



SUSQUEHANNA RIVERLANDS 2023 MINI-GRANT APPLICATION INSTRUCTIONS

SCHEDULE OF IMPORTANT DATES:

- Letter of Intent (LOI) due: Monday, May 8, 2023, by 5 p.m.
- Invited applicants notified on or before: Monday, May 22, 2023
- Application deadline: Monday, June 12, 2023, by 5 p.m.
- Mini-Grant awards announced: Monday, June 26, 2023
- Project period of performance: July 1, 2023, to December 31, 2024

To discuss your project, contact:

Jenn Teson
Lancaster Conservancy
117 South West End Avenue
Lancaster, PA 17603

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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) sustainable public access to the Susquehanna River and its surrounding natural lands, (3) emphasize community partnership and collaboration, and (4) ecosystem health. Projects that can demonstrate the greatest benefit and overlap between these 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.

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 can also contact Jenn Teson to discuss their project before applying. Also visit our [Frequently Asked Questions](#) page.

HOW TO APPLY FOR A MINI-GRANT:

To apply for a mini-grant, applicants must first [submit a Letter of Intent](#). If the Selection Committee confirms the project's eligibility after review, the applicant will receive a link to the full application, which is due by 5 p.m. on Monday, June 12, 2023. Click [here](#) to preview the full grant application. Applicants should review the proposal scoring sheet (see below) and visit the FAQs page using the link above to ensure their project's alignment with the scope of the Susquehanna Riverlands 2023 Mini-Grants program. If you have questions, please reach out to Jenn Teson using the contact information provided above.

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
A: sufficient project scope	The project description should describe in detail the scope of work, deliverables, detailed budget, timeline, site plan and a description of matching funds (for development projects)	20
B: partnership & regional collaboration	Collaboration with partners on projects is strongly encouraged. Higher points will be given to those with more partners involved and if these partners or contributors are located in other 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>	20
C: Project is aligned With the Mission & Goals of the Susquehanna Riverlands Partnership	The project satisfies the goals and objectives identified in the Susquehanna Riverlands Strategic Plan and is aligned with one 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) emphasize community partnership and collaboration. Applicants are strongly encouraged to review the strategic plan .	20
D: Measurable success	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.	20
E: match is secured	Projects will have the highest ranking when matched funding is immediately available. Projects with undetermined or unlikely funding will rank lower. For guidelines on the eligibility of matching funds, refer to the Department of Conservation and Natural Resources' Community Conservation Partnership Program (C2P2) program guidelines. Find the guidelines and various other documents via DCNR's Partnership Forms and Guidance Documents resource.	20
TOTAL POINTS POSSIBLE		100

MINI-GRANT APPLICATION ELIGIBILITY REQUIREMENTS:

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) online.

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.

All applications must be submitted by **Monday, June 12, 2023, by 5 p.m.**