

**Regional Asset Funding
Mission Main Street Grant Application**
Program Guidelines | April 2015







Empowering the nonprofit sector toward economic & community development.

Section I. Introduction

About ECGRA.

The Erie County Gaming Revenue Authority was incorporated February of 2008 in the Commonwealth of Pennsylvania for the purpose of creating and administering a grant-making process for gaming funds that come from the Pennsylvania Department of Revenue. Our mission is to empower Erie County's nonprofit sector toward economic and community development.

ECGRA is accomplishing great things in Erie County. Here are some things to keep in mind:

-  In April 2015, ECGRA officially surpassed the \$32,000,000 mark, having invested this large sum in local governments, nonprofits, and economic development projects.
-  To date, ECGRA has invested in 157 nonprofits and municipalities.
-  ECGRA funding is in every part of Erie County from Corry to the bay front, from Albion to North East, from Girard to Harborcreek.
-  ECGRA is helping nonprofits in the short-term through regional asset grants and the long-term through endowments and revolving loan funds.

Mission Main Street's Purpose.

The purpose of Mission Main Street Funding is to create a targeted impact on Erie County's commercial corridors that we know as "main streets". These districts are distinct geographically and serve to incubate and host small businesses, special events, historic structures, and the community's central parks. Main Streets across the country have fallen into disrepair because of the diaspora of retail from business districts to malls. In communities where main streets are well maintained, there is a sense of vibrancy and civic pride. Main Street revitalization is an economic and community development strategy that creates jobs, promotes tourism, and impacts the region's economy.

Funding Authority.

The Authority is formed pursuant to the provisions of the Economic Development Financing Law, Act of August 23, 1967 P.L. 251, as amended, 73 P.S. §371, et seq., the Pennsylvania Race Horse Development and Gaming Act, Act of July 5, 2004 P.L. 572, as amended, 4 PA.C.S.A. §1403(c)(2)(v) and the Home Rule Charter of the County of Erie. Funding for the Authority is contingent upon receipt of funds from the Pennsylvania Department of Revenue.

Section II. Eligibility

Eligibility Criteria.

The applicant for funding shall be an IRS designated Section 501(c)(3) organization or an Erie County municipality. The applicant shall be dedicated to the revitalization of a main street in Erie County, Pennsylvania.

Ineligible Organizations.

The organization will be deemed ineligible for funding if it is: an institution that predominantly provides elementary or secondary education or other training; a state or federal park; an airport or public transportation facility; a for profit; any municipality or organization that was part of the settlement agreement entered into December 13, 2010 with ECGRA; a health care or long-term care facility; a public safety organization.

Eligible Uses of Funds.

Funding may be used for the following:

1. Paid Staff (full-time and temporary)
2. Marketing
3. Rental of Equipment/Facilities
4. Insurance
5. Equipment & Supplies
6. Contracted Services
7. Construction – **see policy on prevailing wage**
8. Outcomes Measurement & Impact Tracking

Ineligible Uses of Funds.

Funding cannot be used for the following:







1. Debt service
2. Travel
3. Attendance at conferences
4. Memberships or subscriptions

Geographic Focus.

The applicant or sponsoring organization's main office or headquarters must be located in the boundaries of Erie County, Pennsylvania. The main street must be within the boundaries of Erie County, Pennsylvania.

Budget Form, Match & Grant Request.


Each application shall be complete in its entirety in order to be eligible. It will also demonstrate the following in the form of a Budget:


-  Requested amount from ECGRA (not to exceed \$15,000)
-  Your agency contribution in the form of cash (do not list in-kind)
-  Other agency or funder contribution - include source, cash only (do not list in-kind)
-  Total project cost – cash only (do not list in-kind)
-  A 1:1 cash match (which is required for this program). Existence of an endowment does not count toward match.
-  Personnel costs limited to 15% of the funds requested from ECGRA

Section III. Grant Requirements & Terms

Application Submission.

The application for Regional Asset Funding – Mission Main Street Grant shall be electronically submitted to the Erie County Gaming Revenue Authority utilizing a grant application provided to the public through www.ECGRA.eGrantUSA.com.

 All submissions must be submitted by no later than 4:30pm, May 14, 2015.

 Program Inquiries should be directed to:

Diane Kuvshinikov
ECGRA, Grant Compliance
(814) 897-2693
dianek@ECGRA.org

Approval Process.

Receipt: Upon receipt of the application and required supporting material, the staff, working with the Board's review committee, will determine eligibility.

Review: The review committee will evaluate the application and determine if it meets the required parameters outlined by the Board.

Approval: The Authority's Board of Directors will receive funding recommendations from the review committee on June 11, 2015.

Notification: The Authority will notify the successful applicants.

Contract Terms.

