



Arabia Mountain Heritage Area Alliance

FY2015 Grant Guidelines

Mission

The Arabia Mountain Heritage Area Alliance is dedicated to protecting, connecting and sharing the unique history, rich culture and engaging landscapes of this National Heritage Area for the benefit and enjoyment of all generations.

History and Overview

National Heritage Areas are areas where history, cultural and natural wonders intersect with everyday places where people live and work. An NHA is a region that may cross state and county boundaries that has been recognized by Congress for its unique contribution to the nation's history. NHAs are guided by the National Park Service but they are run by local organizations and partnerships interested in promoting and preserving the area's resources.

The Arabia Mountain National Heritage Area (AMNHA) was designated by the U.S. Congress in 2006 in recognition of remarkable natural, scenic, historic and cultural resources located in a 40,000 acre area in DeKalb, Rockdale and Henry Counties. The non-profit, Arabia Mountain Heritage Area Alliance (The Alliance) was formed to coordinate and administer management plans and programs resulting from the 2006 legislation. The Alliance produced a management plan in 2006 that outlines the key themes of the Heritage Area, which are:

- Culture and Community
- Granite and Technology
- Natural Systems
- Early Settlement
- Spiritual Landscape

To further The Alliance's mission, this matching grant program was developed to assist local communities, educational institutions and nonprofits in developing, promoting and protecting Heritage Area assets and themes. The following are the goals of the grant program:

- Preserve and interpret the Heritage Area's key themes and stories and explain its significance to the nation and the world consistent with the AMNHA Management Plan
- Deepen the site's connection to the community and region

- Develop and enhance positive visitor experiences consistent with AMNHA Management Plan
- Build the capacity of the Heritage Area to further develop and sustain heritage tourism through new and existing sites, attractions, programs, and events.

All applicants are strongly advised to contact staff to discuss proposed projects prior to submitting an application. We encourage you to call early in your proposal development to produce a competitive application. For more information or questions regarding this application, please contact:

Mera Cardenas
 Executive Director
 Arabia Mountain Heritage Area Alliance, Inc.
 404-998-8384 x8
mera.cardenas@arabiaalliance.org

Eligibility and Requirements

Eligible applicants for the AMNHA matching grant program include:

- ✓ State and local governments
- ✓ Academic institutions, including public secondary schools located within the AMNHA and colleges and universities that initiate academic studies of the area
- ✓ Non-profits with a current 501(c)3 status from the Internal Revenue Service

An eligible project must meet all of the following criteria:

- The project must be located within the AMNHA boundaries as depicted on the Comprehensive Resources Map, updated in 2010. A copy of the map is available at <http://arabiaalliance.org/maps/heritage-areaacomprehensive-map/>
- The project must relate to a theme or gateway of the 2006 AMNHA Management Plan, a copy of which is located at: <http://arabiaalliance.org/alliance/management-plan/>. Chapter 3 outlines the gateways and themes of the AMNHA. A hardcopy of the management plan is also available for viewing by appointment at the Davidson-Arabia Nature Preserve at 3787 Klondike Road, Lithonia, GA 30038.
- The grant must be matched dollar- for-dollar by non-federal sources. The match may come from cash support or from documented in-kind support, such as volunteer time. See below for more information on matching funds.
- Funds for the grants are received from the National Park Service and are subject to all applicable federal guidelines and requirements.

- Regardless of the award date of the grant, the project must be completed by the end of the federal fiscal year (September 30).
- All approved applicants must sign an agreement with The Alliance indicating their acceptance of terms, including the current ability to meet the match requirement, and their understanding of the reporting process.
- Note: For-profit enterprises, religious organizations and private individuals are **not** eligible for grant consideration.

Matching Contributions

All grants distributed by The Alliance are required to provide a dollar-for dollar match for the proposed project. The applicant must demonstrate at the time of application how it intends to fulfill this obligation. The match may be achieved through cash donations or documented in-kind contributions of labor (volunteers), services, equipment rental or supplies that are necessary and reasonable for project fulfillment. Overhead and general administrative costs are not acceptable forms of matching funds.

Eligible Project Costs

Grant funds may be used to cover necessary and reasonable costs associated with the execution of the grant project including: contract labor, supplies, consulting, and equipment rental. All anticipated costs should be detailed in a project budget.

