



## **White Pine Chamber Foundation Grant Guidelines**

The White Pine Chamber Foundation is the 501c3 Non-Profit arm of the White Pine Chamber of Commerce.

Benefiting White Pine Chamber Member Businesses and Organizations through public and private donations. The White Pine Chamber Foundation provides grants in support of economic enhancement, community development, as well as fundraising for scholarships supporting White Pine County High School Graduates in their pursuit of higher education. Accepting financial contributions, as well as donations of real property, both residential and commercial, The White Pine Chamber Foundation can assist in the economic redevelopment of housing and commercial real estate. The WPCF is one more way the White Pine Chamber of Commerce is helping our membership and our community thrive.

### **Who May Apply**

Applicants may include non-profit organizations, federally recognized Indian tribes, or White Pine businesses, all within the White Pine Chamber of Commerce Membership Network.

Collaboration and partnerships are encouraged.

The applicant(s) must have sufficient capacity to manage the economic enhancement project to completion. Applicants who have previously received grants from the WPCF are eligible only if they have followed all applicable regulations and specifics agreed to in the grant contract. All potential grantees are encouraged to discuss their project proposals with WPCF staff prior to submitting an application.

### **Eligible Projects**

To be eligible for funding, projects must further one or more goals of the WPCF, listed below. Projects that address two or more goals will be given higher consideration. Projects that incorporate the primary interpretive themes of the WPCF are highly encouraged. The best way to determine if your project is eligible for a WPCF grant is to talk with our staff or email [wpcc@whitepinechamber.com](mailto:wpcc@whitepinechamber.com).

### **White Pine Chamber Foundation Goals:**

**Economic Enhancement:** Economic Enhancement Grants provide funding to business support projects that aim to improve economic conditions in a specific area or community. These grants can be used for various purposes, including infrastructure development, business expansion, job creation initiatives, and commercial revitalization projects, commercial facade improvements, commercial services enhancements, or projects that increase the economic welfare of the White Pine Chamber service area.

**Community Revitalization:** Projects that foster sustainable economic activity; Promote entrepreneurial and small business development related to expansions of economic diversity; neighborhood or community renewal, or endeavors that provide a comprehensive approach to improving the social, economic, and physical conditions of a specific area. This process often involves a combination of public and private investment, community engagement, and strategic planning aimed at enhancing the quality of life for residents. Key aspects include affordable housing, job creation, access to healthcare and education, and the development of community amenities.

**Partnership Development:** Assure WPCF remains a strong and vital coordinating or managing entity; Facilitate funding, planning and technical assistance, to Chamber Member business owners and organizations, in order to bind partners together with each other and the coordinating entity.

**Tourism:** Develop physical and programmatic linkages between heritage area destinations to assist visitors in experiencing the Great Basin's diverse natural and cultural resources in White Pine County; Promote awareness of and increase visitation in the Ely and White Pine County Area through public relations and marketing programs; Foster and promote recreational opportunities.

**Projects should also exemplify the following Principles of Implementation:**

- Encourage collaboration and leverage resources of multiple parties to achieve WPCF goals.
- Address sites or resources that are regionally or nationally significant, especially those in immediate danger of being lost or destroyed.
- Respect the carrying capacity and authenticity of historic commercial resources.
- Exhibit a high degree of quality including high standards for planning, design, and contracted labor.
- Show strong potential for sustainability and the capacity to manage after completion.
- Establish realistic and clearly defined outcomes.
- Can be completed in a timely manner.
- Include evaluation criteria to measure success of stated goals.

**Grant Categories**

**Quick Grants**

- Ø Requests of \$500 - \$1,000 will be considered.
- Ø Please see "Eligible Projects" and "Allowable Costs" for how funds may be used.
- Ø **Applications accepted anytime; submit at least one month before the start of the project.**
- Ø Funds must be used within one year of award.
- Ø 50% match amount of proposed project.

**Small Grants**

- Ø Requests of \$1,001 - \$3,000 will be considered.
- Ø Please see "Eligible Projects" and "Allowable Costs" for how funds may be used.
- Ø Projects must be completed within one year of the award.
- Ø 50% match amount of proposed project.

**Large Grants**

- Ø Requests of \$3,001 - \$10,000 will be considered.
  - Ø Please see "Eligible Projects" and "Allowable Costs" for how funds may be used.
  - Ø 50% match amount of proposed project.
- Example: For a \$10,000 grant, the WPCF awards \$5,000 of the \$10,000 as a match of request.
- Ø A progress report will be required every month.
  - Ø Projects (or funded phase) must be completed within one year of award.

**Allowable Costs**

Allowable project costs include site improvements, commercial service enhancements, weatherization, sustainability improvements, reclamation, rehabilitation, contracted construction, infrastructure upgrades. Grant funds may be used to cover project costs that are necessary and

reasonable for the accomplishment of project objectives. Such costs may include contracted professional services, materials, equipment rental or repair, and supplies.

The following expenses will **NOT** be funded: Overhead, general administrative costs, salaries, tuition, benefits, payment of rent, repayments of loans, cash awards to employees or contest winners, routine repair and maintenance, food, beverages, contingency funds, fundraising, lobbying, alcohol or illicit items, promotional items / “swag” such as mugs. Key chains and stickers, gifts, inventory acquisition, nor scholarships. Grant funds may NOT be used to cover expenses incurred on a project prior to the WPCF grant application date of approval and award, nor for the acquisition of real property or an interest in real property.

**Environmental and Cultural Compliance:** Any project that requires federal compliance work due to triggering of certain laws (such as those listed on page 6) will NOT be funded unless the required compliance for the project (environmental, archeological, or historical review) has been completed.

