



# SUSQUEHANNA RIVERLANDS 2020 MINI-GRANT APPLICATION INSTRUCTIONS

## 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 (717) 392-7891 x 206.***

Download the strategic plan, [here](#).

## How to Apply for a Mini-Grant:

To apply for a mini-grant, applicants must first submit a Letter of Intent, apply online [here](#) or download a word document file [here](#) and resubmit via email by 5 pm on Friday, June 26<sup>th</sup>, 2020. Applicants should review the proposal scoring sheet (see below) and visit the FAQs page to ensure their project's alignment with the scope of the Susquehanna Riverlands 2020 mini-grants program. If you have questions, please reach out to Christian Przybylek using the contact information provided above.

After submitting a Letter of Intent, eligible applicants will be invited to submit a brief, but detailed, grant application. Applications will be reviewed and ranked on a 100-point scale using five criteria, outlined below, by a selection committee comprised of members of the Susquehanna Riverlands Partnership. The committee reserves the right to request additional application information if such information is crucial to the ranking process.

## Ranking of Grant Applications

Mini-grant applications are ranked on a scale ranging from zero to 100 points. The ranking details are as follows:

Susquehanna Riverlands Mini-Grant Program Proposal Scoring Sheet		
Criteria	Details	Points
<b>A: sufficient project scope</b>	The project description must provide sufficient detail explaining the scope of work, deliverables, budget, timeline, and a description of matching funds.	<b>20</b>
<b>B: partnership &amp; regional collaboration</b>	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 geographic areas of the Susquehanna Riverlands region. <i>Letters of support and statements of cash or in-kind match are required. Please ONLY list partners that are matching in-kind or with cash.</i>	<b>20</b>
<b>C: Project is aligned With the Mission and Goals of the Susquehanna Riverlands Partnership</b>	The project satisfies the goals and objectives identified in the Susquehanna Riverlands Strategic Plan and is aligned with two or more of the four focus 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. Applicants are strongly encouraged to review the strategic plan, which can be accessed <a href="#">here</a> .	<b>20</b>

<b>D: measureable success</b>	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 both the short and long term.	<b>20</b>
<b>E: match is secured</b>	Projects will have the 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: <a href="http://www.dcnr.state.pa.us/brc/grants/c2p2programguidance/index.htm">http://www.dcnr.state.pa.us/brc/grants/c2p2programguidance/index.htm</a>	<b>20</b>
<b>TOTAL POINTS POSSIBLE</b>		<b>100</b>

## REQUIRED FOR APPLICATION TO BE SCORED

In addition to meeting the criteria outlined in the scoring sheet above, mini-grant applicants must also provide the following items (these are included in the grant application):

### **ACKNOWLEDGEMENT OF TERMS AND CONDITIONS**

You will need to type your name at the end of the application to certify that you have read the sample grant agreement's 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 ([click here to see a sample agreement](#)). These terms and conditions are required and come from the PA Department of Conservation and Natural Resources (as the original source of funding).

### **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 with the IRS AND registration with the PA Department of State Bureau of Charitable Organizations.

#### **LETTER OF INTENT SUBMITTAL INFORMATION:**

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

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

**GRANT APPLICATION SUBMISSION:**

After submitting Letters of Intent, eligible applicants will be invited to submit a formal, brief but detailed, grant application ([click here to review the grant application](#)). The application materials will be sent to the applicant. Letters of Intent are due no later than 5 pm on Friday, June 26<sup>th</sup>, 2020.

All final applications must be submitted by **Friday, July 31<sup>st</sup>, 2020 by 5 PM**

**Please take the time to review the Susquehanna Riverlands Strategic Plan and reach out to Christian Przybylek before the grant deadline. Talking with other partners and organizations to get a consensus is strongly encouraged.**