Funding received through the AMNHA grants program comes from the National Park Service and is subject to applicable reviews, regulations and guidelines regarding the use of federal funds. These include, but are not limited to: Section 106 of the Historic Preservation Act, Secretary of Interior Standards, and Office of Management and Budget circulars.

Restrictions on the Use of Grant Funds

Grant funds may not be used for the following activities:

- Payment for projects completed prior to the award
- Acquisition of real property
- Reduction of existing debt
- Political or religious activities
- Additions to reserve funds or endowment funds
- New construction of buildings or trails
- Programs not available to the general public
- Project Review (SHPO & NEPA) & Federal Regulations

Grant Categories

All proposed projects must fit one of the below listed grant categories to be considered for an Alliance grant.

Partnership Grants

Grant award: \$1,000 - \$15,000

The Alliance is pleased to offer an operational support grant for nonprofits operating projects or programs within the defined boundaries of the AMNHA that are committed to the preservation of cultural, natural and historic resources. These (partnership) operational grants are to be used to help establish, sustain or supplement organizations whose sole focus is to preserve, interpret and develop identified resources, especially the gateways and themes, of the AMNHA Management Plan. Applicants must demonstrate how their organization can fulfill services that are identified with a theme or gateway outlined in Management Plan. This grant is not intended to be the primary source of income for an organization. It is to be used to establish programs or support non-profits that directly benefit the long-term sustainability, natural resource protection and visitor services of the AMNHA. An annual budget and work plan must be presented as part of the application package. If an organization receives funding in three fiscal years that meets or exceeds \$30,000, they will be required to produce a sustainability or fundraising plan.

Preservation Grants

Grant award: \$1,000-\$10,000

Preservation grants are available for the preservation, rehabilitation or restoration of historically or culturally significant buildings or sites within the AMNHA. The building or site must either be listed on the National Register of Historic Places (individually or as part of a district) or must be eligible for and actively seeking listing. Grant funds can also be used for the development of and/or implementation of historic structure reports, preservation plans, feasibility studies, or other planning documents that encourage the rehabilitation, restoration, or preservation of a structure. All grants are subject to the Secretary of the Interior Standards for the Rehabilitation, Restoration, and/or Preservation of historic structures.

Interpretation or Program Grants

Grant award: \$1,000 -\$10,000

Interpretation and program grants are available to enhance the public's understanding of the Heritage Area. This can be accomplished through public programs such as tours, workshops, guidebooks, maps and demonstrations.



These programs may also include recording oral histories or videos that document a theme or gateway of the AMNHA. Marketing plans for how these programs will be shared with the public must be included as part of the application.

Special Event Grants

Grant Award: \$500-\$1,000

The Alliance can offer sponsorships of events within the Heritage Area such as lectures, festivals or special events that are free, open to the public and contribute to the understanding of the Heritage Area's history and culture. The event must take place within the physical boundaries of the AMNHA.

Educational Grants

Grant award: \$500 - \$5,000

Educational grants are available to certified educators or institutions to help fund classroom or community projects that promote students' understanding and appreciation of the AMNHA's natural, historic or cultural resources or expand students' understanding of their relationship to the natural environment. While the grant seeking institution does not need to be located within the AMNHA boundaries, the focus of the project must be focused on the environmental, historic or cultural resources within the NHA.

Application Process

Applications will be accepted beginning October 1, 2013 and will close November 1, 2013 or when grant funds are exhausted. The designated Grants Committee of The Alliance will review and evaluate all applications. Within 30 days of the receipt of the application packet, the applicant will be notified by email of the Grants Committee's decision. Regardless of the award date of the grant, the project must be completed by the end of the federal fiscal year (September 30th).

Applicants are encouraged to apply as early as possible as funds are distributed throughout the year. If the established budget for grants has been exhausted, an application may be referred by the committee to the full board for approval and consideration.

Evaluation Criteria

All complete applications will be reviewed and evaluated by the designated Grants Committee of the AMHAA. To be considered, projects must demonstrate how they help connect

preserve, protect, and promote the Heritage Area's main themes and help connect them to national stories. Each application will be awarded points based on the ability to meet the following criteria. A minimum of 40 points out of a possible 60 points are required for a project to be considered for funding. Partial points may be awarded in any category.

