

STORIES OF THE CHESAPEAKE CERTIFIED HERITAGE AREA SMALL GRANT

INSTRUCTIONS & APPLICATION



**Stories of the Chesapeake Heritage Area
Eastern Shore Heritage, Inc.
Serving Caroline, Kent, Queen Anne's & Talbot Counties
P. O. Box 727
Chestertown, Maryland 21620-0727
Telephone: 410-778-1460 Facsimile: 410-778-1461 Mobile: 410-725-1272
Deliveries: 222 Mount Vernon Avenue, Chestertown
www.storiesofthechesapeake.org**



PLEASE NOTE: EACH APPLICANT IS URGED TO ATTEND A GRANT WORKSHOP PRIOR TO THE FINAL DEADLINE. UNLESS YOU HAVE ALREADY ATTENDED ONE IN THE PREVIOUS YEAR, PLEASE ASK FOR A COPY OF THE DVD FOR THE MOST RECENT WORKSHOP, HELD APRIL 30, 2009.

AWARDEES ARE ASKED TO SEND ONE OR MORE REPRESENTATIVES TO ESHI'S ANNUAL AWARDS RECEPTION, TUESDAY, NOVEMBER 17, 6 P.M.

STORIES OF THE CHESAPEAKE CERTIFIED HERITAGE AREA
SMALL GRANT APPLICATION

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INSTRUCTIONS & APPLICATION – SMALL GRANTS ONLY

INTRODUCTION

Eastern Shore Heritage, Inc. (ESHI), the managing entity for the Stories of the Chesapeake Heritage Area (SCHA), a Maryland Certified Heritage Area, has committed \$10,000 of FY2010 funds toward small grants under the rules of the Maryland Heritage Areas Authority (MHAA). The upper limit of any grant awarded from these funds will be \$2,500; applicants must show a minimum of a dollar-for-dollar match in the amount of the requested grant, of which at least 75 percent must be cash (the remainder may be in-kind). Applicants are strongly advised that the match should be in hand or committed and the project ready to go.

Funds awarded under this grant round are anticipated for ESHI’s pass-through from an administrative grant pending before the Maryland Heritage Areas Authority, which will be decided in July of 2009. Grant funds, expected to total \$10,000, will be available to ESHI for transfer to successful applicants late in 2009. Funds are for FY10 projects, which means that projects or clearly delineated phases of projects starting after July 1, 2009 are eligible, and no match or grant funds may be expended before that date.

These grants are intended to assist and encourage preservation and economic development of the communities and resources of the SCHA. ESHI is solely responsible for grant award decisions.

STATEWIDE COMPETITION FOR LARGE GRANTS

Applicants wishing to compete statewide for matching grants of up to \$50,000 for non-capital grants and for any capital funding (up to \$100,000 per grant, only in Target Investment Zones or Sites designated within the Certified Heritage Area) must use the MHAA guidelines and application found at www.marylandhistoricaltrust.net (click on “heritage tourism” and then on “about heritage areas”). The deadline for letters of intent for FY2011 funding submitted through ESHI will be January 19, 2010.

APPLICATION FORMAT AND CONTENTS

Please submit your Small Grant application as a single package, with paper items on standard 8 ½" x 11" bond paper, stapled or clipped in the left-hand corner with the Application Summary sheet as the first page. Do not submit applications in binders or as spiral bound books; fancy folders and other submission enhancements are discouraged. ***One electronic/digital version of the application (summary sheet, narrative, budget) must also be submitted on a CD or by email to ewatson@storiesofthechesapeake.org.*** Use Microsoft Word or another program readable by Microsoft Word to produce the electronic version.

