



**KITTATINNY RIDGE CONSERVATION LANDSCAPE  
2019 - 2020 MINI-GRANT PROGRAM  
INSTRUCTIONS AND GUIDELINES**

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**Content Includes:**

- General Information
- Eligibility
- Application Submission Process
- Application Review Process
- Grant Application Checklist

**For Questions and Additional Information Contact:**

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## GENERAL INFORMATION

The Kittatinny Coalition is a group of land trusts, conservation organizations, state and federal government agencies, and academic institutions working together to conserve the natural, scenic, cultural, and aesthetic resources of the Kittatinny Ridge Conservation Landscape. The Kittatinny project, and this mini-grant program, is supported by the Pennsylvania Department of Conservation and Natural Resources (DCNR) through DCNR's Environmental Stewardship Fund administered by the Bureau of Recreation and Conservation. The DCNR grant is administered by the Kittatinny Coalition through Audubon Pennsylvania. For more information on the Kittatinny Ridge project visit [www.kittatinnyridge.org](http://www.kittatinnyridge.org).

The Kittatinny Coalition has a total of \$40,000 for the 2019 - 2020 Mini-Grant Program. A mini-grant committee will award grants up to \$10,000 for projects that support and advance the goals of the Kittatinny Coalition. All projects, related costs and funding must conform to the guidelines of the [PA DCNR Community Conservation Partnership Program](#).

### **Grant Agreement and Disbursement**

Awardees will enter into a Grant Agreement with Audubon Pennsylvania to receive the mini-grant funds. Once the Agreement is fully executed, Awardees can receive 50% of the award amount and upon invoice thereafter. Ten percent of the mini-grant award will be paid upon completion of the Scope of Work. Awardees must submit an interim progress report and final project report. All project deliverables must be submitted no later than the grant's project completion date.

### **Match Requirements**

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, including but not limited to:

- Community Parks and Recreation Grants
- Land Acquisition Grants
- Partnership Grants
- Trail Grants
- Rivers Conservation and Riparian Buffer Grants

#### 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.

Applicants must provide proof of match commitment.

**Important Dates**

- Grant round opens: May 15, 2019
- Application deadline: June 15, 2019
- Grant awards announced: June 30, 2019
- Interim report due: March 1, 2020
- Project completion and final report due: December 15, 2020
- Awardee mini-grant presentations: Kittatinny Coalition annual meetings, to be determined

## 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.

Current DCNR Partnerships Program grant recipients are discouraged from applying for or receiving mini-grants.

### What kind of project is eligible?

This mini-grant program must support the goals of the Kittatinny Coalition: land use, native habitat and wildlife, scientific research, clean and plentiful water, municipal action, and public engagement. Please see additional information about the Coalition's goals here: <https://kittatinnyridge.org/protect/about-the-coalition>.

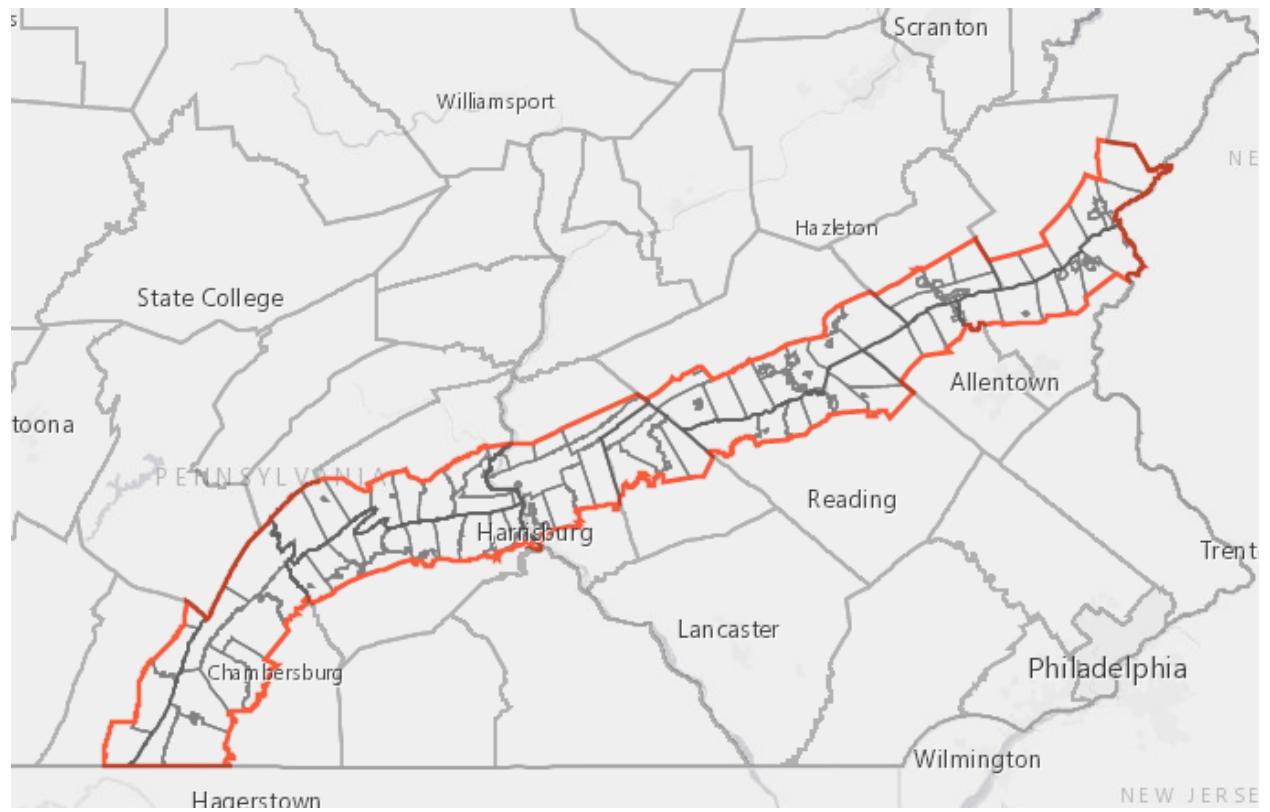
In addition, please note in your application if the project helps carry out research, monitoring, habitat assessments or restoration directly benefiting highest priority Species of Greatest Conservation Need (SGCN) as identified by the Pennsylvania Wildlife Action Plan.

