

Certified Local Government Program

Mini-Grant Program



The CLG Mini-Grant program is intended to provide Certified Local Governments with grant funds to solve problems and build capacity for the local preservation program in a timely and targeted fashion. Projects and issues often arise outside of established annual grant cycles, requiring communities to either defer action and wait for the next open grant round, spend money from the annual budget, or seek funding from other sources. Often, important projects languish and never get done because the resources aren't available or something more pressing takes precedence. Sometimes, there's a project or a property that requires a timely response and the community can't wait for another grant round to open.

What types of projects are eligible for Mini-Grants?



Mini-Grants are designed to provide small dollar grants on a rolling basis throughout the year. CLGs may apply for these grants at any time for any eligible project.

- Generally, projects funded by a Mini-Grant will be discreet, time-sensitive, and able to be completed within a 3 to 6 month timeframe. Larger, more complex, or longer duration projects are likely to be more appropriate for the annual CLG Project Grant program.
- Eligible Mini-Grant projects include: planning, ordinances, design guidelines, surveys, National Register nominations, public education, and design assistance.
- Bricks-and-mortar construction projects are not eligible for funding

What is the maximum Mini-Grant amount and what are the matching requirements?

- Mini-Grants may range from \$100 - \$7,500
- All Mini-Grants require a minimum cash match of 25% of the grant award. For example, if your community receives a \$1,000 grant, you will need to provide a minimum of \$250 cash match from any non-Federal source.
- You do not need to have your match secured in order to apply for a Mini-Grant. You have 60 days from when the grant is awarded to identify the source and conform that with the PA SHPO.



What are the contracting requirements for Mini-Grants?

Mini-Grants are awarded through the CLG Master Grant Contract, which greatly reduces the time it takes to get a project agreement finalized.

What is the application process?

To apply for a Mini-Grant, you should first consult with your Community Preservation Coordinator to discuss the project. Then, complete the 1-page cover sheet and provide a 2-page letter of intent describing the project. **Applications materials** are available on the PA SHPO website: <http://phmc.pa.gov>. Applications are accepted on a rolling basis and are reviewed monthly.