

POLICY ON THE USE OF OPERATING ASSISTANCE GRANT FUNDS
FOR DISCRETIONARY NON-CAPITAL ACTIVITIES
INCLUDING MINI-GRANTS

(Adopted by the Maryland Heritage Areas Authority January 8, 2009)

- 1) Certified Heritage Area management entities may utilize up to \$10,000, but no more than 25% of their annual operating assistance grant, for discretionary activities that qualify as non-capital or programming activities under the MHAA grant program, including mini-grants to non-profit organizations and local jurisdictions.
- 2) If management entities utilize discretionary funds for mini-grants, by no later than the end-date of the operating assistance Grant Agreement from which the mini-grants are funded, management entities shall submit documentation to MHAA verifying the award of all mini-grant funds, and provide a summary of the projects funded, products to be produced, the agreed timetable, and total amount of cash and in-kind matching funds that will be generated by each project. Upon submission and acceptance by MHAA of the required documentation and summary project information, MHAA may disburse funds to management entities in an amount equal to the awarded mini-grant funds;
- 3) Management entities shall, by no later than the end-date of the operating assistance Grant Agreement issued in the fiscal year following the award of an operating assistance grant from which mini-grants are funded, submit documentation to MHAA verifying the completion of funded mini-grant projects, and provide a summary of each completed project, products produced, and the total amount of MHAA mini-grant funds expended and in-kind matching funds provided for each project;
- 4) If funded mini-grant projects are not completed by the end-date of the operating assistance Grant Agreement issued in the fiscal year following the award of an operating assistance grant from which the mini-grants are funded, in the following fiscal year MHAA may reduce the amount of operating assistance grant funds provided for discretionary activities, including mini-grants, by an amount not-to-exceed the funds provided for uncompleted mini-grant projects.