



ROUTE 66 EXTRAORDINARY WOMEN MICRO-GRANT PROGRAM PURPOSE & GUIDELINES

Purpose:

The Route 66 Road Ahead Partnership is holding a “Party with a Purpose” to celebrate the upcoming Route 66 Centennial. The Road Ahead’s goal is to help the 5+ million people who live and work along Route 66, by focusing on preservation, promotion, research/education, and economic development projects that benefit Route 66. The Road Ahead is raising funds in a variety of ways for a *Centennial Visionary Fund*, which will be used to support its projects. The Route 66 Extraordinary Women Micro-Grant program specifically seeks to help Route 66 businesses and attractions owned and/or operated by a woman or a group of women.

Grant Funds:

The Route 66 Extraordinary Women Micro-Grant Program is funded by the Route 66 Extraordinary Women Initiative, launched in December 2020. [See: <https://100extraordinarywomen.com/route-66-extraordinary-women-initiative>]. In these times of COVID, when businesses are struggling, this Initiative is asking women to help other women along Route 66. The Initiative’s intent is to distribute grant funds on as timely a basis as possible. Accordingly, the Extraordinary Women Micro-Grant Program is now accepting applications to be funded from an initial pool of \$10,000. The maximum grant request per this round of the program is \$2,500. There is no minimum request amount. As more funds are raised, additional grant rounds will be scheduled. Grant application submitted may be for either nonconstruction or construction related projects.

Eligibility:

Grant applications to the Route 66 Extraordinary Women Micro-Grant Program may be submitted by businesses and attractions directly located on an alignment of Route 66, that fall into one of the following categories:

- For-profit businesses owned and/or operated by a woman or a group of women
- For-profit attractions owned and/or operated by a woman or a group of women
- Not-for-profit attractions [such as museums] owned and/or operated by a woman or a group of women
- Independent, small businesses that travel the road, serving businesses/attractions along Route 66, including, for example: small tour operators, suppliers with Route 66 as their sales region, food trucks, etc.

Deadlines:

- Grant Application must be received via mail, email, or online application by midnight [Central Time] April 30, 2021
- Grant Awards will be announced by May 14, 2021
- Grant funds will be distributed by May 28, 2021
- Final Reports are due within 90 days of completion of a project

Review Criteria:

2021 Extraordinary Women Micro-Grant Projects will be reviewed per the following criteria. Projects that:

- Help keep a woman owned/operated Route 66 Business/Attraction in operation.
- Help a woman owned/operated Route 66 Business/Attraction reopen.
- Help preserve, restore and/or expand a woman owned/operated Route 66 Business/Attraction, per Secretary of the Interior Standards [<https://www.nps.gov/tps/standards/rehabilitation.htm>].
- Help a new, woman owned/operated Route 66 Business/Attraction open.

Preferences:

Preference in awarding grants will be given to projects that:

- Provide or obtain matching funds for their project. [Matching funds, however, are not required for a project to be considered for a grant award.]
- Contribute their own funding to help with the project.
- Are woman owned/operated small Businesses/Attractions, that reflect the spirit of Route 66.
- Are likely to have a positive impact on the local community.
- Are listed on the National Register of Historic Places, or located in a District listed in the National Register of Historic Places, or is a property deemed eligible to be listed on the National Register of Historic Places.
- Help ensure - based on applications actually received - at least one grant is awarded in each of the Route 66 states.

General Conditions:

