



---

## 2023 Susquehanna Greenway Mini-Grant Guidelines

---

### Important Dates

Application Deadline: November 30, 2023

Anticipated Award Announcement: Late December 2023

Contract Period: January 1 - December 29, 2024

### The Susquehanna Greenway Partnership

The **mission** of the Susquehanna Greenway Partnership (SGP) is to grow the Susquehanna Greenway by connecting communities, promoting active healthy living, and facilitating collaborative partnerships along the Susquehanna River. This work advances our **vision** to create a Greenway that builds connections along the Susquehanna River, inspires people to engage with the outdoors, and transforms communities into places where people want to live, work, and explore...

[\(Click here to read more\)](#).

### The Susquehanna Greenway

The Susquehanna Greenway is a planned 500-mile corridor of connected open space, river accesses, trails, and river towns that border the Susquehanna River within the Commonwealth of Pennsylvania. It connects communities, recreational facilities, parks, historic sites, and trails of differing types together. But equally important, the Susquehanna Greenway stimulates efforts to renew river communities and their economies, and it helps to bolster the lure of the Susquehanna Valley through the portrayal and strengthening of its regional character.

Learn more about Susquehanna Greenway here: [About the Greenway - Susquehanna Greenway Partnership](#)

## Summary

The 2023 Susquehanna Greenway Mini-Grant program advances the vision of the Susquehanna Greenway through funding and support to partner organizations and public entities focused on advancing projects and programs within the Middle Susquehanna region of the Susquehanna Greenway. Projects and programs must be located within the Susquehanna Greenway corridor in one or more of the 7-county 'Middle Susquehanna Region' which includes Clinton, Lycoming, Northumberland, Union, Snyder, Montour, and Columbia Counties. Proposals outside of this region, or ones outside of the Susquehanna Greenway, will not be considered. To determine if your project is eligible, utilize the Susquehanna Greenway online interactive map ([Click here to access map](#)).

Grant request(s) can range from \$1 - \$10,000. Only one award will be given to each applying entity; however, more than one application can be submitted for consideration. Applications must fit within one of the four eligible categories 1) Education & Outreach, 2) Wayfinding & Signage, 3) Trail Improvement, and 4) Special Purpose Trail Study. Projects and Programs must be complete within 12 months from the date of the awarded contract.

Awarded projects will be required to adhere to all DCNR's grant guidelines and eligible expense policies, and all projects must acknowledge the SGP and DCNR on marketing materials and media releases. Grant contracts will provide more details to grant awardees.

## Eligible Applicants

Applicants must be a public entity (such as a county, municipality, or municipal agency) or a 501(c)(3) nonprofit organization eligible to apply for DCNR-supported funding and registered with the Bureau of Charities (BCO). If awarded, entities will be asked to provide certification of your charitable status with the IRS and Pennsylvania Bureau of Charities. ([Click here for more info](#)).

If your group does not meet this eligibility requirement, SGP encourages you to partner with an eligible entity to apply together. In this case, a letter of agreement must be signed by both parties. If you have any questions about this process, please contact the Susquehanna Greenway Partnership.

## Eligible Projects

Projects and programs should support the Susquehanna Greenway vision of growing the Susquehanna Greenway by building connections along the Susquehanna River, inspiring people to engage with the outdoors, and transforming communities into places where people want to live, work, and explore. The eligible project categories include:

### **1. Education and Outreach:**

Fliers, maps, guides, or brochures highlighting trails, towns, waterways and/or history within the Susquehanna Greenway. Media pieces showcasing the Susquehanna Greenway and the opportunities for engagement in the trails, towns, and waterways within the Middle Susquehanna Region or promoting places where people want to live, work, and explore.

Educational Programs that build connections along the Susquehanna River or inspire people to engage with the outdoors.

**2. Wayfinding and Signage:**

Wayfinding and signage along the Susquehanna Greenway and its network of trails, parks, or water trail access, interpretive panels, or other signage that supports informed exploration of the outdoors. Please note, signage to be located at a water trail access must utilize the Susquehanna River Water Trail Wayfinding and Branding.

**3. Trail improvement:**

Implementation level water trail access or land trail infrastructure, development, or improvements. Improvements must be completed within the grant period.