- The project is relevant to one of the outlined themes and/or gateways of the heritage area as outlined in the AMNHA Management Plan (10 points)
- Historic, cultural or natural significance of the resource to be preserved, interpreted, developed or studied (5 points)
- Potential to promote public understanding and appreciation for Heritage Area resources (10 points)
- Overall quality of proposed plans for implementation (5 points)
- Sustainability of the project (5 points)
- Evidence of matching criteria and financial ability to complete the project (10 points)
- Contributes to the evolution of the Heritage Area as a tourism or economic development partner (10 points)
- Evidence of partnership with other organizations or that historical sources and scholarship have been consulted when the programs deal with historical facts (5 points)

Grant Agreement

Approved grant applicants agree to execute an agreement with The Alliance indicating an understanding and acceptance of these guidelines and federal regulations. For fiscal year 2015 the agreement period will end on September 30, 2015. All projects or programs must be completed, all grant funds must be utilized, and the funds matched within that contract period. In extreme cases, grantees not able to complete their project in the contract period may apply for a 6-month extension or may request modification of the scope of the grant. The appointed grant committee of The Alliance will review and render decisions on all extensions and modifications.

Grant Acknowledgement

Applicants agree to acknowledge the funding of the project in all printed publications or press releases related to the project. Projects with a physical location will display a sign acknowledging the funding source and agree to display the appropriate AMNHA logo. Logo files must be obtained by The Alliance and cannot be downloaded from the website or email communications.

Final Reports

All grant recipients are required to submit a final report within 30 days of project completion or within 30 days of the end of the fiscal year (Sept. 30).

The final report will detail all project expenditures; including the grant funds as well as the required match. A copy of any publications or reports resulting from the grant must be presented with the final report. The final report form will be provided by The Alliance. Any organization that fails to comply with reporting procedures will be required to return grant funds and will not be considered for any future grant awards. Grant reports may be shared or reviewed by the National Park Service



Arabia Mountain Heritage Area Alliance

FY2015 Grant Application

Project Title:

Applicant Organization:

Type of Organization

State or Local Government Academic Institution

Nonprofit - Attach recent IRS designation letter verifying 501(c)3 status or fiscal sponsorship

Project Manager:

Contact Person Title:

Address:

Phone Number:

Fax Number:

Email Address (will be used for notification purposes):

Will the project take place within the Arabia Mountain National Heritage Area?

Yes - Please list specific location(s):

No, please mark the applicable situation

The project will be within a classroom outside of the boundaries of the AMNHA.

The project is to promote/study the AMNHA at a location outside of the boundary.

The project does not fit any of the above categories and is therefore ineligible for an AMHAA grant.

Grant Type

Partnership Grant Preservation Grant Interpretation or Program Grant
Special Event Grant Educational Grant

Select the AMNHA themes that apply to the project; check all that apply

Culture and Community Early Settlement Granite and Technology
Spiritual Landscape Natural Systems

Proposed Start Date:

Proposed Completion Date:

Note: All projects must be completed by the end of the federal fiscal year (Sept 30) in which the funds were awarded, with a maximum of a 12 month project length.

Project Core Concept: Please sum up the nature of your project in one sentence.

Project Profile: This is your chance to share your vision of the proposed program. Please be as descriptive as possible and demonstrate why this program should be funded by the AMHAA.

Please complete this sentence: This project is needed in the AMNHA because...

How will this project benefit the AMNHA? Use this space to explain how it will help the AMNHA gain exposure, build capacity, or other ways to further community investment in the National Heritage Area.

How will the project be implemented? Please list out the steps in your plan that will make this project a raging success.

List and describe the project's three main goals

Goal #1:

How does goal #1 relate to your previously selected AMHAA themes?

Goal #2:

How does goal #2 relate to your previously selected AMHAA themes?

Goal #3:

How does goal #3 relate to your previously selected AMHAA themes?

How will the project benefit the public? Please describe the expected economic, social, community, and quality of life impacts of the project.

Will the project create or sustain jobs?

Yes

Please explain:

No

What is the overarching historic, cultural, or natural significance of the proposed project? In other words, once you connect all three main goals what will the outcome be?

How will this project and its connection to the National Heritage Area be promoted?

Have you secured any necessary permits and/or permission from any parties that may be affected by this project?

Yes

No

N/A

How will this project sustain itself after this year's grant funds have been exhausted?

Have you partnered with any other organizations for the development of this project?

Yes - Please list your partners

No

N/A

If you reference or use historic data in the project, what sources have you consulted?

