

**Endless Mountains Heritage Region, Inc.
Pennsylvania Heritage Areas Program**

NOTICE OF INTENT
(Due October 1)

Part I. Applicant Information:

Organization: _____

Contact Name: _____ Title: _____

Type of Organization: (Circle One) 501(c)(3) or Municipality

Address: _____

Phone: _____ Email: _____

List of active Project Partners: (include name, organization, & phone number)

Part II. Budget Information

Grant Amount Requested = \$ _____

Required Cash Match = \$ _____

[implementation is 50% grant/**50%** cash match]

[special purpose study is 75% grant/**25%** cash match]

Administrative Fee to EMHR, Inc. [6% of grant amount]

\$ _____

Projected Total Project Cash Cost plus admin fee = \$ _____

Potential List of Matching Funds:

Name	Amount	Private or Public	In-hand or Pledged or Pending
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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 1st of the year grant awarded.

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.
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Towanda, PA 18848
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www.endlessmountainsheritage.org