**4. Special Purpose Trail Study:**

A special purpose trail study evaluates the significance, feasibility, or suitability of a proposed trail and/or park project. These can range from larger scale projects to smaller infrastructure inclusions or upgrades. Trail studies can address a question at the initial stages of a project or assess and propose solutions to existing infrastructure challenges. Overall, the goal of this category is that the project evaluates a critical question within the life cycle of a land or water trail project and result in a plan of action for its next steps.

DCNR's Bureau of Recreation and Conservation and SGP encourage grant applicants to incorporate "green and sustainable" infrastructure elements in park, trail and rivers development and rehabilitation projects. The term "green and sustainable" refers to practices that offer environmental benefits or that reduce the impacts of human activities on the environment.

**Ineligible Grant Activities:**

Grants may not fund the purchase of operations (computers, camera, etc.) and maintenance equipment (lawn mowers, chainsaws, etc.). Grants cannot fund political activities, legal disputes, lobbying, or fundraising activities. Funding cannot be used for property easements or acquisition activities. Funding cannot be used for food, drinks, and or other hospitality items related to the general promotion of the grantee organization or not related to overnight travel expenses.

**Funding**

The SGP has a total of \$40,000 to award during this funding round. Grant requests can range in value with a cap of \$10,000 per request. All requests require a 50/50 match. Successful applicants will be eligible to request 80% of the grant funding when the grant contract has been fully executed. The remaining 20% will be awarded upon completion of the project and the approval of the final reporting and budgetary information by an SGP representative.

The 2023 Middle Susquehanna Mini-Grant is supported with grant funding from the Pennsylvania Department of Conservation and Natural Resources' (DCNR) Environmental Stewardship Fund (ESF) and supporting funding from the Susquehanna Greenway Now and Forever Endowment.

### Grant Match

A 50/50 or 1/1 match is required of this grant. Matching funding may consist of cash or non-cash (in-kind) funding, or a combination of the two. A non-cash match can include donated materials, professional services, volunteer time, and services conducted in-house for which the grantee organization does not receive compensation from this grant.

Match funds cannot originate from other DCNR funds. Additionally, the Mini-Grant cannot be used to fulfill match requirements for other DCNR funded grant projects.

If your project is collaborative with another entity or organization who is providing a level of match (cash or noncash) funding, a letter of support from that entity that specifically outlines their contributions to your project is highly encouraged.

Applicants will be asked whether the match is secured or unsecured. If it is unsecured, please provide an explanation and/or timeline associated with securing it on your application. Every effort should be made to secure match prior to the application.

### Selection of Grant Recipients

Projects will be ranked on criteria by a committee composed of active Susquehanna Greenway partners and DCNR. The committee reserves the right to request additional proposal information if they feel such information is crucial to the review process. The committee will take into consideration:

- Completeness of application (see Applicant Checklist on the application)
- Well-thought-out and outlined scope of work
- Realistic and researched budget
- Alignment and support of the SGP's vision
- Incorporation of Green and Sustainable Practices
- Partner collaboration
- Identified and secured match
- Experience, commitment, and/or resources to complete the project in a satisfactory manner and within the projected timeline.
- Bonus: Project is located in a designated Susquehanna River Town or on a designated Susquehanna Greenway Trail ([Click here to see a list of designated River Towns](#))

### Application Submittal Information:

Please submit your application by online form at the following link:

<https://susquehannagreenway.org/mini-grant-program-application/>



If you are unable to submit your application online, please submit applications by email to [info@susquehannagreenway.org](mailto:info@susquehannagreenway.org) or mail to:

Susquehanna Greenway Partnership  
Attn: Grant Committee,  
301 Market Street, Unit #649,  
Lewisburg, PA 17837

## Grant Contact

[info@susquehannagreenway.org](mailto:info@susquehannagreenway.org)  
570-478-0178

## Resource Links

<https://susquehannagreenway.org/about-sgp/who-we-are/>

<https://susquehannagreenway.org/online-interactive-map/>

<https://susquehannagreenway.org/river-towns/>

<https://www.dcnr.pa.gov/Recreation/PAOutdoorRecPlan/Pages/default.aspx#:~:text=DCNR%20presented%20draft%20recommendations%20and%20close%20to,to%20guide%20outdoor%20recreation%20programs%2C%20policies%2C%20and%20projects>

<https://www.dcnr.pa.gov/Communities/GreenwaysPlanning/Pages/default.aspx>

<https://www.dos.pa.gov/BusinessCharities/Charities/Pages/default.aspx>