

# 2024 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/commitment 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).

\* Indicates required question

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1. Email \*

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## Organizational Profile

Please tell us about your organization.

2. Organization/Applicant's Name \*

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3. Organization's Mission Statement \*

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4. Does your organization have a conflict of interest policy? \*

*Mark only one oval.*

Yes

No

5. [if nonprofit applicant] Federal EIN

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6. [if nonprofit applicant] Charitable organization's registration number

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7. 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

- 8. 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

### Project Information

- 9. Project Name \*

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- 10. Project Coordinator (Name, Position) \*

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- 11. Project Coordinator Email \*

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- 12. Project Coordinator Phone Number \*

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- 13. Project Coordinator Address \*

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14. Total Project Cost \*

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

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16. Total match (NOTE this must be at least 50% of total project cost) \*

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17. Which SRCL priority scope of work elements does your project include (*select all that apply*)? \*

*Check all that apply.*

- Habitat & trail connectivity
- Sustainable public access to the Susquehanna River and its surrounding natural lands
- Community partnership & collaboration
- Ecosystem health

18. Please summarize your project scope of work in a paragraph or less, including projected timeline. If your project is selected for funding, this paragraph will be inserted into your grant contract. \*

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### Application Questions

19. **Deliverables:** Please provide a concise description of project deliverables. \*

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20. **Need:** Describe why your project is needed and who it will impact. Explain how your project will work to advance the SRCL mission, vision and goals as outlined in its [Strategic Plan](#). Specifically, how will it address one or 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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21. **Equity & Inclusion:** What are your organizational aspirations and current challenges regarding equity, inclusion, and/or social justice? Does this work relate to your project? If so, describe. \*

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22. **Timeline & Implementation:** Provide a timeline for your project, including major milestones towards the project's completion. Include details about permitting (when applicable), ongoing maintenance and monitoring after project completion, and/or when events will be held. \*

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23. **Project Barriers:** What are potential barriers to this project's completion, and how do you plan to address them? Examples may include lack of other funding sources, organizational changes, maintenance after project completion. \*

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- 24. **Partners:** List any partners you are collaborating with to implement this project directly. Describe how these partnerships enhance the project or will contribute to its success. *Partners described in this section are not required to be included in your match.* \*

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### Organizational & Community Results

- 25. What do you hope to gain or learn from this project - how will the organization and community be transformed? \*

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- 26. Describe short term qualitative and quantitative measurements of success. \*

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27. Describe long term qualitative and quantitative measurements of success. \*

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Budget & Match

28. **Detailed Budget:** Please email a detailed budget to Jenn Teson at [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org) using [this template](#). It includes a sample budget for reference. Add more rows if needed. \*

*Mark only one oval.*

Detailed budget emailed to [jteson@lancasterconservancy.org](mailto:jteson@lancasterconservancy.org)

29. **Budget Description:** Describe how you would use this grant money. Be as specific as possible and address all items in your detailed budget. \*

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- 30. **Match Description:** Describe the source and type of your matching funds or in-kind hours outlined in your detailed budget. If your match is not secured at the time of application (e.g. you have submitted a grant request and are awaiting funding announcements), describe your anticipated timeline and contingency plans. \*

*A 50/50 match is required for this funding, and at least 25% of your match must be cash. Match commitment letters are required; matches must be secure at the time the contract is awarded.*

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

*Mark only one oval.*

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

### 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).

32. By typing your name and title 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, \*

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