

SUSQUEHANNA COUNTY

# MARCELLUS LEGACY FUND MINI GRANT INFORMATION & APPLICATION

GRANT YEAR: 2023



## CONTENT INCLUDES:

- General Information
- Eligibility
- Application Submission Process
- Application Review Process
- 2023 Grant Application

Through the Susquehanna County Marcellus Legacy Fund, the Commissioners have dedicated funding to implement a Mini-Grant Program. This program will provide grants allocations to nonprofit organizations only (municipalities and for-profit businesses are not eligible) with projects that support and advance the goals and objectives of the Marcellus Legacy Fund. The use of these funds include acquisition, development and repair of greenways, recreation trails, open space, natural areas, community conservation and beautification projects, community and heritage parks and water resource management. It is important to note that there are changes to the disbursement of the grant. This year, funds will be allocated in the following manner:

### **5 projects up to \$10,000**

If there are any remaining funds, other applications with be reviewed

Please note that if the total cost of the project is more than the monies allotted by this grant, verification of the necessary additional funds received by grantee for a completed project is required upon application. All Marcellus Legacy Grant Fund Mini Grants will be paid directly to the grantee. Completion verification of the project, in the form of receipts, is due by August 1, 2024). The application should be mailed and dropped off at the office below

**Deadline to Apply is September 15, 2023**

**This announcement is from the Offices of the Susquehanna County Commissioners**

**31 Lake Ave./PO Box 218, Montrose, PA 18801**

All Marcellus Legacy Grant Fund Mini Grants will be paid directly to the grantee. 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 Projects Scope of Work.

\*Completion verification of the project, in the form of receipts, is due by August 1, 2023 and should be mailed, dropped off, or emailed to Susquehanna County Courthouse, Office of Chief Clerk, Rebekah Hubbard: PO Box 218/31 Lake Ave, Montrose, PA 18801 - grants@susqco.com.

### **Important Dates:**

- Grant Round Opens: July 17, 2023
- Application Deadline: Sept 15, 2023
- Grant Awards Announced: September 27, 2023

### **For questions about this program call:**

Office of the Chief Clerk

Phone: 570-278-6602

Email: grants@susqco.com

### **Eligibility**

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

Eligible applicants include non-profit organizations with tax-exempt status 501(c)(3).

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 Marcellus Legacy Fund (see information cover page). All projects must be located within Susquehanna County.

#### **Application Submission Format:**

- The application can be downloaded from the Susquehanna County Website. ([www.susqco.com](http://www.susqco.com))
- Application narratives should be clear and concise.
- The application can be submitted by mail, email or in person.
- When submitting by email, all required supporting documents should be attached as a PDF documents and should be identified as your application's documents.

## **Deadline for Submission: September 15, 2023**

- Email application submissions:
  - Electronic applications must be received by 3:00 pm on September 15, 2023. Subject Line should read “2023-2024 MLF Mini Grant Application.”
  - Email application to Office of the Chief Clerk at grants@susqco.com
  - 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 570-278-6602 to ensure that your application was received and will be considered.
  
- Mail or hand delivery:
  - If you are unable to submit the application electronically, the completed application and required documents may be mailed or hand delivered in enough time for the application to be received at Susquehanna County Courthouse, Office of Chief Clerk, *(address on page 1)* no later than 3:00 pm on September 15, 2023.
  - Mailed or hand delivered applications received after this date and time will not be considered.

## **Applicant Responsibility:**

- Identify projects that support the purpose, vision, and goals of the Marcellus Legacy Fund.
- 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.
- Submit application on time by 3:00 pm on September 15, 2023.
- Provide current proof of IRS 501(c)3 non-profit status and registration with the PA Bureau of Charitable Organizations
- If the total cost of the project is more than the monies allotted by this grant, verification of the necessary additional funds received by grantee for a completed project is required upon application.

## Application Review:

Applications will be ranked on criteria set by a review committee.

Applicants will be ranked based on how well the project:

- Supports and advances the goals and objectives of the Marcellus Legacy Fund.
- Promotes partner collaboration.
- Identifies and secures required match.
- Develops a realistic budget.
- Demonstrates that the 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>  |               |
| Does Project Support the Marcellus Legacy Fund, Susquehanna County Comprehensive Plan.   | 10            |
| Project Description, Scope of Work and Timeline: Does project have the capacity and capability to be successful and to complete all described activities within the grant timeline?      | 15            |
| Partners & Collaboration: Does project involve collaboration with other partners: municipalities, non-profits, watershed groups, agencies, businesses and/or health organizations, etc.? | 5             |
| Integration: Is this project consistent with state and/or local planning priorities?   | 5             |
| <b>3. Goals, Outcomes &amp; Activities and Timeline</b>  |               |
| Do the project goals, outcomes and activities support and advance the goals of the Marcellus Legacy Fund?  | 10            |
| <b>4. Budget</b>   |               |
| Budget Details: Does budget adequately support the stated goals and activities of the project?   | 5             |
| <b>Total Possible Score 50</b>   | 50            |

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

SUSQUEHANNA COUNTY

# MARCELLUS LEGACY FUND MINI GRANT APPLICATION

GRANT YEAR: 2023



## APPLICANT INFORMATION:

Applicant Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_  
(The address you would want payment sent to if awarded a grant)

Direct Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

## PROJECT DETAILS: NARRATIVE, SCOPE OF WORK, TIMELINE, PARTNERS & TIMELINE

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Application Period begins July 15, 2023 and closes September 15, 2023**

**31 Lake Ave./PO Box 218, Montrose, PA**

*If extra space is required, please attach additional pages to application.*

**Project Narrative:** *(Please provide a short concise description of your project).*

**Project Scope of Work:** *(Please provide a detailed description of the project including the anticipated steps to accomplish the completion of the project).*

**Project Timeline:** *(Please provide a detailed month by month timeline for your project).*

**Partners:** (Please list partners who will actively be involved with your project. For example partners may provide project assistance, funding or in-kind services. List each partner's name, phone, email and a short description of their role in your project).

**Integration:** Is your project consistent with any local, county and/or state plans (i.e. greenway and open space plans, comprehensive plans, rivers conservation plans). Please list plan and explain how your project supports and/or implements the recommendations in these plans.

**BUDGET:**

• **Proposed Budget:** (In addition to the information below you must submit a proposed budget for your project as an attachment to this application.)

• **Local Match Details:** (List local match commitments for both cash and in-kind below).

A.) Total MLF mini-grant request amount = \$ \_\_\_\_\_. \_\_\_\_

B.) Other funds available to grantee = \$ \_\_\_\_\_. \_\_\_\_

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**Total Project Cost** (total of lines A plus C) = \$ \_\_\_\_\_. \_\_\_\_

If the total cost of the project is more than the monies allotted by this grant, verification of the necessary additional funds received by grantee for a completed project is required upon application.





## **Attachments:**

*Please attach the following with your application*

- Proposed budget
- Letters of support and letters of commitment of project assistance (funding and/or in-kind services)
- Current proof of IRS 501 (c)3 non-profit status
- Current proof of registration with the PA Bureau of Charitable Organizations

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**Susquehanna County Commissioners- Administration Only**

Date Received \_\_\_/\_\_\_/\_\_\_\_\_ Date Reviewed \_\_\_/\_\_\_/\_\_\_\_\_ Date Notified \_\_\_/\_\_\_/\_\_\_\_\_