



2022 COMMUNITY PARTNERSHIP GRANT APPLICATION

National Coal Heritage Area Authority

PO Box 15

Oak Hill, WV 25901

304-465-3720

The National Coal Heritage Area Partnership Grant Program 2022

Due Dates

1st Quarter Mini Grants and Major Grants: March 4, 2022

2nd Quarter Mini Grants: June 3, 2022

3rd Quarter Mini Grants: September 2, 2022

4th Quarter Mini Grants: December 2, 2022



National Coal Heritage Area Authority

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The National Coal Heritage Area (NCHA) is one of 55 nationally designated heritage areas in the United States. The mission of the National Coal Heritage Area is to ***preserve, protect and interpret lands, structures and communities associated with the coal mining heritage of southern West Virginia.***

The NCHA encompasses 13 counties in southern West Virginia: Boone, Cabell, Fayette, Lincoln, Logan, McDowell, Mercer, Mingo, Raleigh, Summers, Wayne, Wyoming and the Paint Creek and Cabin Creek watersheds in Kanawha County. The National Coal Heritage Area Authority operates is a public entity and currently maintains offices in Oak Hill. To support community efforts to preserve, interpret and promote coal heritage resources, the National Coal Heritage Area Authority operates a grant program for eligible projects within the National Coal Heritage Area.

Applications for Mini Grants will be accepted quarterly. Requests for Mini Grants may not exceed \$5,000. Applications for Major Grants will be accepted one time per year in the first quarter. Major Grants are for projects requesting over \$5,000 based on limits for each category.

The NCHA management plan identifies interpretive themes for the area. Each project must address at least one of the interpretive themes in some manner and could go across several thematic areas. You are encouraged to consult with NCHA staff as you develop your grant proposal. Upon completion of the project, grant recipients will be required to submit a sworn statement of expenditures made under the grant in compliance with WV Code §12-4-14. The deadline for completion of projects in this grant round is June 30, 2023.

Grants awarded in the 2018, 2019, and 2020 grant cycles must be closed out with all reports and paperwork in place before any new grants will be awarded. Additionally, any open grants must be up to date with all reports and documentation in place.

Interpretive Themes

- The Business of Coal Mining: Includes early prospectors, coke processing, transportation of coal, uses, mining companies, company records, land speculation, early coalfield development, recruiting laborers, impact on industrialization of country
- Working in Coal: Includes life underground, training of miners, recruitment and integration of miners into the industry, early practices, mining safety, mining disasters, labor conflicts, health hazards, customs and superstitions
- The Company Town: Includes company stores, housing, mining community, role of religion, life of women, educating children, ethnic and racial diversity, food and customs, medical care, social activities and structures, accessibility of goods, folk arts and culture, isolation, community solidarity, service communities and commercial centers, community design and architecture
- Mining Technology: Includes early hand tools, hand loading, beginnings of mechanization, innovations and inventions, advances in underground technology, modern mining practices
- Crisis and Renewal: Includes declines in the industry, loss of jobs, migration from the coalfields, deindustrialization, boom and bust cycles, affect on company towns, and revitalization of coal communities.

Eligible Organizations

Organizations eligible for grant awards are legally established non-profit organizations and institutions (recognized by the IRS) and public and governmental organizations including county and municipal governments, state agencies, economic development authorities and educational institutions, including public and private not-for-profit schools

Types of Grants Available

Mini Grants: Mini-grants ranging from \$1,000 - \$5,000 will be awarded four times per year. Deadlines for Mini-grant applications in 2022 are: March 4, 2022, June 3, 2022, September 2, 2022, and December 2, 2022.

Major Grants: Major grants ranging from \$5,000 -\$25,000 will be awarded once per year. The deadline for Major Grants in 2022 is March 4, 2022.

Applicant organizations must provide 50% of the project cost in documented matching funds or in-kind services. Extra consideration will be given for projects that exceed the 50% required match.

Guidance on Matching Funds

Funding for these grant offerings is provided to the National Coal Heritage Area through a cooperative agreement with the National Park Service. Funds allowed as matching project funds include any non-federal funds provided by the state, local government, foundations, or raised from

private sources. In-kind match is also allowed but must be carefully documented. Please consult with NCHAA staff if you have questions regarding matching funds. Matching funds must be available when the application is submitted and documentation of the matching funds must be included with the application. Documentation may include copies of bank statements reflecting balances that show the funds are on-hand, grant award letters, letters of commitment from other funders, organizations, individuals or businesses.

