Assembling a Competitive Partnerships Grant Application

PA Dept. of Conservation and Natural Resources (DCNR)

Bureau of Recreation and Conservation (BRC)

Webinar Date: 2/19/2020

Presenter: Mark Palerino

Partnerships Division supporting staff: Kelly Rossiter, Jim Young, Josh VanBrakle, Vallie Edenbo, Tyler Semder, Leslie Sarvis, & Alex MacDonald

If you can’t hear the audio call: (267) 332-8737 Conference ID: 359134875
Webinar Orientation and Instructions

- All participant phone lines will be muted to reduce background noise

- Use the chat function to alert the moderator of connection or other issues and ask questions as you think of them.

- We will periodically check “the chat” for questions. We will answer the best we can but may need to follow up with you.

Today’s webinar is being recorded for later viewing.
Webinar Agenda

- Welcome and Introductions – confirming this webinar is right for you
- Grant Portal Basics
- Partnerships Project Overview – types, requirements, eligible costs
- Submitting Partnership Application - Budget & Workplan Template
- Grant Selection Criteria Tips
- Application Review & Ranking
- Reminders, Summary and Questions
Webinar for Projects that have Regional/Statewide Impact

Is this the right webinar for your proposed project?

✓ Project will impact at county level+ – “landscape approach”

✓ Your agency is a statewide/regional non-profit with a recreation, conservation, greenway/trail, and/or watershed related mission OR a regional planning organization advancing regional work

✓ Your project includes one of these project types – 1) convenes; 2) special purpose planning; 3) implementation; or 4) mini-grants

✓ Advances pilot activity previously approved by DCNR

If not – view the recorded webinar found on DCNR’s YouTube page
Grant Portal Basics – First Time Applicant

https://www.youtube.com/watch?v=qkByJ1FhtuA&list=PLbe8lQ_ZEt8Zm4T17j2xiAkpuw43tBNg
DCNR Recreation and Conservation Grants

Community Conservation Partnerships Program Grants

DCNR’s Bureau of Recreation and Conservation (BRC) assists local governments and recreation and conservation organizations with funding for projects related to:

- Parks
- Recreation
- Conservation

Applications for DCNR’s Community Conservation Partnerships Program grants are accepted once a year, typically during the spring.

What Types of Projects Can Be Funded?

Community Conservation Partnerships Program grants can fund:

- Planning, acquisition, and development of public parks

Related Information

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

Apply for a Grant

You can apply for a DCNR grant opportunity through the electronic grants system.
Hit Apply for Grant - Grant Portal Basics


Open Application Period -
The grant round is open January 15, 2020 through April 22, 2020 at 4:00pm. -- Apply now >

This site supports Microsoft IE, Google Chrome and Mozilla FireFox. Safari is not supported.

Grants - Find & Apply

Welcome! DCNR Grants is an electronic grants system that provides one-stop shopping to the grantee community for all Pennsylvania Department of Conservation and Natural Resources (DCNR) grants. DCNR Grants standardizes the application process and provides an environmentally friendly way to submit a grant application to DCNR through a secure internet connection.

Start Using DCNR Grants today! Click the Grant Opportunities link to explore the various grant opportunities that are available and the details of each grant opportunity. Click the Sign In link to register and complete your application online.
What are Partnership Grants?

Partnerships Grants

The goal of the Partnerships Grant Program is to advance collaborative multi-municipal or large-landscape recreation, conservation, and heritage projects.

Funding is available for partnerships projects that help build local, county, regional, and statewide capacity to better develop and manage resources through the creation and implementation of public planning processes.

Eligible applicants include:

- Single municipalities intending to establish multi-municipal partnerships
- Statewide and regional nonprofit recreation, conservation, and greenways organizations
- Regional municipal entities
- Pennsylvania’s 12 state-designated Heritage Areas

A brief overview of Partnerships Program project types follows.

Apply for a Grant

You can apply for a DCNR grant opportunity through the electronic grants system.

