



# 2020 Susquehanna Riverlands Mini-Grant Program

## Grant Application

Deadline: Friday, July 31<sup>st</sup>, 2020 by 5:00 PM

**MUST HAVE SUBMITTED A LETTER OF INTENT AND BEEN INVITED TO APPLY**

Instructions: Please send all applications electronically to Christian Przybylek at the Lancaster Conservancy at [cprzybylek@lancasterconservancy.org](mailto:cprzybylek@lancasterconservancy.org).

Please do not change this template's current format: use 10 point font on this letter page layout. Please do not stray from this format; it helps when we review to have everything uniform. No additional attachments (other than support letters and maps) will be accepted unless applicant notifies grant administrator for permission (see above).

**Organization/ Applicant's Name:** type here

Project Coordinator: type here

E-mail: type here

Address: type here

Phone Number: type here

**Title of Project:** type here (use less than 5 words to give your project a title):

**List of Partnering Organizations** *(ONLY include those who are offering a match):*

Organization Name: type here	Organization Contact: type here
Phone Number: type here	E-mail: type here
Address: type here	
Organization Name: type here	Organization Contact: type here
Phone Number: type here	E-mail: type here
Address: type here	

(Please add more organizations if needed)

### **CRITERIA RANKING**

The mini-grant selection committee will rank your project on the five criteria listed below. Please describe why your project meets these criteria.

**CRITERIA A: SUFFICIENT PROJECT SCOPE (20 points)**

**PROJECT SCOPE:**

Please give a few sentences to summarize the scope of your project. *Please type no more than a paragraph.*

**A.1-** | **Answer:** Type here

Please explain how your project will work to advance the Susquehanna Riverlands mission, vision and goals as outlined in the [Strategic Plan](#). Specifically, how will it address one of more of the following focus areas: (1) habitat and trail (re)connectivity, (2) ecosystem health, (3) sustainable public access to the Susquehanna River and its surrounding natural lands, and (4) emphasize community partnership and collaboration? *Please use no more than one page for this.*

**A.2-** | **Answer:** Type here

**BUDGET AND MATCH**

A.3 please provide a detailed budget that includes the following: 1. Budget item/task; 2. Amount requested from the Susquehanna Riverlands; 3. Name of organization/company/volunteer providing match, if applicable; 4. Cash match being provided; 5. In-kind match being provided; 6. Total project cost (add columns 2, 4 and 5). Add more rows if needed.

Budget Item or Task	Cash Match	In-Kind Match	Total (Cash + In-Kind Match)
<b>GRANT MATCH/ INCOME</b>			
Type Partner Organization Name Here			
<b>Proposed work to be completed</b> Example: Trail Guide Post Installation			
Example: 3 people x 7.5 hrs each x \$30 / hr	\$	\$	\$
<b>Proposed work to be completed</b> cost (XX hrs x \$XX / hr)	\$	\$	\$
<b>Proposed work to be completed</b> cost (XX hrs x \$XX / hr)	\$	\$	\$
<b>TOTAL (summary of cash + In-Kind match for this task)</b>			\$
Type Partner Organization Name Here			
<b>Proposed work to be completed</b> cost (XX hrs x \$XX / hr)	\$	\$	\$
<b>Proposed work to be completed</b> cost (XX hrs x \$XX / hr)	\$	\$	\$
<b>TOTAL (summary of cash + In-Kind match for this task)</b>			\$
Type Partner Organization Name Here			
<b>Proposed work to be completed</b>			

cost (XX hrs x \$XX / hr)	\$	\$	\$
<b>Proposed work to be completed</b>			
cost (XX hrs x \$XX / hr)	\$	\$	\$
<b>TOTAL (summary of cash + In-Kind match for this task)</b>			\$

<b>GRANT EXPENSES (How you plan to use GRANT FUNDS)</b>			
<b>Susquehanna Riverlands Mini-Grant</b>			
<b>Proposed work to be completed</b>			
cost (XX hrs x \$XX / hr)	\$		
<b>Proposed work to be completed</b>			
cost (XX hrs x \$XX / hr)	\$		
<b>Proposed work to be completed</b>			
cost (XX hrs x \$XX / hr)	\$		
<b>TOTAL GRANT REQUEST:</b>			\$
	\$		<b>TOTAL CASH MATCH</b>
		\$	<b>IN-KIND MATCH</b>
	\$		<b>TOTAL MATCH</b>
			<b>Total Project Cost (Grant request + Total Match)</b>
			\$X,XXX

**TIMELINE:** (A.4) Please create an outline of your project’s schedule using phases. Please give the major milestones towards the project’s completion using months as milestones. Please make as detailed as possible without setting specific date deadlines.

A.4- | Answer: Type here

**CRITERIA B: PARTNER AND REGIONAL COLLABORATION (20 points)**

Questions:

B.1 How will other partners be involved on this project? *Actions of your partners should be detailed enough in A.3 (Budget) so that we understand their match.*

B.1- Please refer back to A.3 (Budget) to provide complete detail: Type here

B.2 Listed partners on this application **are required to have a cash or in-kind match** to be included. Please have attached at the end of this application letters (PDF preferred) from each of your matching partner.

<b>B.2-</b>	<p><b>Please attach matching partner's letters of match/support stating: Type here</b></p> <ul style="list-style-type: none"> <li>- The main contact that will be collaborating including their contact info.</li> <li>- What they are matching (cash or in-kind)</li> <li>- Please have partners include their letters on official letterhead</li> </ul>
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**CRITERIA C: ADVANCES THE GOALS AND OBJECTIVES OF THE SUSQUEHANNA RIVERLANDS STRATEGIC PLAN (20 points)** *Please note that mini-grant proposals that are directly aligned with the mission and goals of the strategic plan will be given the most weight in the project evaluation and ranking process, however projects that are aligned with previous goals of the Susquehanna Riverlands (including: protection, promotion and building of the region's assets, including its: cultural, heritage/cultural resources, recreation, and natural resources/ecology) may be considered for the 2020 mini-grant cycle.*

Questions:

C.1 what goals of the Susquehanna Riverlands Strategic Plan does your project seek to advance? Describe how it addresses one or more of the four focus areas described above? Please write out the goals and objectives you are referencing. Explain specifically how the project will satisfy these goals and objectives.

**C.1- Answer: Type here**

**CRITERIA D: MEASURABLE SUCCESS (20 points)**

Questions: D.1 Overall what does success look like when this project is completed?

**D.1- Answer: Type here**

D.2 Give several measurements for how we can gauge the success of your project. Establish short and long term measurement of success. **Use of metrics such as # of people, acres, etc is required.**

**D.2- Short term measurements: Type here**

**Long term measurements: Type here**

**CRITERIA E: MATCH IS SECURED (20 points)**

Questions:

E.1- Is your match secured? If not, do you expect it to be awarded shortly after? Please make sure you have outlined your match details clearly in the budget.

**E.1- Answer: Type here**

[Acknowledgment of Terms and Conditions: \(Required\)](#)

By typing your name below you are acknowledging that you have reviewed a sample agreement that would occur between your organization as the grantee and the Lancaster Conservancy as the grantor. Click [here](#) to view a sample agreement with terms and conditions.

You are acknowledging that you understand and are aware of the Terms and Condition within this agreement.

**Acknowledgment** Please type your name here:

[Attachment of Non-profit Status: \(Required For Non-profits\)](#)

Please submit the following documents (for non-profits only):

- Proof of non-profit status with IRS Registration
- PA Department of State Bureau of Charitable Organizations Registration

**CONTACT:**

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