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

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.

To discuss your project, contact:

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

e. jteson@lancasterconservancy.org
p. (717) 392-7891 x 204
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:

<table>
<thead>
<tr>
<th>Susquehanna Riverlands Mini-Grant Program Proposal Scoring Sheet</th>
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<tbody>
<tr>
<td><strong>Criteria</strong></td>
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<tr>
<td>A: sufficient project scope</td>
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<tr>
<td>B: partnership &amp; regional collaboration</td>
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<tr>
<td>C: Project is aligned With the Mission &amp; Goals of the Susquehanna Riverlands Partnership</td>
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<tr>
<td>D: Measurable success</td>
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<td>E: match is secured</td>
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**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.**