

# COUNTY OF ELK

## BOARD OF COMMISSIONERS

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Patrick E. Straub, Chief Clerk  
Rick Brown, MWB&K, Solicitor

July 11, 2025



The Elk County Commissioners have established a non-reimbursable mini-grant program that will distribute a minimum amount of \$250.00 up to \$500.00 depending on your project and project needs. These mini-grants will be awarded to chosen county-based groups who wish to promote the United States Semiquincentennial, or the 250<sup>th</sup> anniversary of the 1776 United States Declaration of Independence through community-based projects.

All entities are eligible to apply – funding is limited – not all projects may be selected.

**This grant application is due in-office by close of business on October 15, 2025.**

### PROJECT SELECTION

The Elk County Board of Commissioners will receive and review all applications. Applicants with selected applications will move on for final consideration and may be required/scheduled to attend a commissioners' meeting to present their project application in a public forum.

All awarded projects must use the America 250-PA-ElkCounty logo with wording as follows: \*Funding provided by the Elk County Commissioners/America 250PA-Elk County\*, as shown above.

Granted funds can only be used for direct cost of the activity including marketing, supplies, prizes. Indirect costs such as travel, food or salaries will not be permitted.

Projects for the following time period will be considered: January 1, 2026 – December 1, 2026.

Projects must be within the borders of Elk County.

All applications must include the following information:

- Description of the project
- How will this promote patriotism and pride in our country?
- How will this pertain to America's Semiquincentennial?
- How many people will be invited/affected/participating?
- Site of event and/or Date of event (if applicable)
- Budget Details
- Examples of activities could include "contests" such as "America250PA-Elk County" Poem; "Dear America-letter writing contest"; participatory "selfie with American Flag Contest"; Schools/libraries create an America250PA-Elk County Reading List, etc. We are looking for any projects that promote patriotism and pride and love of country. Please use your imagination so that we may reach as many of our county residents as possible.

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## PROJECT AWARDS

Grant award recipients will be made by announcement at a meeting of the Elk County Commissioners with date to be announced. Award Recipients will receive notification by Award Letter, along with a Cooperation Agreement, a W-9 Form, and a logo page. This signed agreement and a completed W-9 form will be required to be returned to the County within thirty days of the Award Letter date. In addition, this agreement will verify that:

- The grant award will not deviate from the scope of work unless approved by Elk County Commissioners, in writing;
- Projects must be completed and finalized by December 1, 2026
- The recipient agrees to submit proof of the event and/or photos within three months after the completion date of the event.

Grant applications are available online at [www.countyofelkpa.gov](http://www.countyofelkpa.gov). Applicants are encouraged to review the application thoroughly and provide all information requested. Any application deemed incomplete will not be considered eligible for funding. For further information, contact Kathy McClelland at 814-776-5335 or by email at [kmcclelland@countyofelkpa.gov](mailto:kmcclelland@countyofelkpa.gov).

### Elk County A250PA-Elk County Mini-Grant Application

Submitted to:

Elk County Board of Commissioners  
PO Box 448, 300 Center Street  
Ridgway, PA 15853

Date Received: \_\_\_\_\_

#### Section I – Applicant Information

Applicants Name

Organization

Contact Name

Title

Phone Number

Contact Email Address

Contact Mailing Address

#### Section II – Project Overview

Project Title:

Project Location:

Estimated Costs:

Funding Amount Requested: \_\_\_\_\_

Funding from other sources: \_\_\_\_\_

**TOTAL PROJECT COST:** \_\_\_\_\_

# COUNTY OF ELK

## Section III – Project Description (Attach separate sheet if necessary)

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Section IV - Project Budget					
Breakdown of Costs: Materials, etc.	A250PA-Elk County Funding Amount Request	Applicant Match	Other Funding	Secured or Pending Funds	Total Project Cost
Totals	\$ _____	\$	\$	\$	\$

Application submitted by:

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Date

\_\_\_\_\_

Organization