All applicants must submit one (1) paper original including:

1. Checklist (see form provided on page 7)
2. Summary Sheet (see form provided on page 8)
3. Project Description (not more than two pages; this is *in addition to* the project description required on the summary sheet; *no form is provided here but see pages providing guidance*). Why do you want to do this project? What will be the results? What are the steps and schedule you will follow? We suggest you use the headings from the guidance pages as your outline.
4. Project Personnel Information (*no form is provided here*): Briefly tell us who will direct the project and who will perform key project tasks, including grant administration; provide their names, phone numbers (daytime voice), and mailing and emailing addresses. In a sentence or two, describe the qualifications of the project staff and consultants; you may attach resumes as appropriate and if readily available. Also describe your organization’s administrative and financial experience and ability to manage a grant of this type.
5. Project Budget and Sources of Funds (*see model form provided in the following pages*). The information provided on the summary sheet (amount of grant requested, amount of cash match, amount of in-kind match) should be backed up with more information provided in your project budget. The budget form and instructions for completing it are also attached. A “live” version of the budget template in Microsoft Excel is available at www.storiesofthechesapeake.org.
6. Project Support (confirming source(s) of your match). This may consist of a financial statement, commitment letter, or other proof that the applicant has matching funds or in-kind contributions dedicated for the project. Funds need not be in hand, but applicants are strongly advised that the match should be in hand or committed and the project ready to go. Identify

and describe support for this project by state, county, or local governments, non-profit preservation organizations, or other project partners.

7. Proof of nonprofit status (if applicable and if not already on file with ESHI). Provide copies of your articles of incorporation, bylaws, and a certificate of good standing from the State Department of Assessments and Taxation. Certificates of good standing may be obtained from the Maryland Department of Assessments and Taxation's website at www.dat.state.md.us. There is no need to pay for the certificate – a printout of the web page confirming your organization's good standing is sufficient.
8. Letters of support. Submit at least one letter of support, including a minimum of one from the local elected body (not a single official) representing the area in which the project will occur.
9. At least one digital photo suitable for publicity. It will be used in a framed certificate presented as a memento to your organization before your county governing body and posted on the Stories web site, and possibly will be selected to accompany the media release announcing the awards.

DEADLINE & APPLICATION SUBMITTAL

Applicants should submit the completed application package postmarked on or before June 15 to:

Stories of the Chesapeake Heritage Area
P. O. Box 727
Chestertown, MD 21620-0727

Delivery may be made by 5:00 p.m. on June 15 to the offices of ESHI at 222 Mount Vernon Avenue, Chestertown. Please call 410-778-1460 to let us know you will be delivering.

Include a CD-R of your Project Description in the application package (and Summary sheet and Budget if you have used Microsoft Word and Excel templates provided at www.storiesofthechesapeake.org) or email digitally produced documents to:

ewatson@storiesofthechesapeake.org

Please be advised that applications that are incomplete as of this deadline will not be considered. A complete application includes the required letter of support from your local elected body. (Please advise ESHI staff if the timing for obtaining the letter of support presents a problem. In general, the ESHI Grants Committee does not wish to consider an application without a letter of support by the time the Committee meets to evaluate applications. Applicants are strongly advised to seek letters of support early in their application work, as some elected bodies meet only once a month.)

ELIGIBLE ACTIVITIES

Eligible activities must address or complete a priority activity identified in and consistent with the goals, objectives, strategies and actions outlined in the Stories of the Chesapeake Heritage Area Management Plan, which can be found at www.storiesofthechesapeake.org. No capital projects (i.e., “bricks and mortar” or purchase of property) can be funded through a Small Grant.

The following non-capital projects or activities anywhere in the Certified Heritage Area (CHA) are eligible for Small Grant funding: planning; design; the development and presentation of interpretive exhibits, interpretive signage, materials, or other appropriate products to further the educational and recreational objectives of the SCHA; and new or pilot programs that encourage revitalization of and reinvestment in CHA resources such as seminars, conferences, performances, reenactments, commemorations, and festivals.

ELIGIBLE APPLICANTS; CERTIFIED HERITAGE AREA PARTICIPATING JURISDICTIONS

Applicants must be located in the state-certified portion of the Stories of the Chesapeake Heritage Area, which currently includes most unincorporated areas of Caroline, Kent, Queen Anne's, and Talbot Counties. It also includes 18 towns: Betterton, Centreville, Chestertown, Denton, Easton, Goldsboro, Greensboro, Hillsboro, Millington, Oxford, Preston, Queen Anne, Queenstown, Ridgely, Rock Hall, and Sudlersville. Federalsburg and Galena are expected to be added to the Certified Heritage Area by formal action of the Maryland Heritage Areas Authority in July 2009 and thus applicants from those towns also qualify for this grant round.

Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

PROJECT SELECTION CRITERIA

SCHA Small Grant proposals will be reviewed using the following criteria. We suggest you write out answers to these questions and incorporate them into your two-page project description.

1. **Clarity:** Are the project objectives clearly described? Tell us what you intend to accomplish, and how.
2. **Consistency:** Is the project specifically identified in the heritage area management plan? If not, how is the project consistent with the goals and objectives of the certified heritage area management plan and why should the project receive priority funding at this time?
3. **Urgency:** What are the downsides to delaying this project? In other words, what adverse consequences will result if this project is delayed and unable to receive funding until next year's grant round?

GOALS OF THE STORIES OF THE CHESAPEAKE HERITAGE AREA

- **Tell the story of the Chesapeake on Maryland's Eastern Shore,** revealing the subtle ways that the natural world has influenced this region's history, including our agricultural and maritime heritage.
- **Enhance economic vitality and improve the quality of life for residents:** Improve the local and regional economies by promoting tourism and fostering related business development. In particular, focus on the small business needs of the tourism industry.
- **Craft an enriching experience for visitors:** Foster access to and management of recreational and natural areas and historic sites.
- **Offer access to the Chesapeake Bay:** Offer unparalleled recreational opportunities to experience unspoiled nature and the ecological treasure of the Chesapeake Bay and its tidewater tributaries.
- **Protect the beauty and heritage of the region:** Protect the way of life for heritage area communities through a balance of preservation, economic development, stewardship, and quality of life.
- **Create partnerships and consensus:** Build a consensus among historic preservationists, environmental-ists, and local leaders in business, agriculture, government, and education to sustain the character of the heritage area.

4. Project Design: Are the project budget, design, and personnel reasonable to accomplish project objectives?
5. Budget: Is local and private investment a significant part of the project budget, over and above the required match? While “leverage” (using our dollars to stimulate the contribution of still more dollars from others) is important – that is, it is to your competitive advantage to show MORE than a dollar-for-dollar match – ESHI also seeks to see its Small Grant have a measurable impact in helping to fund your project. As a rule of thumb, projects requiring a budget of more than \$10,000 should seek a Maryland Heritage Areas Authority Statewide Grant through Eastern Shore Heritage, Inc. (which will not accept grant requests of less than \$5,000). How much does your project’s budget rely on Small Grant funding?
6. Readiness: Is the project ready to proceed and can project objectives be accomplished in a realistic and timely manner?
7. Demonstration Value: Does the project have value as a model whose methods and techniques are transferable to other communities?
8. Regional Benefits: Does the project offer significant benefits to a community or more than one community? Does the project reinforce the principle of regional equity and balance articulated in the Heritage Area Management Plan?
9. Reinforcement of Existing Designations: Does the project help to reinforce such revitalization/preservation designations as local historic area zoning, National Register status, and/or significant private preservation (e.g., conservation or preservation easement)?
10. Tourism Benefits: Does the project offer significant benefits to existing or new heritage tourism efforts?
11. Interpretive Benefits: Does the project support or have the potential to support the regional interpretive outline and system articulated in Chapter 3 of the Heritage Management Plan?

Please note that your application will not be considered unless all of your final reports for previous grants are in hand. Performance on previous grants is a factor in the ESHI Grants Committee’s evaluation.

GRANT TERMS AND CONDITIONS

All grantees must execute a grant agreement with ESHI that reflects ESHI’s grant agreement with the MHAA. ESHI has partnered with the Mid-Shore Community Foundation for this grant program. MSCF acts as agent in disbursing funds and is party to the grant agreement. ESHI’s grant agreement for Small Grants will include these standard terms and conditions:

- Grant Term - All grant funds must be expended within 12 months of the date of the award, unless ESHI grants a written extension.
- Reporting - A Final Report will be required, unless ESHI requests additional progress reports during the term of the grant. Ask the staff for the Final Report checklist.
- Grant Disbursements – ESHI Small Grants are generally made in two payments, half up front after funds are received from the State of Maryland (generally, after

December 1 of each year), and the second half following submission of the Final Report. ESHI reserves the right to use a different disbursement scheme if warranted.

