

In-kind matches must be necessary and directly attributable to the project. Personnel time for employees, volunteers, service providers and consultants as well as tangible contributions of services, materials, supplies and products must be documented. All documentation must be submitted to MHHA prior to final disbursement of grant funding.

Grantee Responsibilities

1. Grantee will be required to sign a grant contract with MHHA.
2. Each contract will be unique to the project requirements.
3. No work may begin on any grant-funded portion of the project until a contract has been signed by both the grantee and the MHHA.
4. MHHA grants utilize federal funds and therefore all applicable federal laws must be followed. Once a grant is awarded, MHHA staff will work with the grantee to determine laws and regulations which apply to the project.
5. Grantee must provide proof of insurance, if applicable.
6. Grantee is required to submit financial and final performance reports for the project as specified in the contract. Interim reports may be required for complex projects or those taking longer than one year to complete.
7. Grantee will allow inspection of program records by MHHA staff and any authorized federal agencies.
8. Grantee will acknowledge MHHA, the State of Mississippi and the NPS for funding in all print materials, exhibits and signs.

Application Requirements, Transmittal & Assistance

Submit a completed application form via email to grantinfo@mshills.org by 5 pm Central Time on the stated due date. Mailed or special handling applications must be received by the same stated deadline also. All support documentation must be included with your application by stated deadline. There are 4 grant categories, so please make sure you are using the correct one based on your project needs. Do not staple or bind your application and support material. Paper or binder clips are permissible. Incomplete or inappropriate applications will not be considered.

If sending your application by mail or special-handling delivery, please include the original and 5 additional copies for review purposes.

MHHA staff is available during normal working hours at 662.269.2580 or at grantinfo@mshills.org to assist with the application process or answer any questions. We encourage you to visit our website at www.mississippihills.org to learn more about the Mississippi Hills and to review the Management Plan.

Conflict of Interest

The grant program is administered to avoid any potential conflicts of interest. Any member of the Grants Committee or MHHAA Board of Directors will abstain from any discussion, deliberation or vote on projects they are connected to through employment, elected office, family relationship or financial interest.

Applicable Laws & Regulations

Grantees must comply with all applicable Federal laws, including but not limited to:

- *Section 106 of the Historic Preservation Act (www.achp.gov/106)
- *National Environment Policy Act (www.epa.gov/compliance/nepa)
- *Americans with Disabilities Act (www.ADA.gov)
- *Title IV of the Civil Rights Act of 1964 (www.justice.gov/crt)
- *Title IX of the Education Amendments of 1972 (www.justice.gov/crt)
- *The Age Discrimination Act of 1975 (www.dol.gov/dol/topic/discrimination)
- *Section 504 of the Rehabilitation Act of 1973 (www.hhs.gov/ocr/civilrights)
- *Fair Labor Standards Act (www.dol.gov/whd/flsa)

Additionally, the Office of Management and Budget (OMB) produces circulars which both specify and clarify items like cost principles and audit requirements for different types of organizations. All OMB circulars are available at (www.whitehouse.gov/omb)

Of particular interest for cost principles, administrative requirements and audits:

- *State & Local governments – OMB A-87; A-102; A-133
- *Educational institutions – 2CFR, Parts 215/220; OMB A-21; A-110; A-133
- *Non-profit organizations – 2CFR, Parts 215/230; OMB A-122; A-110; A-133

Grantees also must comply with all applicable Mississippi state laws in regard to the purchasing of goods and services where grant-funded items are concerned.

Grants Committee Criteria

Following a MHHAA staff review for eligibility only, members of the MHHAA Grants Committee will meet as deemed necessary during award cycles to determine ranking and priority of all submitted applications. Committee decisions will be based on five equally weighted selection criteria worth 20% each. Each criterion will contain a quality scale of 1-5 with 5 being **excellent** and 1 being **poor**. A perfect score would be 25.

The five criteria for ranking and priority are:

- *Project fits the MHNHA mission and addresses an appropriate theme.
- *Project utilizes community resources in a unique or innovative manner.
- *Project is realistic with a clearly-stated process and expected outcome.
- *Project shows collaborative efforts with multiple partners.
- *Project budget satisfactorily supports the stated objectives.

Primary Interpretive Themes

Interpretation of the region's stories and resources is a key element of the federal Management Plan which guides the development of our program. While the plan addresses a range of issues, it specifies four dominant themes to be used to inform Mississippi citizens as well as out-of-state visitors about the culture and heritage of the Hills. Applicants should fully familiarize themselves with these interpretive themes -- African American heritage, Civil War, Native American heritage and Music & Literature -- and related subthemes.

Creating S.M.A.R.T. Goals For Your Grant Project

(S) Specific goals have a much greater chance of being accomplished than general ones. Answer the questions below to help set that specific goal:

- *WHO... is involved?
- *WHAT... do I want to accomplish?
- *WHEN...is my time-line or time-frame accurate?
- *WOW...have all goal requirements and constraints been considered?
- *WHY...is the specific reason, purpose and benefit of this goal clear?

(M) Measuring progress on your goal will help you stay on track, reach target dates on time and experience a sense of achievement which pushes you forward to accomplish your task. Answer the questions below to help define measurable progress:

- *How much is involved?
- *How many are involved?
- *How much time do I have?
- *What comes first?

(A) Attaining a goal is much easier if it is well-defined and well-timed and can become an accomplishment when coupled with a positive attitude, appropriate skills and enough financial capacity. Planning your steps wisely is central to attaining a goal.

(R) Realistic goals are those that reflect some points mentioned above and are then executed with both a willingness and commitment from those charged with the responsibility. Remember, each goal should be measurable and represent a step forward.

(T) Timely goals are more apt to get accomplished than those without a time-frame. By setting an accurate and realistic time schedule, you build a sense of urgency. With urgency comes action and with action comes progress. As you make progress, your goal becomes more tangible...thus, more attainable.

(Thanks to the Great Basin Heritage Area Partnership for their assistance with this document.)