Dispersal of Funds

While grants of this nature are typically based on reimbursement of expenditures, advances will be allowed during this grant round. Please indicate in the budget section whether or not you will need to have funds advanced to you for the project. Projects will be required to submit monthly financial and progress reports. No invoices will be processed without match documentation and progress reports. At the completion of the project, financial records for the project will be audited by NCHAA staff and the grantee will be required to return any funds remaining or deemed as ineligible costs.

Submissions of Grant Applications

Completed grant applications must be received in the office of the National Coal Heritage Area Authority by 4:00 pm on the specified deadline dates. Applications may be mailed to NCHAA, PO Box 15, Oak Hill, WV 25901. Applications can be hand delivered to 100 Kelly Avenue, Oak Hill. Faxed or emailed applications will not be accepted. Two complete copies of the application, with a cover letter signed by the Executive Director or an officer of the corporation indicating institutional support for the project, are required. Please secure application with a clip and **do not** staple or bind in any manner.

Eligible Categories

Interpretation and Heritage Programming:

Projects must create or further develop interpretive opportunities related to coal heritage within the National Coal Heritage Area incorporating at least one of the interpretive themes. Can include community or school based heritage education projects. Designs for printed materials, signage design and interpretive plans must be approved by the National Coal Heritage Area Authority before printing or fabrication of signs begins. Exterior interpretive signage must use the graphic design template currently in use by the National Coal Heritage Area. Historical markers will be allowed under this category, but must be a part of the Division of Culture and History's historical marker program and must include adequate space for a minimum of two vehicles to safely pull off the road.

Examples of eligible projects are:

- interpretive brochures and guides
- performances
- performance spaces for relevant performances
- interpretive exhibits and signage
- creation of public art exhibits
- development of interpretive signs

- creation of relevant art/photography exhibits
- driving/walking tours
- historical markers

Historic Preservation and Resource Stewardship: (Grant awards range from \$ 1,000 - \$5,000 for Mini Grants and \$5001 to \$25,000 for Major Grants)

Projects in this category must further the preservation, protection, and/or restoration of historic properties, landscapes and cultural resources with the National Coal Heritage Area. All structures must be listed on the National Register of Historic Places or determined as eligible for listing by the State Historic Preservation Office. Preservation and restoration of historic structures must adhere to the Secretary of the Interior's "Standards for Treatment of Historic Properties." All preservation projects are subject to approval of the WV State Historic Preservation Office and may not proceed until written notice from SHPO is received. **All structures receiving funding under this category must be owned by an eligible non-profit or public agency, open to the public, and have a clear connection to coal history and the specified interpretive themes. No privately owned structures are eligible for assistance.**

Examples of eligible projects are:

- development of a historic preservation master plan for an existing National Register district or structure
- structural analysis for the purpose of stabilizing an eligible structure
- interior and exterior rehabilitation of an eligible structure
- development and submission of a nomination to the National Register of Historic Places

Archives and Historical Record Collection: (Grant awards range from \$ 1,000 - \$5,000 for Mini Grants and \$5001 to \$25,000 for Major Grants)

Grants within this category will serve to increase the public's access to historical records and documents or to preserve paper-based archival documents, artifacts, and photographs. All work done under this category must focus on preserving collections or improving the public's access to archival information, but may not include ongoing operational expenses of operating an archival facility. A catalogue of material collected and archived under this grant category must be published and made available to the public either on-line or in print and a copy provided to the National Coal Heritage Area Authority.

Examples of possible projects in this category are:

- collecting and cataloguing or archival documents to be made available to the public
- creation of systems to allow on-line access to archival documents
- preservation of collections through proper storage
- curation of collections of historical materials, artifacts, and photographs

Greenways, Public Parks and Non-motorized Trails: (Grant awards range from \$ 1,000 - \$5,000 for Mini Grants and \$5001 to \$25,000 for Major Grants)

Grants within this category must focus on creating outdoor spaces that have an interpretive element, be open to the general public and be generally accessible to the traveling public. Design plans and feasibility studies for these types of projects are also considered to be eligible. In general, playgrounds and recreational facilities will not be eligible for funding, unless there is a significant interpretive element. All design plans for approved projects must be submitted to the National Coal Heritage Area Authority for approval before actual construction begins.

Examples of projects eligible under this category are:

- a trailhead facility related to the coal heritage of the area
- interpretive trails that pass across mining lands or through historic coal communities with accompanying interpretive materials
- roadside pull-offs featuring interpretive signage and/or historical markers
- gateways and gateway signage to coal communities
- non-motorized trails that connect historic resources or historic communities
- river access sites to provide access to water trails for fishing and non-motorized boating. Special emphasis will be on providing access to the Tug Fork River and the Guyandotte River Water Trail.