Research and survey needs for SGCN can be found in the Wildlife Action Plan species accounts (Appendix 1.4 – [birds](#), [mammals](#), [reptiles](#), [amphibians](#), [fishes](#), and [threatened or endangered mussels](#)). Other invertebrate SGCN actions can be found in [Appendix 1.1](#)), which applicants are encouraged to reference in their proposal development.

Projects must be located within the Kittatinny Ridge Corridor, which encompasses townships that run along the spine of the Ridge as illustrated in the map below.

### What kind of project is ineligible?

- Recurring maintenance or monitoring
- Maintenance of existing structure or construction or rehabilitation of structures that are not directly related to preservation or restoration of natural resources
- Permanent staff salaries
- Property easement or acquisition activities



## APPLICATION SUBMISSION PROCESS

### Format:

- The application can be downloaded from the Kittatinny Coalition website at <https://kittatinnyridge.org/explore/research-education/>
- Application narratives should be clear and concise
- The application must be submitted electronically
- All required supporting documents should be attached as either WORD or PDF documents and should be identified as your application's documents

### Submission:

- Email applications to Jeanne Ortiz at [jortiz@audubon.org](mailto:jortiz@audubon.org)
- Electronic applications must be received by 5:00 pm on June 15, 2019. Subject Line should read "Kittatinny Coalition Mini Grant Application"
- All applicants will receive an email confirmation of receipt of application. If you do not receive this email – you need to contact Jeanne Ortiz by phone at 215-519-5648 to ensure that your application was received
- **E-mailed applications received after 5:00 pm on June 15, 2019 will not be considered.**

### DCNR Citation:

Awardees must include this DCNR funding citation on any printed materials or products: "This project 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."

## APPLICATION REVIEW PROCESS

Applications will be ranked by a review committee composed of Kittatinny Coalition Mini Grant Committee members. The review committee reserves the right to request additional proposal information.

Applicants will be ranked based on how well the project:

- Supports and advances the goals and objectives of the Kittatinny Coalition as described in the application materials
- Can be completed by December 15, 2020
- 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>Project Details</b>	
<i>Project Description and Scope of Work:</i> Is the project well developed and adequately explained?	10
<i>Project Timeline:</i> Does the applicant have the capability to be successful and complete the Scope of Work by December 15, 2020?	5
<i>Partners &amp; Collaboration:</i> Does the project involve and adequately explain collaboration with other partners?	5
<b>Consistency with Plans</b>	
<i>State/Local Plans:</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
<i>Kittatinny Coalition/SWAP Goals:</i> Does the proposed project advance the mini grant goals of the Kittatinny Coalition? Pennsylvania Wildlife Action Plan? Does the applicant adequately explain how the project advances these goals?	10
<i>Effectiveness:</i> Will the outcome and activities of the proposed project implement the identified project goals?	5
<b>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>

### GRANT APPLICATION CHECKLIST

	Completed application narrative, including Kittatinny Coalition and Pennsylvania Wildlife Action Plan goals supported by the proposed work.
	Completed budget with documented match (50% or greater) not from other DCNR funding.
	Current proof of IRS 501(c)(3) non-profit status and registration with the PA Bureau of Charitable Organizations.
	Letters of commitment from partners.