Additional Information

- Partnerships Program Guidance Document (PDF)
- Partnerships Program Grant Administration Policy (DOC)
- Eligible and Ineligible Cost Policy (PDF)
- Mini-Grant Management Policy (PDF)
Partnerships Project Overview – Types

Statewide and Regional Initiatives

➢ Convening, Education and Training Projects
➢ Special Purpose Planning Projects
➢ Implementation Projects
➢ Mini-Grant Projects
Partnerships Project Overview - Examples

PA Envirothon - $47,000
Centred Outdoors - $50,000
PA Trout - $108,000
POWR - $200,000

River Sojourn Mini-Grant Program

Pennsylvania River Sojourns are guided paddling trips, sponsored by POWR with funding support through the PA Department of Conservation of Natural Resources and the American Canoe Association.
Partnerships Program Overview – Funding

2019-2020 grant round

- 43 projects funded for around $6.75 million in grant funds
- $25,000-$300,000/average $150,000

Funding sources

- Environmental Stewardship Fund
  Eligible applicants: Non-Profits 501c3, Land Trusts, RPOs/MPOs, Heritage Areas
  Match: Varies - 50/50 encouraged, **20% minimum**

- Keystone Recreation, Park and Conservation Fund
  Eligible applicants: Municipalities, etc. and Land Trusts
  Match: 50/50
Partnerships Program Overview – Resources

On DCNR Website

➢ Ready to Go Checklist/types, requirements
➢ Explains all the steps from grant award to final payment
➢ Eligible activities, costs and match
➢ Mini-grants – grants typically do not go over $10,000

Additional Information

Partnerships Program Guidance Document (PDF)
Partnerships Program Grant Administration Policy (DOC)
Eligible and Ineligible Cost Policy (PDF)
Mini-Grant Management Policy (PDF)
Partnerships Program Overview – Eligible Costs

Costs directly related to official scope of work and within grant period

- Contracted / Professional Services (cash only)
- In-house Professional Services – “billable rate” (grantee paid staff)
- Donated Professional Services (non-cash only)
- Volunteer Services (18+) – Independent Sector Volunteer -$25.43/hour
- Other/Mini-Grants (cash and non-cash)
  - Other: subsistence costs not to exceed Commonwealth policy (mileage, lodging, per diem, etc.)
  - Mini-grants: formally advertised, competitively selected small grant program, 50/50 match required
1. Costs related to the preparation of the grant application.
2. Costs for projects located outside of the Commonwealth of Pennsylvania.
3. Costs of conducting fundraising activities.
4. Costs for lobbying activities.
5. Costs of food, drink, gifts and or other hospitality items related to the general promotion of the grantee organization or not related to overnight travel expenses.
6. Costs determined by the Bureau, to be in violation of the Grant Terms and Conditions.

7. Match, whether in the form of cash, non-cash or a land donation, may be used only once as match. If it has been counted as match for another project/grant or portion of this project, it may not be used again as match, no matter who funded the project(s).
Submitting Partnership Application
2020-2021 Grant Program Schedule

• February 19, 2020 – Partnership Webinar
• April 22, 2020 @ 4:00 pm – Applications Due
• Spring/Summer 2020 - Application Review
• Fall 2020 – Award Announcement
• Winter 2020-2021 – Contracting phase
• Contract Start Date – January 1, 2021
• By Spring 2021 – Plan to start work
Submitting Partnership Application
Contact your DCNR Regional Advisor

BRC Regional Offices are here to help!

Project Visioning and Phasing
- Funding Scenario
- Brainstorming
- Networking
- Application Advice

Helps you develop your most competitive application

Previously funded – check in with your BRC project manager
Submitting Partnership Application – new APP

Legend
Please note, you must save your changes on each page before navigating to another page. You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: • Not applicable • Not complete • Completed • Optional

Project Details
Please read the General Program Requirements and Guidelines document and the Grant Terms and Conditions in preparation for submitting a grant application.

Important: In order to submit a grant application, you must have a valid, active vendor identification number with the Commonwealth of Pennsylvania. If you are unsure whether you have remember the number, you can call the Vendor Data Management Unit at 717-346-2676 (Harrisburg area) or 877-435-7363 (toll free). If you do not yet have a VIN number, we advise you at least one month prior to applying for a grant by registering as a Non-Procurement Vendor.