- Registered not-for-profit organizations with 501(c)(3) status must provide their IRS letter of determination.
- All grant application materials submitted become the property of the Route 66 Extraordinary Women Micro-Grant Program. Grant applications will not be returned.
- The Route 66 Extraordinary Women Micro-Grant Review Committee may request additional information to assist in its evaluation of an application.
- The Route 66 Extraordinary Women Micro-Grant Review Committee reserves the right to reject any and all applications, in whole or in part, at any time and from time to time, in its sole discretion.
- There is no guarantee that any particular Business/Attraction will receive funding. Applicants who submit qualified applications, but do not receive funding - due to insufficient funding or lower review scores compared to other applications – may submit applications to future rounds of the Extraordinary Women Micro-Grant Program.
- Grant funds awarded cannot be used in support of any political campaign, election activities, or other political activity.
- If there are significant changes to a Business/Attraction's structure or personnel during the grant period, the grant applicant shall bring this to the attention of the Route 66 Extraordinary Women Micro-Grant Review Committee.
- Grantees are responsible for the proper expenditure of funds and for maintaining supporting documents that provide full and complete disclosure of the use of grant funds, should such records be requested with a project's Final Report. The Route 66 Road Ahead Partnership does not and shall not discriminate on the basis of race, color, religion [creed], gender, gender expression, age, national origin [ancestry], disability, marital status, sexual orientation, or military status in any of its activities or operations. Decisions regarding grant awards are based on guidelines that promote diversity, equity, and inclusion.
- In most instances, grant funds to individuals are counted as taxable income on the recipient's federal tax return. Please contact your accountant if you have questions.
- Privacy: Information provided through the application process is the responsibility of each applicant. Applications submitted to Extraordinary Women Micro-Grant Program remain confidential to the general public and any fellow applicants. Applicants will not hold the Route 66 Road Ahead Partnership's officers, employees, and/or agents liable for any losses, damages, costs, or expenses of any kind relating to the use or the adequacy, accuracy, or completeness of any information submitted via the application process.
- Conflict of Interest: Current directors, officers, employees and contractors of the Route 66 Road Ahead Partnership, EW Micro-Grant Review Committee, and such individuals' family members (spouse, parents, children, grandchildren, great-grandchildren, and spouses of children, grandchildren, and great-grandchildren) are not eligible to receive an award.
- Publicity: If awarded, please be advised that the business/attraction's application information, name, statements, and other information provided during the application process may be used for promotional purposes in all forms and media and the business/attraction may be contacted by the Route 66 Road Ahead Partnership for such purposes. Applications to the Extraordinary Women Micro-Grant Program entails a perpetual license to use such information without additional compensation (except where prohibited by law), and without any right to review and/or approve such content. Until notified, applicants must agree not to share any status as a grant recipient publicly, including but not limited to all social media platforms, news media, or local publications.

The following document is the Application Form you may use to apply for a grant from the Route 66 Extraordinary Women Micro-Grant Program.



ROUTE 66 EXTRAORDINARY WOMAN MICRO-GRANT PROGRAM APPLICATION

Date: _____

Name of Business/Attraction: _____

Name of Business/Attraction's
Owner or Operator: _____

Business/Attraction Address: _____

Project Contact Person Information:

Name: _____

Mailing Address: _____

Telephone #: _____

E-mail: _____

Is this Business/Attraction fully owned and/or operated by a woman or a group of women? _____ Yes _____ No

Is this Business/Attraction partially owned and/or operated by a woman or a group of women? _____ Yes _____ No

Is this Business/Attraction directly located on an alignment of Route 66? _____ Yes _____ No

Is the Business/Attraction recognized by the IRS as a qualified not-for-profit, 501(c)(3)? _____ Yes _____ No
[If "Yes" please provide a copy of your IRS determination letter with your application.]

Is the Business/Attraction one of the following: Listed in the National Register of
Historic Places? Located in a District listed on the National Register of Historic Places?
Eligible for listing in the National Register of Historic Places? _____ Yes _____ No

Summary of Proposed Project: [Use one or two sheets of additional paper if necessary]

Describe how your project will impact your Business/Attraction and Route 66:

Estimated start date of your project: _____

Estimated completion date of your project: _____

Can your project be completed even if the full grant amount you request is not provided? ____ Yes ____ No

Project Budget

Please complete the information below to the best of your ability.

A. _____ **Amount of Funding You Are Requesting**

Will your Business/Attraction receive funding for this project from other sources? ___ Yes ___ No

If "Yes", please list sources:

B. _____ Amount -- Source: _____

C. _____ Amount -- Source: _____

D. _____ Amount -- Source: _____

Will you or your Business/Attraction provide funds for this project? ___ Yes ___ No

If "Yes", how much?

E. _____ Amount

F. _____ **Total Anticipated Cost of Your Project**

Signature _____

**Please return application to: The Route 66 Road Ahead Partnership or rt66theroadahead@gmail.com
114 SW Arch Street, Post Office Box 166
Atlanta, Illinois 61723**

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*Extraordinary Women Micro-Grant Applications
Must be received by Midnight [Central Time Zone]
On April 30, 2021*

The following document is the Review Form used to evaluate grant applications. It is provided only for your information.

You do not need to fill it out or submit it. It is included so you know what the Grant Review Committee considers when it evaluates applications.



