

Heritage Advisory Council Guidelines for Mini-Grant Submission



The Heritage Advisory Council (HAC) is offering its members an opportunity to apply for a mini-grant for a calendar year (September through August). Only organizations whose membership is in good standing (i.e. paid in full for the year) may apply.

Each member may apply once during a calendar year – the group would be put on the bottom of the list for an application the next year, depending on available funds and number of applicants.

Application Deadline: September 17, 2019 (first meeting of the year)

Bring 6 copies of the application and any supporting materials to the September 17 meeting for distribution to the Mini-Grant Application Review Committee.

Each member may apply for an amount not to exceed \$250.00.

Funds must be matched – in-kind donations of services and/or supplies can be included in the match. (Volunteer hours can be billed at \$20.85/ hour)

Funds cannot be used for operating expenses.

Mini-Grant Application Review Committee recommendations will be discussed and approved at the October HAC meeting.

Recipients submit copies of receipts and a brief description of results (if applicable) at end of project. Funds will be distributed within one month.

**Heritage Advisory Council
Mini-Grant Application – 2018-2019**



Name of Organization: _____

Address: _____

Phone/e-mail: _____

Contact Person: _____

Phone: _____

Title of Project: _____

Amount Requested: _____

Estimated total project cost: _____

Project Start Date: _____

End Date: _____

Summary of project & community served (use separate sheet if needed):

Budget:

INCOME

EXPENSES

Signature of Organization representative

Approved/Denied Amount: _____ Date: _____