* Enter a brief title for the project

* Select the project type which most closely identifies the project
  - Implementation Projects
  - Mini-Grants
  - Special Purpose and Planning Studies
  - Convening, Education, or Training

* Select the county most associated with this project

* Specify whether the project is state-wide
  - Yes
  - No

Create Application
Submitting Partnership Application – Title / Description

<table>
<thead>
<tr>
<th>* Enter a brief title for the project?</th>
<th>Management and Implementation 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Select the project type which most closely identifies the project?</td>
<td></td>
</tr>
<tr>
<td>○ Implementation Projects</td>
<td></td>
</tr>
<tr>
<td>○ Mini-Grants</td>
<td></td>
</tr>
<tr>
<td>○ Special Purpose and Planning Studies</td>
<td></td>
</tr>
<tr>
<td>○ Convening, Education, or Training</td>
<td></td>
</tr>
<tr>
<td>* Select the county most associated with this project?</td>
<td></td>
</tr>
<tr>
<td>Multiple or statewide options</td>
<td></td>
</tr>
<tr>
<td>* Specify whether the project is state-wide?</td>
<td></td>
</tr>
<tr>
<td>○ Yes ○ No</td>
<td></td>
</tr>
</tbody>
</table>

Past Grantee Title examples:
- Coldwater Heritage Program 2021
- Centred Outdoors & Prescription Program
Submitting Partnership Application – Project Details

Contact Information
- Grant Applicant
- Project Coordinator
- Chief Elected Official
- Resolution Page

Project Details
- Project Description
- Preparation
- Budget
- Ag. Land Policy
- Documents

Project Narratives
- Criteria Questions
- Project Plans
- Project Partners

Grant Submission
- Agreement Confirmation
- Verify Application

Operations
- Print Application Summary
- Print Application Detail
- Share Application
- Delete Application
- Submit Application

Project Title and Description
- The project title and description have not yet been completed.
- Project Title: hello
- County: Statewide
- Is state-wide: Yes

Application Preparation
- The project preparation section has not yet been completed.
- Attended workshop:
- Regional Advisor:

Budget
- The budget section has been completed.

Agricultural Land Policy
- The agricultural land policy has not yet been completed.
- Active agricultural use:
- 3 year agricultural use:
- Prime agricultural land:
- Irreversible conversion:
- Only feasible site:

Required Documents
- The required documents has been completed.

All uploaded docs show up here – support letters, resolution, plans, etc.
Documents: Progress reports are required upload; New applicant – upload blank document

You may upload multiple files at one time (if appropriate), but only upload files of the following types:

Step 1: Select the File Type from the drop-down; then click the Browse button to add files.

Step 2: Click the Save button to upload the selected files.

The following documents are required to be submitted with your application:
- Progress Report(s)

Select the type of file below; then add the file(s) to be uploaded. You may upload more than one file:

- [Progress] Resolution_Print.pdf

- [Program] [Project] [Type] [Web Id] 2000794
Submitting Partnership Application – Budget

Please review the guidance document Eligible and Ineligible Costs Policy. You are required to upload a detailed budget for your project. We have provided a Budget Template you can use to assist in the budgeting process and Instructions for completing the budget template.

Budget

- Project Type: Community Program - Implementation
- Total Project Cost: 180,000.00
- Total Match Amount: 80,000.00 (44%)
- Requested Grant Amount: 100,000.00 (56%)

Match

<table>
<thead>
<tr>
<th>Source of Match</th>
<th>Cash Amt</th>
<th>Secured</th>
<th>Non-Cash Amt</th>
<th>Secured</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>80,000.00</td>
<td>Yes</td>
<td>0.00</td>
<td>No</td>
</tr>
</tbody>
</table>