- Nondiscrimination - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- ***Project Acknowledgments - Grant recipients are required to display prominently both the SCHA and MHAA logos (available at www.storiesofthechesapeake.org) and to provide appropriate acknowledgment of ESHI and MHAA assistance in press releases, publications, web sites, and other public communications. Festival grants will require use of signage providing logos and acknowledgments.***

APPLICANT NAME: _____
SMALL GRANT APPLICATION CHECKLIST

Please enclose this sheet with your application, as the top sheet. Check off each enclosure as you assemble your package and please number your pages.

***A CD or emailed digital version of your complete application (items 1-5 at a minimum) IS REQUIRED.
Hand-written applications are not accepted.***

1. Summary Sheet (1 page, use the form following this checklist) Page 1
2. Project Description (no more than 2 pages) Page number from application: 2
3. Project Personnel Information (1 page, approx.) Page number from application:
4. Project Budget and Sources of Funds (1-2 pages) Page number from application:
5. Statement of Project Support (source of your match & documentation as appropriate)
Page number from application:
6. Proof of nonprofit status (if applicable and if not already on file with ESHI):
Page number from application:
7. Articles of incorporation Page number from application:
8. Bylaws Page number from application:
9. Certificate of good standing from the Maryland Department of Assessments and Taxation (see
www.dat.state.md.us; you do not need to pay for the version we need)
Page number from application:
10. 501(c)(3) or other letter of nonprofit status from the IRS, if your organization has sought federal
nonprofit status Page number from application:

Letter(s) of support.

11. Letter from your local government elected body (NOT a single official)
12. (Optional) Other letters of support (please continue on the back of this sheet as needed):

13. CD with digital copy of your project description and budget; if you complete the Summary sheet
digitally, please also enclose that. (Please label the disk(s) with the heritage area name and project name.)
14. **At least one digital photo suitable for publicity. It will be used in a framed certificate
presented as a memento to the organization before your county governing body and posted
on the Stories web site, and possibly will be selected to accompany the media release
announcing the awards.**

One signed original only is required for submittal. Help us out and use a removable clip to keep your pages together – it makes our copying job easier. Your additional copies are most welcome (up to seven).

Please note that your application will not be considered unless all of your final reports for previous grants are in hand. Performance on previous grants is a factor in the ESHI Grants Committee's evaluation.

SMALL GRANT APPLICATION SUMMARY SHEET, FY2010

YOU MUST INCLUDE THE CHECKLIST ON THE PRECEDING PAGE; PLEASE REPRODUCE THIS PAGE ON A SINGLE SHEET
Hand-written applications are not accepted.

APPLICANT INFORMATION

- 1. Full Legal Name of Applicant Organization:
- 2. Mailing Address:
City, State, Zip Code:
Street Address (if different from above):
- 3. Project Contact Person: Title:
- 4. Telephone: (Office) (Home)
- 5. Email Address (required):
- 6. Fax Number:
- 7. Applicant's Federal Employer Identification Number:
- 8. State legislative district & subdistrict of applicant (please ensure accuracy):

PROJECT INFORMATION

- 1. Project title or property name:
- 2. Brief description of the project, its purpose and goals, and any project products (please use no more than 450 characters or about 5 lines in Times New Roman 12-point font):

PROJECT BUDGET

- 1. Amount requested from ESHI \$
- 2. Applicant's cash match \$
- 3. Applicant's in-kind match \$
- 4. TOTAL PROJECT COST (total of lines 1-3; line 1 must be no more than 50 percent of the total shown in this line) \$

PUBLIC INFORMATION DISCLOSURE

ESHI intends to make available to the public certain information regarding projects for which an application has been submitted under the MHAA-ESHI Small Grant Program. The information available to the public will include the information in this grant application as supplemented or amended. This information may be confidential under Maryland's Access to Public Records Act. If you consider this information confidential and do not want it made available to the public, please indicate so in writing attached to this application. You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

I have read and understand I have waived confidentiality of information as described above.

