



Susquehanna Riverlands 2019 Mini Grants Program INSTRUCTIONS AND FAQs

SCHEDULE OF IMPORTANT DATES:

- Letter of Intent (LOI) Due: **Friday, February 22, 2019 by 5 PM**
- Invited Applicants Notified: **Friday, March 15th, 2019**
- Application Deadline: **Friday, April 5, 2019 by 5 PM**
- Mini Grant Awards Announced: **Tuesday, April 30, 2019**
- Project Completion Deadline: **Friday, December 31st, 2020**

CONTACT:

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Program Details:

<http://www.lancasterconservancy.org/about/susquehanna-riverlands-program/>

PURPOSE

Mini Grants for the Susquehanna Riverlands region are intended to stimulate on the ground projects that align with the goals of the conservation landscape. These projects should work to sustain the Susquehanna Riverlands sense of place whether it is through protection, promotion, or building on our region's assets. These assets include ecological/ natural resources, heritage / cultural resources, and recreation. Projects that have the greatest benefit and overlap between partner interests will be funded.

RANKING OF PROPOSALS

Projects will be ranked on the following criteria by a committee composed of active Susquehanna Riverlands partners. The committee reserves the right to request additional proposal information if they feel such information is crucial to the ranking process. Projects are ranked out of 100 points; the ranking details are as follows:

CRITERIA A: SUFFICIENT PROJECT SCOPE

20 points..... Part one of the project description must have sufficient detail explaining the scope, deliverables, budget, timeline, and description of matching funds.

CRITERIA B: PARTNERSHIP AND REGIONAL COLLABORATION

20 points..... Partner collaboration is strongly encouraged! Higher points will be given to those with more partners involved. More points will also be given if the partners or contributors come from different areas of the region.

Letter of support and statement of cash or in-kind match is required.

Please ONLY list partners that are matching in-kind or with cash.

CRITERIA C: SATISFIES GOALS AND OBJECTIVES OF THE SUSQUEHANNA RIVERLANDS AND MUNICIPAL AND REGIONAL PLANNING



20 points..... The project satisfies the goals, objectives and strategies identified by the Susquehanna Riverlands and Municipal and Regional Planning.

CRITERIA D: MEASURABLE SUCCESS

20 points..... Completion of the project has a measurable outcome or will create measurable opportunity once completed. Measurements of success should have quantifiable outcomes that can be reviewed to determine success in the short and long term.

CRITERIA E: MATCH IS SECURED

20 points..... Projects will have highest ranking when matched funding is immediately available. Projects with undetermined or unlikely funding will rank lower. For guidelines on how to match this grant, refer to the Department of Conservation and Natural Resources' Community Conservation Partnership Program (C2P2) program guidelines. These guidelines can be viewed under Grant Program Requirements & Guidelines through this link:

<http://www.dcnr.state.pa.us/brc/grants/c2p2programguidance/index.htm>

REQUIRED FOR APPLICATION TO BE SCORED:

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

Please type your name at the end of the application to certify that you have read the sample grant agreements terms and conditions. We want you to know up front what kind of terms and conditions your organization will be agreeing to if you are awarded and an agreement is signed (a sample agreement link is provided below). These terms and conditions are required and come from the PA Department of Conservation and Natural Resources (as the original source of funding).

REQUIRED FOR APPLICATION TO BE SCORED (IF YOU ARE AN APPLYING NON-PROFIT ORGANIZATION):

PROOF OF NON-PROFIT STATUS

Please include as a PDF attachment in final submission evidence of your organization's tax exempt status (501 (c)3 w/IRS and registration with the PA Department of State Bureau of Charitable Organizations).

APPLICATION SUBMITTAL INFORMATION:

Please send all applications electronically in Microsoft Word file format to Christian Przybylek, of the Lancaster Conservancy, at cprzybylek@lancasterconservancy.org