Please upload a copy of your budget.
Click Budget Template - Workplan & Budget

DCNR Partnerships Workplan & Budget

<table>
<thead>
<tr>
<th>Priority 1:</th>
<th>Name/ Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify the intended timeframe for this scope item</td>
<td>Do you intend to subcontract any work with this scope</td>
</tr>
<tr>
<td>Please provide a brief description of the scope item</td>
<td></td>
</tr>
<tr>
<td>Identify the outputs of the scope item</td>
<td></td>
</tr>
<tr>
<td>Identify the outcomes of the scope item</td>
<td></td>
</tr>
</tbody>
</table>

CONTRACTED / PROFESSIONAL SERVICES (Cash Only)

<table>
<thead>
<tr>
<th>Contracted Professional Service Tasks</th>
<th>Anticipated Expenses</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DCNR Request (paid with DCNR Funds)</td>
</tr>
</tbody>
</table>

| Total Contracted / Professional Services | $0.00 | $0.00 | $0.00 |

IN-HOUSE PROFESSIONAL SERVICES (Cash Only) (grantee's paid staff)

<table>
<thead>
<tr>
<th>Service / Task Provided</th>
<th>Anticipated Expenses</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DCNR Request (paid with DCNR Funds)</td>
</tr>
</tbody>
</table>

- Limit up to 6 work priorities
- 18 months of activity
- Put your priorities in order
- Clear start and finish
Submitting Partnership Application – Budget

DCNR Partnerships Projects – Sample Workplan & Budget Template

**DCNR will not accept more than 6 priorities**

Click here for definitions and a list of eligible and ineligible Project Activities and Costs Policy.

<table>
<thead>
<tr>
<th>Work Plan Priority X:</th>
<th>Marketing, Social Media &amp; Outreach Program to Expand our Reach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifying the intended timeframe for this scope item</td>
<td>January 2020 - June 2021 (18 months)</td>
</tr>
<tr>
<td>Please provide a brief description of the scope item</td>
<td>The ABC will hire a consultant to train our staff on better addressing diversity, equity and inclusion in our programs and services. Consultant will develop strategies to improve our outreach to constituents with language barriers and special needs; establish partnerships with organizations that represent these audiences; and seek opportunities to engage diverse audiences in our recreation and conservation-related programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identify the outputs of the scope item</th>
<th>* Update our agency's mission, communication materials, and social media presence to be more inclusive.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* Develop a partnership with three new organizations that represent underserved/diverse audiences.</td>
</tr>
<tr>
<td></td>
<td>* Develop and hold three new recreation/conservation programs that connect new audiences to our programs.</td>
</tr>
</tbody>
</table>

| Identity the outcomes of the scope item | * Our marketing and communication programs will include best practices for language, imagery and techniques for reaching diverse audiences. * Visitations surveys of our preserves and participation in our preserve friends groups will show that our facilities are being enjoyed by visitors of all ages and abilities and reflect the demographics of residents who live near our preserves. |

<table>
<thead>
<tr>
<th>Contracted / Professional Services (Cash Only)</th>
<th>Anticipated Expenses</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracted Professional Service Tasks</strong></td>
<td><strong>Priority 1</strong></td>
<td><strong>Priority 2</strong></td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td><strong>Cash Match</strong> (purchase with DCNR)</td>
<td><strong>DCNR Request</strong> (paid with DCNR)</td>
</tr>
</tbody>
</table>