Educational Activities and Events: (Grant awards range from \$ 1,000 - \$5,000 for Mini Grants and \$5001 to \$25,000 for Major Grants)

Grants within this category will focus on providing educational opportunities within the community or schools. Activities should involve preserving and sharing the history of the region with children, young people, community members, and visitors to our area or involve those groups in collecting and preservice history. **While these funds can be used for festivals and special events, we will not fund overall festival expenses, fireworks, parades, contemporary musical groups, carnival rides, other forms of entertainment or activities that do not have a connection to the history of the region.** Items that are eligible for funding include historic re-enactments, historic walking tours, culturally significant musical performance, dramatic performances and plays, educational activities, and historical exhibits.

Examples of projects eligible in this category include:

- field trips to historic sites or to attend historic presentations for young people
- projects that explore the history and culture of coal and coal communities through the arts including drama, literature, photography, visual arts, music, dance, and public art
- special speakers or presentations as stand-alone activities or as part of a festival
- historical research and documentation including oral and family histories
- traditional and digital storytelling

- workshops or presentations designed to assist communities in preserving and interpreting their history

Marketing and Promotion: (Grant awards range from \$ 1,000 - \$5,000 for Mini Grants and \$5001 to \$10,000 for Major Grants)

Grants within this category will provide for development of promotional materials and advertising for sites, communities, and events that have a clear connection to the coal heritage interpretive themes described above. We will not provide funding for reprint of existing brochures. We are looking for new projects.

Examples of projects eligible in this category include:

- initiatives that promote heritage sites as tourism destinations
- projects or strategies that will increase visitation to sites
- projects or strategies that include multiple heritage sites or partners
- creation of brochures, travel guides, rack cards, and other printed materials to be distributed to visitors or used to attract visitors to a community, region, or site
- signage designed to direct visitors to heritage sites and improve the visitor experience

APPLICATION INSTRUCTIONS

Applications should include the following information in the order given.

Organizational information (Two pages maximum)

- Name, address, telephone and fax numbers of organization
- Contact person with email address
- Organizational status (Non-profit status must be documented in attachments-required)
- FEIN and DUNS numbers (required)
- Ability of organization to complete project with descriptions of any similar projects completed
- Fiscal capacity of organization to manage federal grant funds
- Experience of key project staff or volunteers
- If you have an existing grant still open, please provide status of that grant

Description of Project (Five pages maximum)

- Project goals and steps designed to meet these goals
- Activities to be undertaken
- Timeline for completion of project, please provide concrete dates for completion of project
- Target audience including number of people to be served, if applicable
- Connection of project with National Coal Heritage Area interpretive themes
- Description of methods used to ensure products will be of highest quality and professionally produced
- Plan for sustainability and maintenance of project

- Describe how project will be made available to the public including staffing of site, if applicable. Priority will be given to projects that have demonstrated appeal to tourists and will stimulate tourism based economic development.
- Discuss any benefit to the local community.

Community Involvement (Two pages maximum)

- Discuss organizations that will partner with you on this project and their contribution to the project.
- Does this project fit with other community preservation, economic development, or tourism plans?
- How will this project complement other projects within the community?
- Discuss community support of this project. Include at least two letters of support from partners.

Budget and Budget Narrative (Two pages maximum)

- Discuss whether you will complete the project on a reimbursement basis or will require an advance.
- Provide a detailed line item budget for grant funds and matching funds (use budget form attached to this document)
- Provide a detailed narrative describing how each expense will support the overall goal of the project
- Funds may not be used for staff salaries and overhead, although services of a project manager or professional consultant may be allowable

Attachments (Ten pages maximum)

Please include the following items as attachments:

- Verification of non-profit status
- Letters of support (2)
- Resolution from board authorizing submission of the application and appointment of the grant administrator
- Documentation of the availability of matching funds or commitment of in-kind services

SELECTION CRITERIA

Projects will be judged by the following criteria:

• Connection to National Coal Heritage Area Themes	20 Points
• Organizational capacity to manage and complete project by deadline	10 Points
• Plans for sustainability	10 Points
• Appeal and accessibility as a heritage tourism venue	25 Points
• Availability of match above the required 50%	5 Points
• Community support and partnerships	10 Points
• Historical significance of structure, site and/or project	15 Points
• Benefit to the community	10 Points

Total points possible: 100

Project Name: _____

Applicant Organization: _____

BUDGET