Signature of Organization President, Chairman, or Executive Director

Date

APPLICATION GUIDANCE: OUTLINE FOR TWO-PAGE PROJECT DESCRIPTION

(If you are putting on an event, see the next section.)

The following is guidance for the creation of your brief project narrative – no more than two pages. Do not be concerned if some questions do not apply to your project. Your objective is to assure the grant review committee that you know what you want to do and how to be successful in achieving your objectives while safeguarding public funds, spending as little time and space on this application as appropriate for a grant whose maximum size is \$2,500.

Project Overview

Describe the project, providing background information on the organization and on the history of the proposed project. Imagine that the reader knows nothing of your organization: what are the key facts he or she will need to understand your work and your project? We suggest you organize your narrative to show how your project meets ESHI's project selection criteria and goals beginning on page 5 of these instructions. Is the project specifically identified in the heritage area management plan? If not, how is the project consistent with the goals and objectives of the heritage area management plan and why should the project receive priority funding at this time? What previous research has been conducted to show that this project is desirable? Why is this project important? How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions?

Project Work Program and Timetable

Describe each step you will use to achieve your goals. List specific deadlines for each step in your project plan. Here is an example supplied by the MHAA in its Statewide Grant application:

Issue RFP for brochure design	July 30, 2009
Complete brochure design	By August 31, 2009
Brochure to printer	By September 15, 2009
Submit mid-project Progress Report to MHAA	By November 1, 2009
Mail 2,000 brochures in quarterly newsletter	November 1, 2009
Track inquiries generated by brochure & compile tracking database	Nov. 1, 2009 – May 30, 2010
Submit Final Report and financial documentation to MHAA	June 30, 2010

Project Products

What tangible products will you generate? (e.g. Exhibit, Walking Tour Brochures, Architectural Specifications, etc.)

Non-financial Support for the Project

Identify and describe non-financial support for this project by state, county, or local governments and nonprofit or other partners.

Special Considerations

If applicable: Describe the number of hours per day, days per week, and months per year the project site is open to the general public. Does the site provide public access to restrooms, water, telephones, or parking? Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation? Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the project will provide to underserved or minority individuals or groups.

APPLICATION GUIDANCE FOR EVENTS: OUTLINE FOR TWO-PAGE PROJECT DESCRIPTION

The following is guidance for the creation of your brief project narrative – no more than two pages. Do not be concerned if some questions do not apply to your project. Your objective is to assure the grant review committee that you know what you want to do and how to be successful in achieving your objectives while safeguarding public funds, spending as little time and space on this application as appropriate for a grant whose maximum size is \$2,500. Please be advised that the ESHI Grants Committee is generally not prepared to award more than \$1,000 to a single event, but you may make a case for more.

Event Overview

Describe the event, providing background information on its history. Is the project specifically identified in the heritage area management plan? If not, how is the project consistent with the goals and objectives of the heritage area management plan and why should the project receive priority funding at this time? What previous research has been conducted to show that this event is desirable? Why is it important? How will it enhance the heritage area? Will it foster linkages with other heritage area attractions? Will it provide an educational experience for residents and visitors reflecting interpretive themes found in Chapter 3 of the Stories of the Chesapeake Heritage Area Management Plan? (See www.storiesofthechesapeake.org for a copy of the plan.)

Event Design

Outline each step in your plan to execute the event, including specific deadlines by which completion is expected.

Event Impact

What is the projected attendance? What percentage of visitors will the event draw from beyond the area? What are the market demographic profiles for event attendees (e.g., age, gender, size of party, expected expenditures per party, or other information)? What is the projected participation with the event for both locals and visitors? How will the community be involved in the event? What kind of lasting impact is this event expected to have on the community and on event attendees?

Media Exposure

Describe the event media relations plan, advertising plan, and promotion plan. How many newspaper readers or magazine subscribers will be exposed potentially to feature stories on the event?

Non-financial Support for the Project

Identify and describe non-financial support for this project by state, county, or local governments and nonprofit or other partners.

