



# SUSQUEHANNA RIVERLANDS 2020 MINI-GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

## SCHEDULE OF IMPORTANT DATES:

- Letter of Intent (LOI) Due: Friday, June 26<sup>th</sup>, 2020 by 5 PM
- Invited Applicants Notified: Friday, July 10<sup>th</sup>, 2020
- Application Deadline: Friday, July 31<sup>st</sup>, 2020 by 5 PM
- Mini Grant Awards Announced: Monday, August 10<sup>th</sup>, 2020
- Project Completion Deadline: Friday, December 31<sup>st</sup>, 2021

To discuss your project, contact:

Christian Przybylek,  
Lancaster Conservancy  
117 south west end avenue,  
Lancaster, PA 17603

e. [cprzybylek@lancasterconservancy.org](mailto:cprzybylek@lancasterconservancy.org)  
p. (717) 392-7891 x 206

## PURPOSE

The Susquehanna Riverlands Mini-Grant Program provides targeted funding opportunities in the form of small competitive grants, ranging from \$2,500 to \$25,000, towards projects that advance the mission of the Susquehanna Riverlands Conservation Landscape and focus on the following areas: (1) habitat and trail connectivity, (2) ecosystem health, (3) sustainable public access to the Susquehanna River and its surrounding natural lands, and (4) community partnership and collaboration. Projects that can demonstrate the greatest benefit and overlap between two or more of these areas are more likely to be funded. Mini-grant projects that are directly aligned with the mission and goals of the strategic plan will be given the most weight in the project ranking and evaluation process, however projects that are aligned with the previous goals of the Susquehanna Riverlands (including: protection, promotion, or building the region's assets, including its: cultural, heritage / cultural resources, recreation, and natural resources / ecology) may be considered for the 2020 mini-grant cycle.

***All interested applicants are strongly encouraged to review the Susquehanna Riverlands Strategic Plan, which outlines our landscape's mission, vision and goals for the future, prior to pursuing a mini-grant. Applicants should also contact Christian Przybylek to discuss their project before applying at [cprzybylek@lancasterconservancy.org](mailto:cprzybylek@lancasterconservancy.org) or by phone at (717) 392-7891 x 206.***

Review and download the Strategic Plan [here](#).

## WHAT ARE THE STEPS IN APPLYING FOR A SUSQUEHANNA RIVERLANDS MINI-GRANT?

All interested applicants must submit a Letter of Intent (LOI) no later than **5 pm Friday, June 26<sup>th</sup>, 2020** to be considered for funding. Following review by a selection committee, eligible organizations will be invited to submit a brief grant application that will ask for a detailed scope of work, budget and related items. The final application will be due by Friday, July 31<sup>st</sup>, 2020 and the review committee will make its final funding determination by **Monday, August 10<sup>th</sup>, 2020**.

## WHERE CAN I SUBMIT A LETTER OF INTENT?

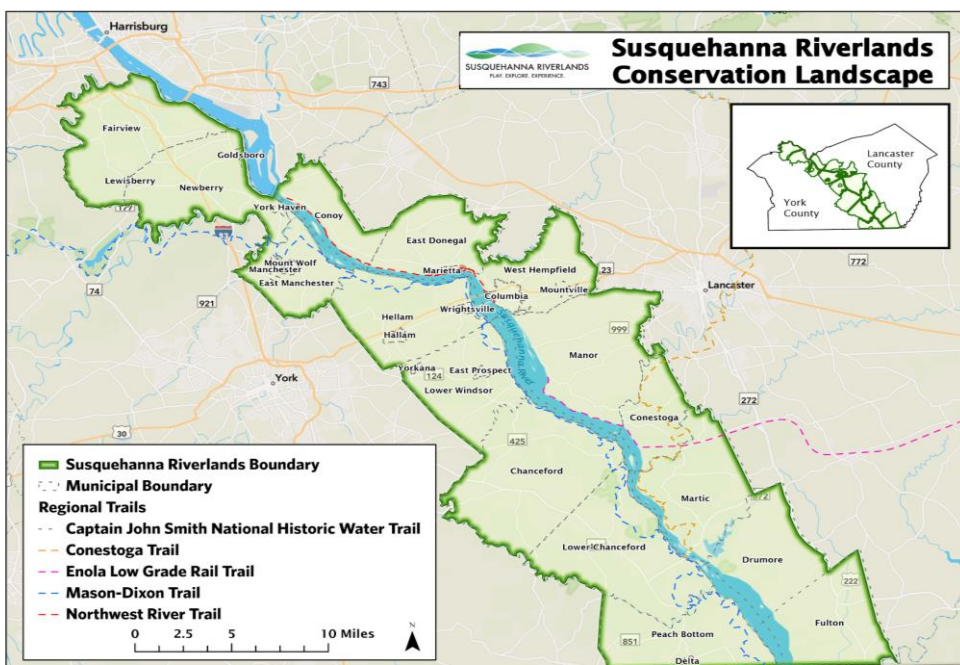
Applicants should first review the applicant instructions, which are found [here](#), before applying.

