



Pocono Forests and Waters Conservation Landscape  
2017-2018 Mini-Grant Program  
Instructions and Guidelines

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## General Information

The Pocono Forests and Waters Conservation Landscape (PFW CL) mini-grant program is a reimbursement-funding program, which is supported by the Pennsylvania Department of Conservation and Natural Resources through DCNR's Environmental Stewardship Fund administered by the Bureau of Recreation and Conservation and administered by the Pennsylvania Environmental Council.

The Pennsylvania Environmental Council was awarded a total of \$60,000 from the DCNR Community Conservation Partnership Program Environmental Stewardship Fund administered by the Bureau of Recreation and Conservation (BRC) for the 2017-2018 Pocono Forests and Waters Mini-Grant Program.

This program will provide mini-grants of \$2,000 to \$10,000 to projects that support and advance the goals and objectives of the Pocono Forests and Waters Conservation Landscape. All projects, related costs and funding must conform to the guidelines of the PA DCNR Community Conservation Partnership Program: [www.dcnr.state.pa.us/brc/grants/index.aspx](http://www.dcnr.state.pa.us/brc/grants/index.aspx)

Mini-Grants require a 1:1 local match in the form of cash and/or eligible non-cash (in-kind) services.

- Cash Match - No portion of the cash match can originate from DCNR funding.
- In-kind Match - the value of municipal labor and/or professional services is equal to the hourly billable rate multiplied by the number of hours performing that service or job. The value of volunteer in-kind will be valued at the current Independent Sector Volunteer Rate for Pennsylvania at the time the work was performed please visit [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) for current volunteer value.
- Applicants must provide proof of match commitment.

The Pocono Forests and Waters 2017-2018 Mini-Grant Program is a reimbursement-funding program. Costs should be described in the budget and will be paid only to the extent that they are incurred by the Grantee in performance of the Project's Scope of Work. Awardees can receive reimbursement distributions when incurred and must submit a mid-grant progress report and final progress report. All Project deliverables must also be submitted at the close-out of the grant.

Important Dates:

- Grant Round Opens: March 31, 2017
- Application Deadline: May 1, 2017
- Grant Awards Announced: May 22, 2017
- Contracts executed/Mini-Grant Kick-off Event: May 31, 2017
- Projects Begin: June 1, 2017
- Project Completion: May 31, 2018
- Mini-Grant Wrap-Up Meeting: August 2018

For questions about this program call: Janet Sweeney, PFW CL Coordinator

Phone: 570-718-6507

Email: [jsweeney@pecpa.org](mailto:jsweeney@pecpa.org)

## **Eligibility**

### ***Who is eligible?***

Eligible applicants include non-profit organizations with tax-exempt status 501(c)(3), municipalities, counties and educational institutions.

Non-profit organizations must submit proof of non-profit status and be registered with the PA Department of State Bureau of Charitable Organizations.

### ***What kind of project is eligible?***

Eligible projects should advance the Goals and Objectives of the Pocono Forests and Waters Conservation Landscape.

All projects must be located within the Pocono Forests and Waters Conservation Landscape which includes Carbon, Lackawanna, Luzerne, Monroe, Pike and Wayne Counties.

## Pocono Forests and Waters Conservation Landscape Goals & Objectives

### **VISION**

Protect and sustain the natural resources of the Pocono Forests and Waters Conservation Landscape

**GOAL:** Conserve Critical Lands and Waters - Identify important natural landscape areas for acquisition, easements and other land protection measures.

**OBJECTIVES:**

- Identify priority parcels
- Conduct landowner outreach
- Promote land stewardship

**Example of Action Items:**

Initiate a master watershed stewardship program

Protect waterways by addressing AMD and non-point source pollution

Connect conserved lands

**GOAL:** Engage our Communities through Promoting our Story - Engage communities to promote, enhance, and conserve local natural, cultural, and outdoor recreational resources.