[Partnerships Budget Sample]
## Submitting Partnership Application

### Legend – Outputs/Outcomes Example

<table>
<thead>
<tr>
<th>LEGEND</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>This field is already completed and used to prioritize this scope item within your work plan.</td>
</tr>
<tr>
<td>Name/ Title</td>
<td>Enter a detailed but concise explanation of this scope item. Example: Marketing, Social Media &amp; Com/Program to Expand Reach.</td>
</tr>
<tr>
<td>Time-frame</td>
<td>Enter a target date or date range when this scope item is expected to be completed. Example: January 2020-June 2021.</td>
</tr>
<tr>
<td>Sub-contract</td>
<td>Type “Yes” if the scope item will require one or more sub-agreements to complete. If no sub-agreements will be needed to accomplish the scope item, type “No.”</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a detailed but concise explanation of this plan. Example: The ARC will hire a consultant to train our staff on better addressing diversity, equity and inclusion in our programs and services.</td>
</tr>
<tr>
<td>Outputs</td>
<td>Enter a detailed but concise list of anticipated accomplishments/deliverables for this scope item. The outputs are completed to achieve an intended outcome. Example: Update our agency’s mission statement, communication material and social media presence to be more inclusive.</td>
</tr>
<tr>
<td>Outcomes</td>
<td>Enter the desired change(s) or results that the proposed project will eventually accomplish. They follow the outputs and identify the anticipated change that is the goal of the grant. Example: Visitation surveys of our preserves will show that our facilities are being enjoyed by visitors of all ages and abilities and reflect the demographics of residents who live near our...</td>
</tr>
</tbody>
</table>
Submitting Partnership Application – Budget

<table>
<thead>
<tr>
<th>IN-HOUSE PROFESSIONAL SERVICES (Cash Only) (grantee’s paid staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Expenses</strong></td>
</tr>
<tr>
<td><strong>Service / Task Provided</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Assist consultant with preparing the media plan.</td>
</tr>
<tr>
<td>Assist consultant with training program and reviewing hiring</td>
</tr>
<tr>
<td>practices, etc.</td>
</tr>
<tr>
<td>Develop new partnerships and programs</td>
</tr>
<tr>
<td>Manage Logistics, coordinate contractors</td>
</tr>
<tr>
<td>Total in-House Professional Services</td>
</tr>
</tbody>
</table>

- Estimate staff hours
- Determine billable rate – 2020
- Paid for with match – cash/noncash
- DCNR grant request
- Columns should do the math
Grant Selection Criteria - “Ready-To-Go”

Full points – 15 points

- NO expired projects past 60 days
- ALL work plans filed
- Current progress reports through 3/31/20 work filed with grant application (This does not apply for new grantees)
- Minimum 20% match

Ready-To-Go Checklist: Partnerships

This Checklist is to be used by the applicant to ensure the Partnerships Project is “Ready-To-Go”. It will be used by DCNR in the grant application evaluation process. It will be used by DCNR in the grant application evaluation process. If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

- “Ready-to-Go” Status is worth up to 15 points. It is essential to provide complete, high quality, well-defined and/or detailed information for these items.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Contacted appropriate DCNR Regional or Partnerships Division Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible applicant</td>
</tr>
<tr>
<td></td>
<td>Eligible scope of work activities</td>
</tr>
<tr>
<td></td>
<td>The applicant does not have any open expired DCNR grant agreements</td>
</tr>
<tr>
<td></td>
<td>The applicant has filed work plans for all currently open DCNR Partnerships grants</td>
</tr>
<tr>
<td></td>
<td>The application contains a clear &amp; concise work plan with detailed scope of work items that contain accurate cost estimates, measurable outputs and meaningful outcomes</td>
</tr>
<tr>
<td></td>
<td>Completed current progress reports for all open Partnerships grants are attached to the application (existing Partnerships grantees only)</td>
</tr>
<tr>
<td></td>
<td>The application contains a minimum of 20% secured match in relation to the requested grant amount. Letters of match commitment from entities other than applicant are uploaded. (Does not apply to Heritage Area Management Funds)</td>
</tr>
<tr>
<td></td>
<td>Detailed account of eligible cash and/or non-cash match</td>
</tr>
<tr>
<td></td>
<td>Property completed Resolution Page uploaded</td>
</tr>
</tbody>
</table>
Grant Selection Criteria Tips
Application questions same as last round
Q: #1 – 25 points

* 1) Briefly describe your project needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

**Needs**
- Why is your project needed?
- How was your project identified?
  - Public process, planning effort, etc.

**Benefits**
- Describe how your project will benefit your community or organization.
- What will be the outcome when your project is complete?

**Urgencies**
- Explain and detail any urgencies facing your project, such as:
  - A safety hazard
  - Threat of development
  - Opportunities to leverage other funding
Grant Selection Criteria Tips

Q: #2 – Supporting green practices

5 points

Describe the green and sustainable management practices that have been or will be incorporated into your project(s).