**To submit online:** click [here](#) to submit your Letter of Intent (LOI) online.

**To submit via email:** if you prefer, you can download a word file of the LOI form, [here](#). Please submit this electronically to Christian Przybylek, of the Lancaster Conservancy, at [cprzybylek@lancasterconservancy.org](mailto:cprzybylek@lancasterconservancy.org) by the deadline listed above.

## WHO CAN APPLY?

Municipalities, including municipal and local government agencies, 501(c)(3) non-profits that are registered with the Pennsylvania Bureau of Charities, and some educational entities are eligible to apply.



## **I HAVE APPLIED TO THE SUSQUEHANNA RIVERLANDS MINI-GRANT PROGRAM IN THE PAST, THIS APPLICATION LOOKS DIFFERENT. HAS IT CHANGED?**

Yes! In 2019, the Susquehanna Riverlands Partnership adopted a new strategic vision that emphasizes four areas of focus: (1) habitat and trail (re)connectivity, (2) ecosystem health, (3) sustainable public access to the Susquehanna River and its surrounding natural lands, and (4) a renewed emphasis on partnership and collaboration. We are interested in supporting projects that align with two or more of these areas.

## **WHEN IS THE DEADLINE FOR THE LETTER OF INTENT (LOI)?**

5pm Friday, June 26<sup>th</sup>, 2020

## **WHAT ARE THE GRANT REQUEST LIMITS?**

There is a minimum grant request of **\$2,500** and a maximum of **\$25,000**.

## **DOES THIS GRANT PROGRAM REQUIRE A MATCH?**

Yes, a 1:1 match is required. At least 50% of the match must be in cash.

## **WHAT KINDS OF PROJECTS ARE ELIGIBLE?**

In general, projects should take place within the Susquehanna Riverlands region, which is a PA Department of Conservation and Natural Resources designated region that includes all municipalities in Lancaster and York Counties that touch the Susquehanna River and boroughs surrounded by these communities (see map below). Projects that occur outside this region may be considered for funding provided they have a direct, tangible benefit to the region and demonstrably advance the mission of the Susquehanna Riverlands Conservation Landscape. Projects should also address two or more of the following priorities identified in the Susquehanna Riverlands Strategic Plan: (1) habitat and trail (re)connectivity, (2) ecosystem health, (3) sustainable public access to the Susquehanna River and its surrounding natural lands, and (4) a renewed emphasis on partnership and collaboration. **Applicants are strongly encouraged to contact Christian Przybylek at [cprzybylek@lancasterconservancy.org](mailto:cprzybylek@lancasterconservancy.org) or by phone at (717) 392-7891 x 206 to discuss their project before applying.**

## **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
- Provides Goals and Objectives aligned with the Susquehanna Riverlands Strategic Plan
- Overlaps Two or More of the Four Areas of Focus (described above)

- Provides Metrics from Demonstrating Measurable Success
- Match Has Been Secured (*cash and in-kind*)

### **WHO DECIDES WHAT APPLICATIONS ARE AWARDED?**

A Mini-Grant Selection Committee comprised of Partnership Members will decide who will be awarded funding based on whether the project meets the above-stated criteria.

### **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 final 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, and services conducted in-house for which the grantee organization does not receive compensation. *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 DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES (DCNR) GRANT?**

No. The funding for the Mini-Grant Program is provided by DCNR, specifically the Environmental Stewardship Fund. Per DCNR policy, you cannot match DCNR funds to DCNR funds.

### **IF AWARDED A MINI-GRANT, HOW MUCH MONEY WOULD WE GET UP FRONT?**

Terms can vary, but generally you would get up to 50% of the amount up front and then 40%. The final 10% will be provided after sufficient close out materials have been submitted.

### **WHAT IS THE TIMEFRAME FOR SPENDING DOWN THE FUNDS?**

Mini-grants are designed to support projects that can be completed within one year of being awarded. For example, if you receive a mini-grant award in June, 2020 you should have the project ready to close out by June, 2021. Under extenuating circumstances, a project can receive an extension on a case-by-case basis.

### **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 (DCNR) as part of DCNR's Environmental Stewardship Fund Program. The Lancaster Conservancy, which serves as the External Lead for the Susquehanna Riverlands Conservation Landscape, is the grant administrator and requires any mini-grant recipient to comply with standards that are expressed in DCNR's terms and conditions. For a sample contract, click [here](#).