ROUTE 66 EXTRAORDINARY WOMEN MICRO-GRANT PROGRAM REVIEW FORM

Name of Applicant _____

Name of Business/Attraction _____

**Name of Business/Attraction's
Owner or Operator** _____

The purpose of the Route 66 Extraordinary Women Micro-Grant Program is to help Route 66 businesses and attractions owned and/or operated by a woman or a group of women. The Micro-Grant Program is part of the Road Ahead's broader effort to help the 5+ million people who live and work along Route 66 by focusing on preservation, promotion, research/education, and economic development projects that benefit Route 66.

GRANT PROGRAM PROCESS REQUIREMENTS

To be considered for review, Grant Applications need to be complete and include required information and supporting documents. Review the Grant Application submitted per the following.

YES NO The application is from a business or attraction fully owned or operated by a woman or group of women.

YES NO The application is from a business or attraction partially owned or operated by a woman or group of women.

YES NO The application is from a business or attraction directly located on an alignment of Route 66, or one involving an independent, small business that travels the road, serving businesses/attractions along Route 66.

YES NO If submitted by a not-for-profit, the organization's IRS determination letter is included with the application.

YES NO The application includes a project timeline, i.e. estimated starting/completion dates.

YES NO The application includes project budget information.

YES NO The application is signed.

PROJECT FUNDING CONSIDERATIONS

Businesses and attractions are encouraged, but not required, to seek matching funds from other organizations/entities, as well as use their own funds, when possible, on their project. Review the Grant Application submitted per the following.

YES NO Are matching funds from other organizations or entities available? How much: _____

YES NO Is the business or attraction contributing funds to the project? How much: _____

YES NO Can the project be completed even if the full grant amount requested is not provided?

PROJECT ALIGNMENT WITH GRANT PROGRAM GOALS

Rank the Project per the Degree to Which it Helps Achieve the Following Goals of the Grant Program.

Use a scale of 0-5 where:

0 = Not Applicable

1 = The project is very unlikely to help meet this goals of the grant program

2 = The project is unlikely to help meet this goals of the grant program

3 = The project is somewhat likely to help meet the goals of the grant program

4 = The project is likely to help meet the goals of the grant program

5 = The project is very likely to help meet the goals of the grant program

_____ The project will help keep a woman owned/operated Route 66 Business/Attraction in operation.

_____ The project will help a woman owned/operated Route 66 Business/Attraction reopen.

_____ The project will help preserve, restore and/or expand a woman owned/operated Route 66 Business/Attraction, per Secretary of the Interior Standards

_____ The project will help a new, woman owned/operated Route 66 Business/Attraction open.

PROJECT ALIGNMENT WITH GRANT PROGRAM PREFERENCES

Add one [1] point for any of the following preferences with which the project aligns.

_____ The project budget includes matching funds.

_____ The project budget includes funding contributed by the business or attraction.

_____ The project is for a businesses or attraction that is fully owned/operated by a women or group of women.

_____ The project involves a woman owned/operated businesses or attraction, that reflects the spirit of Route 66.

_____ The project is likely to have a positive impact on the local community.

_____ The project is located in a state not yet awarded a grant through the program.

_____ **TOTAL POINTS**

_____ I recommend funding this project with a grant totaling: \$ _____

_____ I do not recommend funding this project.

Signed: _____ Date: _____

If your project is awarded a Route 66 Extraordinary Women Micro-Grant, the following is the Final Report Form you will need to complete and submit upon completion of your projects.



ROUTE 66 EXTRAORDINARY WOMEN MICRO-GRANT PROGRAM FINAL REPORT FORM

Instructions: Please complete each section of this report form within 90 days of the completion of your project.

Note: To be considered for any future grant award, a FINAL REPORT for your 2021 project must be submitted.

Submit your FINAL REPORT to:

The Route 66 Road Ahead Partnership or rt66theroadahead@gmail.com
114 SW Arch Street, Post Office Box 166
Atlanta, Illinois 61723

Name of Business/Attraction: _____

Project Contact Name: _____

Grant Amount Received: _____

Brief Description of Project: [Use one or two sheets of additional paper if necessary]

Were the original goals for this project achieved? Describe any unexpected obstacles, difficulties, or changes in your goals or project. [Use one or two sheets of additional paper if necessary]

Were you able to meet the funding needs of the project?

_____ Yes, we were able to meet the funding goals for our project.

_____ No - If not, how did you accommodate the shortfall?

If possible/appropriate, please submit several photos showing the impact of your project on your Business/Attraction or local community.