- Strive to include green elements in your projects
- How does your PROJECT relate to green practices, not general organizational practices?

Green and Sustainability

Please refer to DCNR’s Greening Parks and Sustainable Practices page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project.
Grant Selection Criteria Tips

Q: #3 – Advancing partnership work

10 points

How does the project create new opportunities currently not available or build upon existing momentum?

Partnership work can be ongoing, hard to tell the difference from one grant to next

- What are your metric (outputs)?
- What have you accomplished with past funding?
- How will this new request advance the work?

Example – ARC is moving out of its costly headquarters to a smaller, more cost efficient location within a historic landmark that is supported by its management action plan and provides more opportunities for partnerships.
Grant Selection Criteria Tips

Q-#4: Meaningful public involvement – be project specific

5 points

4) Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- Describe how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance and/or stewardship of your project.

- Public involvement can take the form of:

  **BEFORE**
  - A Formal Planning Process
  - An Extensive Outreach Campaign
  - Design Charrettes
  - Community Surveys

  **DURING**
  - Community Build Days

  **AFTER**
  - Community Gardening Clubs
  - Maintenance By Community Organizations
Grant Selection Criteria Tips
Q-#5 Helping PA Implement Outdoor Rec Plan
15 points

* Explain how your project will implement the Actions in Natural Connections, the 2014-2019 PA Outdoor Recreation Plan. To receive points, you must give a detailed explanation as to how your project will address no more than 3 actions identified in the plan (pages 9-17). Be sure to mention if you are: Closing a trail gap, rehabilitating a community park, implementing a watershed restoration project, or are acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands.

Priority Areas

Recommendations

Action Steps

<table>
<thead>
<tr>
<th>Health and Wellness: Promoting Healthy Living Through Outdoor Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendations and Action Steps</td>
</tr>
<tr>
<td>1. Reconnect people to the outdoors through recreation opportunities and experiences.</td>
</tr>
<tr>
<td>a. Celebrate Get Outdoors PA annually with special Get Outdoors Days hosted by regional community partners that offer instructional programs for various outdoor recreation activities.</td>
</tr>
<tr>
<td>b. Provide templates to state and local parks agencies for them to list amenities, resources and educational materials so schools and youth-based organizations can more easily incorporate local outdoor activities into curricula.</td>
</tr>
<tr>
<td>c. Use the PA Department of Health’s 15 pilot school districts to develop, implement and evaluate comprehensive school physical activity programs, and identify opportunities to connect youth to the outdoors through places for physical activity.</td>
</tr>
<tr>
<td>d. Provide a best-practices forum to encourage local efforts to use technology to design and develop programs that link people to the outdoors.</td>
</tr>
<tr>
<td>e. Identify partnership organizations to spearhead at least five programs that encourage participation in outdoor recreation opportunities by diverse populations with guidance from the Governor’s advisory commissions on African American, Asian American and Latino affairs.</td>
</tr>
</tbody>
</table>
Grant Selection Criteria Tips
Q-#5 Helping PA Implement Outdoor Rec Plan
5) Explain how your project will implement the Actions in Natural Connections, the 2014-2019 PA Outdoor Recreation Plan. To receive points, you must give a detailed explanation as to how your project will address no more than 3 actions identified in the plan (pages 9-17). Be sure to mention if you are: Closing a trail gap, rehabilitating a community park, implementing a watershed restoration project, or are acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands.

Priority: Local Parks & Recreation
Recommendation: #1 Connect citizens to close-to-home recreational opportunities and green space.
Action Step: c. Identify and take steps to reduce barriers so that every citizen has equal access to local and school parks and outdoor recreation opportunities.

Any Town Borough hired a consultant to examine our park to identify any barriers that exist in our park. As a result, the Borough has included ADA upgrades throughout our park in our scope of work to meet or exceed the 2010 ADA Standards for Accessible Design. If awarded, this project will remove all existing barriers in our park through the inclusion of an ADA parking space, accessible routes, and other improvements so every citizen has an opportunity to enjoy our park.