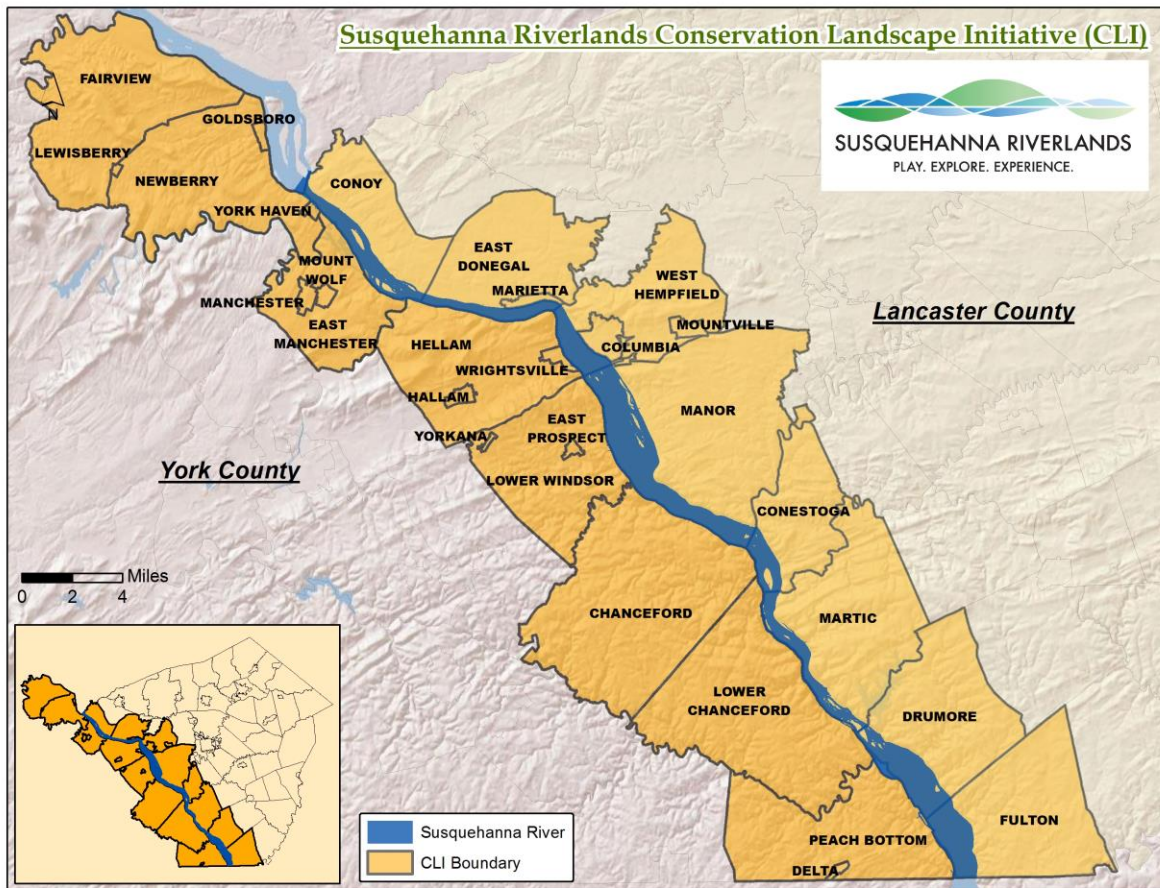
Please take the time to talk with Christian Przybylek before the grant deadline.

Talking with other partners and organizations to get a consensus is strongly encouraged.

FREQUENTLY ASKED QUESTIONS (FAQs):

The following is a quick overview of frequently asked questions about the Mini-Grants:

- **WHO CAN APPLY?** Municipalities, municipal agencies, a pre-qualified land trust and authorized nonprofit organizations are all eligible applicants. Authorized organizations must be both tax-exempt under Section 501(c) (3) of the Internal Revenue Code and registered with the PA Dept. of State, Bureau of Charitable Organizations.
- **WHEN IS THE DEADLINE FOR THE LOI ?** Friday, February 22, 2019 at 5 PM.
- **WHAT ARE THE GRANT REQUEST LIMITS?**
There is a grant request maximum of \$25,000 and a minimum of \$2,500.
- **WHAT KINDS OF PROJECTS ARE ELIGIBLE?** All projects must be within the outlined areas as shown on map below in Lancaster and York Counties and have significant ties to the assets of the Susquehanna Riverlands, to the communities tied to these assets, and to the lands surrounding it.



- **HOW WILL YOU DECIDE WHAT LOI'S TO CONSIDER?** A diverse committee made up of several partnering organizations and interests will rank the LOI's based on the following criteria:
 - Has Sufficient Project Scope
 - Promotes Partner Collaboration
 - Satisfies the Goals and Objectives
 - Overlaps Many Categories of Interest
 - Has Measurable Success
 - Match Is Secured

- **WHO DECIDES WHAT APPLICATIONS ARE AWARDED?** The Mini Grant Review Committee will decide who will be awarded funding based on the criteria.

- **DOES THIS GRANT PROGRAM REQUIRE A MATCH?** Yes, a 1:1 match is required. At least 50% of the match must be in cash.

- **WHEN DO WE HAVE TO HAVE THE CASH MATCH AVAILABLE?** Your cash match should be available when you list this match on your grant application. **Your grant application must include a support letter from the partner organization(s) that notes the agreed upon donation amount.**

- **CAN A NON-CASH MATCH BE USED?** Yes. Non-cash match can include donated materials, professional time, volunteer time, donated land value, and services conducted in-house for which the grantee organization does not receive compensation. Only donated land value will be accepted as non-cash match for acquisition projects. **Your grant application must include a support letter from the partner organization(s) that notes the agreed upon donation amount.**

- **CAN I MATCH THE MINI-GRANT TO ANOTHER DCNR GRANT?** No, because the Mini-grant is a DCNR funding source you cannot match DCNR funds to DCNR funds.

- **IF AWARDED A GRANT, HOW MUCH MONEY WOULD WE GET UP FRONT?** Terms can vary, but generally you would get 50% of the amount up front and then 40%. The final 10% will be provided after sufficient close out materials have been submitted.

- **WHAT ARE THE TERMS AND CONDITIONS OF THE GRANT AGREEMENT IF I AM AWARDED A GRANT?**

Mini-Grant funds originally come from the Pennsylvania Department of Conservation and Natural Resources as part of DCNR's Environmental Stewardship Fund Program. The Lancaster County Conservancy is the grant administrator but will require any recipient to comply with the standard Pennsylvania Department of Conservation and Natural Resources (DCNR) terms and conditions. To view an example of a past agreement, including the terms and conditions, [click here](#).