



CERTIFIED LOCAL GOVERNMENT MINI-GRANT APPLICATION

Submit completed application and supporting narrative via email to RA-PHCLG@pa.gov

Mini-grant applications are reviewed on a rolling basis and awarded first-come-first-served until all available funds have been exhausted. Applicants should contact their Community Preservation Coordinator prior to submitting an application.

Please complete and return both pages of this application along with a project narrative that addresses the questions on page 2. The narrative should not exceed two (2) typed pages. Awards will be made on a first-come first-served basis until all available funds have been awarded.

1. Applicant Information

 Name of Certified Local Government

 Contact Name

 Contact Person Title/Role

 Mailing Address

 City

 State

 Zip

 Email Address

 Phone

2. Project Information

Project Name: _____

Project Location: _____

Project Type:	Planning	Design Guidelines	Survey	National Register Nomination/DOE
	Revitalization/ Reuse Study	Public Education	Design Assistance	

3. Grant Amount and Match Requirement

(A) CLG Grant Request (Maximum \$7,500) _____

(B) Minimum Match Required (A x .25) _____

(C) Additional Match _____

(D) TOTAL PROJECT COST (A+B+C) _____

4. Municipal Verification

By signing below, I confirm that I am authorized to submit this application on behalf of the applicant municipality.

 Signature

 Date

 Printed Name

 Title



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Project Narrative

Please submit a project narrative that describes the project you are seeking funding for and specifically addresses the questions below. The narrative should not exceed two (2) typed pages.

- What is the scope of the project?
- Is this part a larger or multi-phase project?
- What are the specific tasks associated with this project?
- What will the deliverables/outcomes of this project be?
- What is the project's anticipated start and end dates?
- Why are you seeking funding for this project?
- How will this project help your community?
- Are there other partners involved in this project?

Important Information for all Grantees

- Grantees will receive 10% of the grant award for administrative costs. This is the de minimus rate established by the Office of Management and Budget for all Federal grants and subgrants. You will not be required to submit timesheets or other documentation in order to receive these funds and the administrative costs will be reflected in the final grant budget.
- If you are awarded a Mini-Grant, you will have 60 calendar days to provide the PA SHPO with proof that you have secured the minimum cash match required. This can be verified in writing via a letter from a municipal official stating that the matching funds are available in the municipal budget or a commitment letter from another funder or partner.
- After the grant is awarded, the PA SHPO will work with you to prepare a Funding Release that includes a detailed scope of work, deliverables, and budget. You will be given a "green light" to proceed with the project after that Funding Release has been approved.
- All projects should be completed within 3-6 months of award.
- You must select all consultants and contractors using a competitive process. Please see the CLG Grant Consultant Selection Guidelines for further information.
- Please contact your Community Preservation Coordinator with questions or if you need further assistance on your application.