Priority: Resource Management and Stewardship
Recommendation: #2 Maintain existing park, trail and recreation areas, and prioritize other infrastructure needs.

Any Town Borough is implementing Pennsylvania’s five-year strategic plan for land and water trails by closing gap #28 identified in DCNR’s gap analysis. The trail gap runs straight through our Borough park and the park will serve as a trailhead for this important trail by providing accessible parking, comfort facilities, etc.
Grant Selection Criteria Tips
Q #6 – 5 points

Describe how the results of project will be sustained long-term.

- Do you have a maintenance/sustainability plan for proposed project?
- If DCNR has been funding for several years, is there a way for project to become self-sustaining?
- Can fees help cover costs?
Grant Selection Criteria Tips

Project Plans

10 points

Please note that your application will be reviewed, scored, and ranked based on your answers to the Criteria Questions, Project Plans and Project Partners sections, as well as, the items listed on the project-specific Ready-to-Go Checklist.

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work.

Identify up to your top three plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.

Local, county and regional plans include, but are not limited to: Rivers Conservation Plan, County Park and Recreation Plan, Local Network Greenways, Trails and Open Space Plan, Municipal Comprehensive Plan, Local Comprehensive Park & Recreation Plan, Watershed Plan, Economic Impact Study, Project Feasibility Study and/or Master Site Plan, Conservation Landscape Work Plan, Heritage Area Strategic Plan.

A Project Plan is required to submit your application. Please limit your responses to the 3 most relevant plans that are pertinent to your project.

- Relationship to agency strategic plan
- What two other plans support the project?
- PA Outdoor Rec Plan should not be one of three
Grant Selection Criteria Tips

Partners

10 points

Project Partners

Please note that your application will be reviewed, scored, and ranked based on your answers to the Criteria Questions, Project Plans and Project Partners sections, as well as the items listed on the project-specific Ready-to-Go Checklist.

Identify major Partners (financial, technical assistance, general support) involved in the project.

It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.

For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor.

For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.

If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.

For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

- Encourage joining forces - conservation landscapes, PEC, PDC, PHC, RTC, etc.
- $ talks – DCED grant, foundations, private sector
Final submission – Click Verify Application

Legend
You will also notice several status indicators throughout the application; the meaning of these indicators is as follows:  • Not applicable  • Not complete  • Completed  • Optional

Application Status

- Contact Information

- Project Details
The preparation section has not been completed.
The agricultural land policy section has not been completed.

- Project Narratives
The criteria questions have not been completed.

- Grant Submission
The signature page has not been completed.

Verify and Submit Application
Your application is not complete, please verify your application to identify the information that needs to be provided.
Partnership Program Reminders

• Minimum of 20% secured match (cash or non-cash) in relation to the grant amount requested to receive full points.

• Propose implementation projects that can be completed in 3 years or less, prefer 18 months. Phase it

• Mini-grants should be “small” and completed in a year. Request apps in 2021. All mini-grants are a 50/50 match

• A soft cap of $300,000 for one partnership request/landscape.

• Current grantees – upload progress reports for all open partnership projects. Work through 3/31/20. Report on open grants’ outputs and actual expenditures. Be current on your grant requirements.
Review and Ranking

- Review and ranking done by committee – new staff person may score your application

- Partnership applications ranked based on DCNR’s analysis of the full application

- Responses to project criteria question, accuracy and completeness of information all matter

- Availability of funding and many other factors influence grant awards

- Current grantees should be up to date on all open grant admin responsibilities
Summary and Questions

• Be ready – open grant requirements up to date
  – Round 25 work plans due 3/31/20

• Register with the Grants Portal and Start Your Application Early, don’t wait!

• DCNR Grant Portal Help Line:
  weekdays - 8 am - 4 pm

• Specific project questions contact:
  – Regional Advisor or your current project manager
  – Mark Palerino; mpalerino@pa.gov or call 717-772-9175
Application Deadline

Applications must be submitted on-line by Wednesday April 22, 2020 @ 4:00 pm

www.grants.dcnr.state.pa.us