**OBJECTIVES:**

- Increase public awareness of PFW CL
- Support programs that connect residents to outdoor recreational opportunities
- Coordinate with existing economic development and eco-tourism plans

**Example of Action Items:**

Promote land and water trails

Develop eco-tourism opportunities

Implement Open Space and Greenway Plans

Promote recreational opportunities on conserved lands

**GOAL:** Create Trail Connections - Identify and create greenway and trail connections to public lands and communities throughout the landscape.

**OBJECTIVES:**

- Promote and encourage trails and trail development
- Maintain regular communication between and among trail community
- Work with Key Partners (i.e. DCNR, Game Commission) on key access links for trails

**Example of Action Items:**

Connect communities to public lands and trails

Analyze, prioritize and close trail gaps

Reinvigorate completed trail and greenway plans

Enhance and provide trailheads and trail amenities

## **Application Submission**

### **Format:**

- The application can be downloaded from the PEC website: [www.pecpa.org](http://www.pecpa.org).
- Application narratives should be clear and concise.
- The application can be submitted electronically or by mail.
- All required supporting documents should be attached as either WORD or PDF documents and should be identified as your application's documents.

### **Deadline for Submission:**

- Email application submissions:
  - Electronic applications must be received by 5:00 pm on May 1, 2017. Subject Line should read "2017 PFW CL Mini Grant Application".
  - Email applications to Angela Vitkoski: [avitkoski@pecpa.org](mailto:avitkoski@pecpa.org).
  - All applicants will receive an email confirmation of receipt of application. If you do not receive this email – you need to contact us by phone at 570-718-6507 to ensure that your application was received and will be considered.
  - E-mailed applications received after this date and time will not be considered.
- Mail, ship or hand delivery:
  - If you are unable to submit the application electronically, the completed application and required documents may be mailed, shipped or hand delivered in enough time for the application to be received at the PEC office (address below) no later than 5:00pm on May 1, 2017.
  - Mailed, shipped or hand delivered applications received after this date and time will not be considered.

### **Applicant Responsibility:**

- Identify projects that support the goals and objectives of the Pocono Forests and Waters Conservation Landscape.
- Secure local match at a minimum ratio of 1:1 (can be cash and/or in-kind services).
- Provide letters of commitment from partners providing local match; letters should describe the type of program assistance, match amount and how that partner is contributing to the success of the project.
- Demonstrate the ability to complete project on time and within budget. (Awarded projects must be completed in a 12 month time frame)
- Submit application on time – by 5:00 pm on May 1, 2017.
- For non-profit applicants: provide current proof of IRS 501(c)3 non-profit status and registration with the PA Bureau of Charitable Organizations.

**Application Review:**

Applications will be ranked by a review committee composed of PFW CL Steering Committee members.

Applicants will be ranked based on how well the project:

- Supports and advances the goals and objectives of the PFW CL
- Can be completed in a 12 month timeframe
- Promotes partner collaboration
- Identifies and secures required match
- Develops a realistic budget
- Demonstrates that project will have measurable outcomes and be successful

<b>SCORING</b>	<b>POINTS</b>
<b>1. Applicant Information (not scored)</b>	
<b>2. Project Details</b>	
<i>Project Description and Scope of Work:</i> Is the project well thought out and adequately explained?	10
<i>Project Timeline:</i> Does the applicant have the capability to be successful and to complete the scope of work within the grant 12 month timeline?	5
<i>Partners &amp; Collaboration:</i> Does project involve and adequately explain collaboration with other partners?	5
<i>Integration:</i> Is this project consistent with state and/or local planning priorities? Does the applicant adequately explain how the proposed projects is consistent with identified plan(s)?	5
<b>3: Goals, Outcomes &amp; Activities</b>	
Does the proposed project advance the goals of the PFW CL? Does the applicant adequately explain how the project advances the goals of the PFW CL?	10
Will the outcome and activities of the proposed project implement the identified project goals?	5
<b>4: Budget</b>	
<i>Proposed Budget:</i> Is the budget reasonable and adequately support the stated goals and scope of work for the project?	5
<i>Local Match:</i> Is local match secured and documented with letters of commitment?	5
<b>Total Possible Score</b>	<b>50</b>

The review committee reserves the right to request additional proposal information if they feel such information is crucial to the ranking process.