Special Considerations

If applicable: Describe the number of hours per day, days per week, and months per year the event site is open to the general public. Does the site provide public access to restrooms, water, telephones, or parking? Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all

hours of operation? Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the event will provide to underserved or minority individuals or groups.

PROJECT BUDGET GUIDANCE

NOTE: Please re-read the paragraph on “budget” on page 6 (criteria) !!!!

The following material provides the standard guidance provided by the Maryland Heritage Areas Authority for its grants. ESHI will be using your budget to provide detailed information to the MHAA in reporting on the Small Grant program, so the more detail you can provide, the better. Obviously, however, a Small Grant of not more than \$2,500 should require a very brief budget. The information provided on the summary sheet (amount of grant requested, amount of cash match, amount of in-kind match, total) should be backed up with information provided in your project budget.

Use the attached budget sheet to prepare a realistic project budget. You may use the attached budget sheet as a template if you prefer to create your budget in a spreadsheet. If you produce an electronic/digital version of your Project Budget, please provide a copy on CD with your application (you may put your Project Description on the same CD). The budget should specify such expense categories as personnel, travel, equipment, supplies, rental costs, etc.

The following sample budget is provided to for illustration purposes.

1. Calculate the total cash needs of the project:

Interpretive Planning Consultant (rate of pay X hours) \$1,500

Research Assistant (rate of pay X hours) \$500

Exhibit Materials \$2,375

TOTAL CASH NEEDS: \$4,375

2. Calculate the available in-kind match:

Volunteer labor by organization members/community residents: \$625

TOTAL IN-KIND CONTRIBUTION: \$625

3. Add the total cash needs and available in-kind match together to find the total project cost. The upper limit of any SCHA Small Grant will be \$2,500; applicants must show a dollar-for-dollar match in the amount of the requested grant, of which at least 75 percent must be cash. In this example, the total cost is \$5,000. The SCHA Small Grant fund would provide up to \$2,500 in cash, and the applicant organization would provide \$1,875 in cash plus \$625 in in-kind contributions. (The match amounts shown are exact minimums. The applicant may show more cash match and additional in-kind contributions, so long as there is cash equaling at least 75 percent of the Small Grant requested.)

4. Once a workable budget structure has been prepared, enter the line items on the budget page provided. Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are cash or in-kind contributions. Rates of pay or similar cost breakdowns should be included in each line item. As appropriate, attach any estimates you have obtained to support your budget.

SAMPLE BUDGET (example for \$5,000 non-capital grant)

LINE ITEMS	ESHI GRANT	CASH MATCH	IN-KIND MATCH	TOTAL
PERSONNEL				
Interpretive Planning Consultant (# hours @ rate X)	\$1,500			\$1,500
Research Assistant (# hours @ rate X)	\$500			\$500
Volunteer construction assistants			\$625	\$625
MATERIALS				
Exhibit Fabrication and Installation	\$500	\$1,875		\$2,375
TOTALS	\$2,500	\$1,875	\$625	\$5,000

5. Finally, identify the sources of matching funds and in-kind contributions. Note that proof of matching funds in hand or committed must also be submitted. See #5 of the section entitled Application Format and Contents starting on page 5. The entries like the following examples should be included with your budget.

Identify source(s) of matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor: Applicant Organization

Kind: Cash Grant

Amount/Value: \$1,875 (project materials)

Date Available: February 1, 2008

Donor: Applicant Organization

Kind: Volunteer Labor

Amount/Value: \$625 (exhibit fabrication/installation)

Date Available: March 1, 2008

PROJECT BUDGET TEMPLATE

NOTE: Feel free to fill this out by hand – call ESHI at 410-778-1460 for assistance. For Excel users, a simple template is provided at www.storiesofthechesapeake.org. For those preferring to work in Microsoft Word, this table appears in the Word version of this application document also provided at that web site.

LINE ITEMS	ESHI GRANT	CASH MATCH	IN-KIND MATCH	TOTAL
TOTALS				

Identify source(s) of matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support.

Donor:
Kind:
Amount/Value:
Date Available:

Donor:
Kind:
Amount/Value:
Date Available:

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