Grant contracts for Mission Main Street funding shall be for a period of 12 months. One (1) option to extend the terms of the contract for a period of six (6) months may be granted by the Authority. Detailed, written justification for the contract extension shall be submitted to the Authority for review and consideration.

Post-Approval Process.

Following approval by the ECGRA Board of Directors, the Executive Director will issue a letter of agreement to the grantee, which must be signed by an officer of the organization and returned within 30 days of the date of said letter. The agreement may detail additional requirements with which the grantee must comply, including but not limited to: project audit, financial grant closeout report, maintenance of records, public relations, and any other information the board or staff deem relevant.





The grant contract agreement and any subsequent amendments will not be executed until all of the following have been resolved to the satisfaction of the Executive Director:

1. The grantee must be in compliance with ECGRA's policies on audits relative to the submission of closeout reports on any previous contracts with ECGRA, regardless of the program or funding source.
2. The grantee must be current in payment of all state and local taxes unless it has entered into an agreement satisfactory to the respective taxing authority and is fully in compliance with the terms thereof.
3. The grantee must certify that it will not discriminate against any employee or against any applicant for employment because of race, religion, color, handicap, national origin, age, or sex.
4. The grantee must be in compliance with IRS reporting standards.
5. The grantee must provide all supplemental documentation requested in the on-line grant application process, and/or by ECGRA staff.

After the grant agreement has been fully executed and the proper documentation provided to ECGRA, the payment to the grantee will be made via check.

ECGRA will monitor the activities of the applicant and the grant contract agreement to ensure that the grantee fulfills the conditions of the grant. This may include a site visit or random audit of income and expenses. Upon request and as required by the agreement, the grantee must furnish ECGRA with all data, reports, contracts, documents, and other information relevant to the activities of the applicant.

Grant Closeout Requirements.

-  All recipients of funds are required to provide a closeout report quantifying the progress toward accomplishing approved deliverables.
-  Closeout reports are due no later than July 31, 2016.
-  All grant recipients will be required to submit financial documentation as part of the closeout report. A closeout report template will be provided to you on a disk, and is also available online at www.ECGRA.org and www.ECGRA.egrantusa.com.
-  **Non-compliance** with these requirements may prevent the grantee from obtaining funding or payment from any ECGRA grant program and/or funding from ECGRA's programmatic partners.

ECGRA staff will promptly advise the ECGRA Board of Directors of any failure in performance by the grantee. If it is determined that the grantee provided any material misrepresentations or that funds were used for activities not permitted under the terms of the grant contract agreement, the grantee contract agreement will be considered in default and immediate repayment will be demanded. In addition, the matter may be referred to the appropriate authorities for investigation.

Section IV. 2014 Grant Schedule

- Thursday, April 9, 2015 – ECGRA releases the Application & Guidelines and posts to www.ECGRA.org.
- Thursday, May 14, 2015 – Applications must be submitted by 4:30 pm.
- Thursday, June 11, 2015 – The ECGRA Board of Directors will approve funding recommendations.

Appendix A.

Application Checklist

- Applicant Profile
- Annual Summary Statistics
- Narrative
- Budget Form & Narrative

- Organizational Attachments
 - List names, titles and provide brief job description for each of your senior leadership.
 - Provide a list of your Board of Directors with information about their occupations and emails.
 - Copy of your organization's most recent Annual Report or Year End Review
 - Copy of Pennsylvania Cultural Data Project Data Profile for the previous fiscal year

- Financial Management Attachments
 - Copy of IRS 501c3 determination letter
 - Copy of your most recent 990 Long Form or 990N or ePostcard

- Risk Management Attachments
 - Copy of current Directors and Officers Liability Insurance policy
 - Copy of current general liability insurance policy

- Other Support Material Attachments
 - Provide material to support your application in the form of:
 - You Tube links
 - Podcasts
 - Photographs
 - Press Releases
 - Brochures, flyers, etc.
 - Other evidence of community support

Appendix B

**Grant Application
EVALUATION FORM**

Agency Name: _____ Reviewer: _____

Date of Review: _____

Please rate each of the following by circling the response which best describes your rating of the project against each criterion.

HOW WOULD YOU RATE THE FOLLOWING:	EXCEL- LENT	VERY GOOD	GOOD	FAIR	POOR
1. Demonstrated community involvement.....	5	4	3	2	1
2. Demonstrated impact on economic development.....	5	4	3	2	1
3. Demonstrated impact on quality of life.....	5	4	3	2	1
4. Demonstrated good governance & leadership practices.....	5	4	3	2	1
5. Demonstrated good organizational planning and management practices.....	5	4	3	2	1

6. What were the strengths of the application?

7. What were the weaknesses of the application?

8. What are your suggestions to improve the application?

9. Please feel free to add any comments or suggestions.
