



---

## Susquehanna Greenway Mini-Grant Guidelines

---

### Important Dates

Application Deadline: March 1, 2024

Anticipated Award Announcement: April 2024

Contract Period: 12 Months

### 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 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 in the Susquehanna Greenway. Projects and programs must be located within the Susquehanna Greenway corridor in any of the 22 counties the river flows through. 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 three eligible categories 1) Programs and Events, 2) Wayfinding & Signage, and 3) Outreach Materials. Projects and Programs must be completed within 12 months of contracting.

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

Proposals 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. Programs and Events:**

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

### **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. 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.

DCNR's Bureau of Recreation and Conservation and SGP encourage grant applicants to incorporate "green and sustainable" practices into their proposals. The term "green and sustainable" refers to practices that offer environmental benefits or that reduce the impacts of human activities on the environment such as using recycled paper, hosting virtual meetings to reduce driving, utilizing sustainable materials, or choosing environmentally responsible contractors. More information can be found here:

<https://elibrary.dcnr.pa.gov/GetDocument?docId=3427914&DocName=Climate%2cGreenandSustainableBMPs.pdf>

### **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 \$33,905 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 Susquehanna Greenway 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.

Match funding cannot have been expended prior to the date of contracting. Match funding may be secured prior to the contract date, but it cannot be spent (cash) or acquired (volunteer time) before the start date of this contract.

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 contract date if awarded.

## 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:

- Concise project summary with clear alignments to the organization's mission and realistic benefit to the surrounding community.
- Well-thought-out and outlined scope of work with a realistic timeline.
- Clear alignment and support of the SGP's vision
- Incorporation of Green and Sustainable Practices
- Partner collaboration
- Realistic and researched budget
- Identified and secured match
- Bonus: Grant Proposal's geography is located in a designated Susquehanna Greenway 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%2020%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>

## Application Instructions

Information below is related to some of the questions on the application.

### **Alignment to the Susquehanna Greenway Vision:**

SGP holds a vision for 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.

How could your project further the SGP vision? Examples of how different project types achieve this include:

- New signage could alleviate navigation barriers so that a diverse user group can engage and explore recreational assets and discover connecting trail systems.
- An outreach booklet could provide needed information to users to help inspire recreation within the Susquehanna Greenway.
- Workshops could educate the public on a new skill that helps facilitate recreation within the Susquehanna Greenway and link them to an existing park along the Susquehanna River.
- An outdoor paddling program could highlight the recreation activities within communities along its route and convey additional opportunities to inspire return trips to the area.

If you are unsure of how your project aligns with the Susquehanna Greenway Vision, please contact us.

### **Green & Sustainable Practices:**

There are a host of green and sustainable practices that can be incorporated into your project or program. These can range from small practices like printing your brochures on recycled paper, to large practices like selecting signage materials that do not leach chemicals into the environment and can withstand future climate impacts. Be creative and think through the entirety of your project. Some examples of green and sustainable practices include:

- Invasive species control, native plant and tree use, decreased impact on biodiversity, etc...
- Creating walkable and bikeable links between community assets, close to home recreation opportunities
- Material selection that can withstand climate impacts, erosion and sediment control, sustainable construction techniques, selecting recycled materials for printing or fabrication
- Utilizing materials that are non-toxic and eliminate VOCs
- Selecting a vendor that utilizes clean energy or biodegradable materials, when possible. (check their website to see if they note this within their practices)
- Utilizing suppliers that follow sustainable forestry practices or utilizing local materials to minimize travel emissions
- Waste reduction, reduced energy, or use of renewable energy sources,
- Utilizing online meeting platforms for planning meetings to reduce driving impacts
- Utilizing a shuttle to move your event participants to minimize individual travel impacts.
- Shifting registration and event waivers to an online platform to reduce printed materials.

More thorough descriptions can be found here:

<https://elibrary.dcnr.pa.gov/GetDocument?docId=3427914&DocName=Climate%2cGreenandSustainableBMPs.pdf>