Total Project Cost:

Grant Request:

Please fill out this budget with as much detail as possible:

Expense	Notes	Grant Request	Cash Match	In-Kind Match	Subtotal
Consultant					
Personnel					
Contract for Services					
Travel Expenses					
Materials & Supplies					
Other (explain)					
Project Total					

Statement of Assurances

The information provided in this application is correct and complete. By signing below, I affirm that I am an authorized representative and have the authority to act on behalf of the organization applying for this Arabia Mountain Heritage Area Alliance grant.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Checklist for Additional Documentation

IRS Documentation for non-profit applicants (letter must have been issued in the last 12 months).

Completed budget Table

Applicable Written Permission and/or Permits

Marketing plans (for interpretation or program grant)

Partnership grants must provide annual budget, work plan and, if they meet the funding threshold, a sustainability or fundraising plan



Grant Acceptance – Statement of Understanding

Congratulations! You have been awarded a grant in the amount of \$_____ from the Arabia Mountain Heritage Area Alliance. The grant recognizes your commitment to preserving, protecting and promoting the area's historic, cultural and natural resources in partnership with the National Heritage Area.

By accepting this grant, I certify that:

- ✓ I have read and understand the guidelines related to the FY2015 Grant Program.
- ✓ I acknowledge that this grant requires a one to one match achieved through the procuring of additional monies or in-kind services.
- ✓ I understand that I must provide all documentation as outlined in the guidelines, including the reporting of all grant funds and how the match was achieved.
- ✓ Funding received through the AMNHA grants program comes from the National Park Service and is subject to applicable reviews, regulations and guidelines regarding the use of federal funds. These include, but are not limited to: Section 106 of the Historic Preservation Act, Secretary of Interior Standards, and OMB circulars.
- ✓ I agree to promote the Arabia Mountain National Heritage Area as outlined in the grant guidelines.
- ✓ I understand that I am required to submit a final report within 30 days of project completion or within 30 days of the end of the fiscal year (Sept. 30) detailing all project expenditures. This includes how the grant funds were used as well as the required match was achieved.
- ✓ A copy of any publications or reports resulting from the grant must be presented with the final report.

Project Manager/Contact person
Address
Phone Number
Email Address

Title

Fax Number

Signature of Grantee

Signature of Authorized AMNHA Officer



Arabia Mountain Heritage Area Alliance

FY2015 Grant Report

Thank you for participating in the grants program of the Arabia Mountain Heritage Area Alliance. To fulfill the grant process (and be eligible for any future grants), complete this form in its entirety and return it within 30 days of project completion or within 30 days of the end of the fiscal year (Sept. 30). Failure to complete this form will result in the mandatory return of all AMNHA grant funds.

As you fill out this form please keep these important items in mind:

- This form is used to justify our grant program to the AMHAA Board and the National Park Service. Please include as much detail as possible to help us understand why your project was the best use of available funds.
- Don't forget to include how you met the required match for funding.
- A picture is worth a thousand words; please include pictures of your project.

Return this form with relevant pictures, publications, and funding details to mera.cardenas@arabiaalliance.org or by mail to 3787 Klondike Road, Lithonia, GA 30038.

Applicant Organization:

Project Title:

Contact Name:

Phone:

Grant Amount Received:

Total Project Budget:

#1 Goal Title:

Did you meet this goal?

Yes

No

What were the outcomes of the project in relation to this goal? Use this space to explain the positive impact of the project.

How did you determine this goal was met? Use this space to explain how you know you were successful.



#2 Goal Title:

Did you meet this goal?

Yes

No

What were the outcomes of the project in relation to this goal? Use this space to explain the positive impact of the project.

How did you determine this goal was met? Use this space to explain how you know you were successful.



#3 Goal Title:

Did you meet this goal?

Yes

No

What were the outcomes of the project in relation to this goal? Use this space to explain the positive impact of the project.

How did you determine this goal was met? Use this space to explain how you know you were successful.



Why was this grant critical to the success of your project?

How did you successfully match the funds provided by the grant? Please note that a minimum 1-to-1 match must be demonstrated; however, please include all matches associated with a project.

Match Type	Amount
Cash Donations	
In Kind Match (goods or services)	
Total Volunteer Hours	
Volunteer Hours Cash Value	
Total Value of Match	

Were there any deliverable goods produced (such as brochures, videos, photographs or presentations)? Be sure to provide copies to the Arabia Alliance.

Yes

No

Will you seek future funding for this project or other projects from the AMHAA?

Yes - Please tell us more about your possible future grant requests

No - Please explain why you are not seeking further funding