Mountains.
- Prepare interpretive design guidelines for heritage region publications, signage, and exhibits.
- Identify anchor heritage sites and heritage sites [after] developing criteria for each kind of site.
- Identify anchor heritage sites that have the potential to become community or regional heritage centers and assist them in evolving to that status.

2. Economic Development

- Work with local partners to nurture entrepreneurial potential and identify heritage-related small business opportunities.

3. Community Planning

- Develop a region-wide group to pursue civic and governmental historic preservation initiatives.
- Ensure that preservation and conservation issues are addressed in any [county] comprehensive plan developed [or updated].
- Develop a series of training courses for municipal and civic officials, business owners, and property owners on maintenance of historic structures, the community's role in historic preservation and community design issues.
- Support the completion of feasibility studies and development for the adaptive reuse of historic structures by partnering organizations.
- Sponsor the creation of a readable publication on the region's history, geography and environment.

Timeline

PA Heritage Areas Program Grants for FY 2008-2009 (Round 12)
[as of August 11, 2008]

Monday, August 11, 2008

Letter and Notice of Intent Form mailed to prospective applicants.

Friday, September 26, 2008

Notice of Intent (NOI) materials (hardcopy) due into EMHR's office by 12:00 pm

Week of September 29, 2008

Project Review Committee screens NOIs for its report to the Board on October 16.

Week of October 20, 2008

Acknowledgement & Feedback on the NOI coordinated with each applicant.
[Grant Applications mailed at this time.]

December 2008

Grant Information/Instructional Workshops:

Tuesday	Dec. 2	10:00 am-12:00	Towanda
Thursday	Dec. 4	10:00 am-12:00	Towanda
Saturday	Dec. 6	10:00 am-12:00	Towanda

Note: all workshops will be held at the EMHR's office at One Washington Street. All first-time applicants must attend a workshop in order to be eligible to submit an application.

Wednesday February 18, 2009

GRANT APPLICATION DUE INTO EMHR's OFFICE by 12:00 noon

March 2009 - Project Review Committee meets to review the full applications, rank order them by type, and prepare its recommendations to the Board for approval at its April meeting.

April 2009 - Approved list of prospective grant applications is submitted to the Pennsylvania Department of Conservation and Natural Resources for final selection.

Fall 2009 – PA DCNR Grant Award Announcements

December 2009 – Selected project partners sign a grant contract with the EMHR, Inc.

June 2011 – Projects are completed to include project closeout reports. All paperwork is turned into the EMHR's office at One Washington Street, Suite B, Towanda, PA 18848.