



## MotorCities National Heritage Area Challenge Cost Share Grant Program

The MotorCities National Heritage Area Challenge Cost Share Program is designed to support MotorCities Stewardship Community Organizations located within the MotorCities National Heritage Area as defined by the Secretary of the Interior (*H.R. 3910 Nov 6, 1998 Public law 105-355, 105<sup>th</sup> Congress*). The program provides limited funding to Partner Organizations for initiatives that support or further the Mission, General Management Plan and Annual Work Plan of MotorCities National Heritage Area. Successful applicants may have up to 20% of their total eligible project costs reimbursed by MotorCities. Applicants need to be active members of MotorCities. Grants are not awarded to individuals, foundations or capital campaigns.

For more information, contact the MotorCities Challenge Cost Share Grant Program Coordinator:  
**Brian Yopp at 313-259-3425 x 307 or [byopp@motorcities.org](mailto:byopp@motorcities.org).**

Send completed applications to: Challenge Cost Share Grant Program  
MotorCities National Heritage Area  
200 Renaissance Center Suite #3148  
Detroit MI 48243

Projects must be largely automobile-related and deal with: Revitalization through preservation, Interpretation or heritage development, Education and Tourism. **Applications are due January 31, 2012; April 1, 2012; July 1, 2012; October 1, 2012.**

### MotorCities National Heritage Area Challenge Cost Share Grant Program Application

Project Name: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

(Projects can be done in phases and span more than one year.)

A close out report is required in each fiscal year to receive reimbursements for expenses within that cycle)

Does the project involve a National Historical Landmark?  YES  NO

Partner Organization Name: \_\_\_\_\_

Stewardship Community Organization and Member of MotorCities?  YES  NO

Name / Title of Authorized Partner Organization Official \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Official Responsible for Fiscal Matters: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

## Project Cost Summary

Total Project Costs: \$ \_\_\_\_\_

Total CCSP Eligible Project Costs: \$ \_\_\_\_\_

Other Non-Eligible Costs : \$ \_\_\_\_\_

MotorCities CCSP Share: (no more than 20%) \$ \_\_\_\_\_

Applicant CCSP Share: \$ \_\_\_\_\_

### Attach a Brief Outline of Your Project as Described Below

- 1) Summary Paragraph: In 400 words or less concisely describe the planned objectives of this project and how they related to MotorCities mission.
- 2) Project Description: (no more than two pages) (a) Outline concisely the objectives and tasks needed to complete the project. (b) For each **major** activity and task, give a general time line for completion. (c) Identify MotorCities involvement.
- 3) Planned Results: List the tangible, measurable results and products anticipated with completion of the project.
- 4) Applicant Assurance: Specify how MotorCities National Heritage Area will be recognized and identified in published materials or presentations developed under the funding.
- 5) Budget Summary: (one page) Provide a budget summary which matches your project description. If the project will be developed through Phases, only list projected costs for the tasks involved in this grant application.

**Please limit all descriptions. The use of narrative or outline format is acceptable.**

- 6) Close Out Summary: (Submit after completion of project). Close out of the project will require a summary of listed costs. Copies of project invoices and receipts need to be attached. In kind services need to be substantiated with what ever means are used by your entity (i.e.: sign in/time sheets, payroll etc). Submitted costs must have acceptable documentation and invoices with the close out report.

**Note of Understanding:** Indirect cost percentage amounts may be limited in order to maximize CCSP funds for costs necessary to carry out the project. Participating costs eligible for application towards the 20% Challenge Cost Sharing Program must have acceptable documentation and invoices with the close out report. Reimbursements involve financial processing through both MotorCities National Heritage Area and the National Parks Service and can take from two to six months for remittance. This is an application process and in no way guarantees acceptance of a project and or elements of a project for reimbursement. All projects and submissions are subject to approval by MotorCities National Heritage Area and the National Park Service using standards and criteria for both organizations to determine if a project is eligible for reimbursement. The MotorCities Challenge Cost Sharing Program reviews and approves projects throughout the year until the limited funding is exhausted and at that time the program closes until funds are allocated for the following year.

I understand the above. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest.**

**Respectfully,**  
**Nancy Darga**  
**Managing Director**  
[ndarga@motorcities.org](mailto:ndarga@motorcities.org)

# MotorCities National Heritage Area Challenge Cost Share Grant Program 2011

## ELIGIBLE COSTS AND VALUATION

Project costs must be not only reasonable and necessary to complete project work, but must also be (a) allowable; and (b) valued according to the appropriate Office of Management and Budget Circular cost principles (Department of the Interior regulations at 43 CFR 12). Grants staff in Regional Offices are familiar with these Circulars.

1 The following are important basic elements:

1. Allowable in-kind (non-cash) contributions are defined in OMB Circular:

A-87 -- for Agreements with governments;

A-122 -- for Agreements with non- profits; or

A-21 -- for Agreements with educational institutions.

Matching share is also covered in OMB Circulars A-110 (administrative requirements for universities or non-profits) and A-102 (for governments and Indian tribes).

2. Non-federal Partner matching share must be cash or goods, volunteer labor or services, equipment, or other necessary items that would have had to be purchased to carry out the project if it were not contributed. For example:

a. *Donated supplies or loaned equipment*: If a partner donates supplies, the contribution is valued at the market value of the supplies at the time of donation. If the partner donates equipment, but retains title, the contribution is valued at the fair market rental value of the equipment.

b. *Volunteer services*: In brief, donated services are valued at the rate for "similar work."

(1) In-kind services provided by a government or university partner is valued according to rates paid by the partner to its employees for performing similar work. If the partner does not have employees performing similar work, the applicable rate is that paid by other employers for similar work in the labor market in which the partner competes for services.

(2) If other organizations other than the partner provides at no cost the services of an employee, these services are valued at the employee's regular rate of pay (except fringe benefits and overhead), provided the services are in the same line of work for which the employee normally is paid. If the services are in a different line of work, then the rules for volunteer work apply.

3. Federal funds cannot match Federal funds. To be counted as matching CCSP Cost-share, the contribution may come from any non-federal government entity, private individual or organization, charitable group, or private business. Funds provided directly from Federal sources or Federal agencies are NOT ELIGIBLE to be "counted" as matching share or cost sharing, but these contributions may be separately listed to the extent those contributions contribute to the project .

12/18/2011