

# 2023 Susquehanna Riverlands Mini-Grant Application

Please use this Google Form to submit your 2023 mini-grant application by 5pm on Monday, June 12, 2023.

In addition to filling out this application, you will need to email Jenn Teson ([jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org)) the following documents. You will be prompted later on in the application to indicate whether you emailed the documents and will not be able to submit the application without acknowledging your submission:

- 1. Detailed budget\*
- 2. Letters of support from all matching partners
- 3. [Nonprofit applicants only] Federal and State charitable registration documents

If you need to submit any supplemental materials or have questions, please email Jenn Teson at [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org).

\*Please use this form for your detailed budget (add more rows if needed): [https://www.lancasterconservancy.org/wp-content/uploads/2022/03/7\\_Budget-Template\\_02-25-2022-1.xlsx](https://www.lancasterconservancy.org/wp-content/uploads/2022/03/7_Budget-Template_02-25-2022-1.xlsx)

\* Required

1. Organization/Applicant's Name \*

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2. Title of Project \*

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3. Project Coordinator \*

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## 4. Project Coordinator Address \*

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## 5. Project Coordinator Phone Number \*

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## 6. [if Nonprofit applicant] Project Coordinator Federal EIN

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## 7. [if Nonprofit applicant] Charitable Organization's Registration Number

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8. All Nonprofit applicants must submit as a PDF attachment evidence of your organization's tax exempt status with the IRS by emailing the document to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org). \*

*Mark only one oval.*

- IRS tax exempt document emailed to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org)
- I am not applying on behalf of a nonprofit organization

9. All Nonprofit applicants must submit as a PDF attachment evidence of your organization's tax exempt status with the PA Department of State Bureau of Charitable Organizations by emailing the document to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org). \*

*Mark only one oval.*

- PA Department of State Bureau of Charitable Organizations document emailed to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org)
- I am not applying on behalf of a nonprofit organization

## Criteria A - Sufficient Project Scope

The mini-grant selection committee will rank your project on five criteria. Please describe why your project meets these criteria. Criteria A is worth 20% of the project's score.

10. A1. Please give a few sentences to summarize the scope of your project. Please type no more than a paragraph. \*

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11. A2-1. Please email a detailed budget to Jenn Teson at [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org) using the template linked below. It includes a sample budget for reference. Add more rows if needed. \*
- [https://www.lancasterconservancy.org/wp-content/uploads/2022/03/7\\_Budget-Template\\_02-25-2022-1.xlsx](https://www.lancasterconservancy.org/wp-content/uploads/2022/03/7_Budget-Template_02-25-2022-1.xlsx)

*Mark only one oval.*

- Detailed budget emailed to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org)
- Other: \_\_\_\_\_

12. A2-2. Total project cost \*

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13. A2-3. Total grant request (NOTE this can only be a maximum of 50% of the total project cost) \*

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- 14. A2-4. Total cash match. Your match must be at least 25% cash. \*

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- 15. A2-5. Total in-kind match

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- 16. A3. Please create an outline of your project's schedule using phases. Give the major milestones towards the project's completion using months as milestones. Include as much detail as possible without setting specific date deadlines. \*

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- 17. A4. Please list the project deliverables as succinctly as possible. \*

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### Criteria B - Partner and Regional Collaboration

The mini-grant selection committee will rank your project on five criteria. Please describe why your project meets these criteria. Criteria B is worth 20% of the project's score. Please only include partners providing match for the project (in-kind or cash).

18. B1. How will other partners be involved on this project? Actions of your partners should be detailed enough in your budget so that we understand their match. \*

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19. Matching Partner Organization 1: Please provide an organization name, contact, and contact information. \*

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20. Matching Partner Organization 2: Please provide an organization name, contact, and contact information.

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21. Other Matching Partner Organizations: Please provide the following for each additional matching partner: organization name, contact, and contact information.

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22. B2. Please send a letter of support for each matching partner to Jenn Teson at [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org). Each letter should state: (1) the main contact that will be collaborating including their contact info, (2) what they are matching (cash or in-kind), and (3) please have partners include their letters on official letterhead. \*

*Mark only one oval.*

Letters of support emailed to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org) for each matching partner

Other: \_\_\_\_\_

**Criteria C - Advances the goals and objectives of the Susquehanna Riverlands Strategic Plan**

The mini-grant selection committee will rank your project on five criteria. Please describe why your project meets these criteria. Criteria C is worth 20% of the project's score. Find the Strategic Plan by clicking this link: [https://susquehannariverlands.com/wp-content/uploads/2019/12/SusquehannaRiverlandsStrategicPlan\\_Oct\\_2019.pdf](https://susquehannariverlands.com/wp-content/uploads/2019/12/SusquehannaRiverlandsStrategicPlan_Oct_2019.pdf)

- 23. C1. STRATEGIC PLAN: Please explain how your project will work to advance the \* Susquehanna Riverlands mission, vision and goals as outlined in its Strategic Plan ([https://susquehannariverlands.com/wp-content/uploads/2019/12/SusquehannaRiverlandsStrategicPlan\\_Oct\\_2019.pdf](https://susquehannariverlands.com/wp-content/uploads/2019/12/SusquehannaRiverlandsStrategicPlan_Oct_2019.pdf)). Specifically, how will it address one of more of the following focus areas: (1) habitat and trail (re)connectivity, (2) sustainable public access to the Susquehanna River and its surrounding natural lands, (3) emphasize community partnership and collaboration, and (4) ecosystem health? Please write out the goals and objectives you are referencing. Explain specifically how the project will satisfy these goals and objectives.

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**Criteria D - Measurable Success**

The mini-grant selection committee will rank your project on five criteria. Please describe why your project meets these criteria. Criteria D is worth 20% of the project's score.

- 24. D1. Overall what does success look like when this project is completed? \*

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25. D2. Describe short-term measurement of success. Use of metrics such as # of people, acres, etc. is required. \*

Four horizontal lines for text entry.

26. D3. Describe long-term measurement of success. Use of metrics such as # of people, acres, etc. is required. \*

Four horizontal lines for text entry.

Criteria E - Match is Secured

The mini-grant selection committee will rank your project on five criteria. Please describe why your project meets these criteria. Criteria E is worth 20% of the project's score.

27. E1. 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. \*

Mark only one oval.

My match is secured

Other: \_\_\_\_\_

Acknowledgement of Terms and Conditions

Please review your application carefully before submitting. Make sure you emailed your detailed budget , letters of support for all matching partners, nonprofit filings (if applicable) and any other supporting documents to Jenn Teson at [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org).

28. 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. You are acknowledging that you understand and are aware of the Terms and Condition within this agreement: \*
- <https://www.lancasterconservancy.org/wp-content/uploads/2022/03/SampleGrantAgreement.pdf>
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