**Compliance work itself is an allowable expense: projects requiring compliance work should apply for funds to do this work first.** Many projects will trigger compliance requirements, including work on historic buildings and any work that is ground disturbing where there is a potential for archeological resources. Please discuss your project ideas with WPCF staff prior to submitting an application to assess whether or not your project will require federal compliance work.

**If applicable: Section 106 Consultation/Compliance Condition:** Section 106 of the National Historic Preservation Act (NHPA) requires Federal agencies to consider the effects of Federally funded projects on historic properties and to afford the Advisory Council on Historic Preservation (ACHP) and the State Historic Preservation Office (SHPO) an opportunity to comment on such projects. The grantee must work in collaboration with the Grantor (WPCF) to complete Section 106 prior to conducting work on-site and ensure that all project plans and specifications meet the Secretary of Interior’s Standards for the Treatment of Historic Properties. Consultation efforts related to Section 106 must be factored into the project’s planning efforts (i.e., project timeline and resources devoted to consultation). Adequate before, during and after pictures must be submitted with each report, ALL work must be completed per approved plans and specifications and reported in project reports. If the grantee alters the scope of work, the grantee must notify the Grantor (WPCF) for review and approval and must be given an opportunity to evaluate those changes to determine if Section 106 of the National Historic Preservation Act (NHPA) is triggered by the undertaking. The grantee may be required to submit photos, site plans, draft plans and specifications, revise plans according to comments/recommendations, historical information, and other information as applicable to complete Section 106 consultation. Consultation may require the grantee participate in applicable consultation meetings/phone calls, site visits, partner collaboration or planning meetings, as applicable. Failure to complete Section 106 prior to conducting work on-site may delay reimbursement of funds or place the grantee at risk of not receiving grant funds and such costs may not be recognized as allowable cost share.

**IMPORTANT:** Applicants should NOT begin work on any project for which funds are being requested until AFTER the grant contract is signed by WPCF and the Grantee. Incurring expenses that are to be paid by the grant prior to the contract being signed will jeopardize funding. Grant funds will be provided on a reimbursable basis. Disbursements will be made upon receipt of documentation of paid expenses (receipts, invoices, etc.), and documentation of matching contributions. A reimbursement checklist is provided with the grant contract.

### **Matching Funds**

WPCF grant funds are a 50% match. The match may consist of cash or materials. The proposed match must be detailed in the project budget. Priority will be given to projects that exceed the minimum 50 % match and utilize additional funding sources.

### **Grantee Responsibilities**

1. Grantees will be required to sign a grant contract with WPCF detailing the specifics of the grant. Each Grant Contract will be unique as it will include project specifics.
2. Grantees will NOT begin work or make purchases for grant-funded portions of any project until AFTER an official grant contract has been signed by WPCF and the grantee.
3. Proposed budgets must be adhered to. Grantees may reallocate up to 10% of the total funding among sub-categories. More substantial changes must be submitted to WPCF for approval before they are incurred. Failure to do so may affect reimbursement.
4. WPCF grants are made with donated funds and must follow all applicable federal laws. *Failure to follow any applicable local, state, or federal regulations may result in project funds being withheld.* Additional regulations may also apply. Once a grant is awarded, WPCF staff will work with the grantee to determine what laws and regulations apply to the project. These will be listed in the grant contract.
5. Grantees must provide proof of insurance as well as State and local business licenses as applicable. Specifics on insurance requirements will be listed in the Grant Contract.
6. Grantees must acknowledge White Pine Chamber of Commerce's WPCF funding and Ampyr Energy's donation to the WPCF's Economic Enhancement Grant in printed materials, exhibits, signage, etc. and verbally recognize WPCF in any in person event.
7. Grantees must allow inspection of program records by WPCF staff and authorized federal agencies. Grantees must be willing to work closely with WPCF staff and ensure contracts are being followed, regulations are adhered to, and projects remain on schedule.
8. Grantees are required to submit fiscal and final performance reports for the project and program activities as specified in each grant contract. Progress reports may be required for long, complex projects.
9. Grantees may be required to supply WPCF with products related to the project, i.e. Before and After Photos of the project or similar confirmation of completed work.
10. If the contract requirements are not satisfied by the date listed on the contract and an extension is not requested and granted, the agreement will expire, and fund reimbursement will not be made. Extensions must be requested at least 90 days before contract expiration.
11. All grantees are required to inform their local and federal elected officials via US mail or email regarding how Grant funds from the WPCF and AMPYR Energy were utilized in their communities.

## **Application Requirements**

Please submit a completed application form via email to [wpcc@whitepinechamber.com](mailto:wpcc@whitepinechamber.com) by 5:00 p.m. Pacific Time on the application due date. Mailed or hand-delivered applications must be *received* by this deadline. All supplementary documentation, such as letters of support for your project, as well as quotes from licensed contractors, if applicable, must be received by the deadline. Do not staple or bind your materials except with a paper clip or binder clip. Incomplete applications will not receive consideration.

Note: WPCF staff reserves the right to request additional information during the review process.

Staff is available to assist you with the application process. We can be reached at [wpcc@whitepinechamber.com](mailto:wpcc@whitepinechamber.com). Learn more about WPCF at [WhitePineChamber.com](http://WhitePineChamber.com).

## **Conflicts of Interest**

The grant program will be administered making every effort in avoiding any potential conflicts of interest. Any member of the Grants Committee or WPCF Board of Directors will abstain from any discussion, deliberation or voting on projects which he or she is connected to through employment, elected office, family relationship, or financial interest.