



# 2022 South Mountain Partnership Mini-Grant Funding Round Overview and Application

## Introduction:

The South Mountain Partnership works to conserve the Landscape Resources that define the South Mountain landscape in south-central Pennsylvania. As a coalition of citizens, businesses, not-for-profits, academic institutions, and local and state government officials and agencies, the Partnership views the stewarding of the region's natural, cultural, recreational, and agricultural resources as critical to sustaining the quality of life, sense of place, and economic vibrancy of the region's citizens and communities.

The South Mountain Partnership is one of seven Conservation Landscapes supported by the Pennsylvania Department of Conservation and Natural Resources. Funding is provided via DCNR's Community Conservation Partnerships Program and the Environmental Stewardship Fund to the Appalachian Trail Conservancy, which administers the Mini-Grant program.

The Partnership aspires to foster a collective conversation about our future relationship to the landscape in which we live, and believes that this Mini-Grant program is an effective way to translate this conversation into action.

Please join us in conversation and in action. See how you can "Get Involved" at [www.southmountainpartnership.org](http://www.southmountainpartnership.org).

## Important Dates

**Pre-Application Deadline:** May 27, 2022

**Final Application Deadline:** July 29, 2022

**Grant Award Decisions:** September 2022

**Formal Grant Awards:** September 30, 2022

**Project takes place:** Jan – Dec 2023

**Project formally closed out:** By December 31, 2023

### **Included in this Packet:**

**Overview & Funding Priorities** (pg 2)

**Frequently Asked Questions** (pg 5)

**Timeline and Checklist** (pg 7)

**Pre-Application (Digital)** (pg 8)

**Final Application Preview** (pg 9)

### **At a Glance:**

The South Mountain Partnership Mini-Grant Program is designed to catalyze on-the-ground projects that sustain South Mountain's sense of place through the protection and promotion of the natural, cultural, and recreational assets of the region.

**What:** Single-year grants for projects or work taking place during 2022, ranging from \$2,500 to \$15,000; 1:1 match (in-kind or cash) required. Projects exceeding \$15,000 and up to \$25,000 may be considered for projects that demonstrate regional impact and integrate across multiple priority areas.

**Eligibility:** Non-profit organizations with 501(c) 3 status, municipalities, counties, and academic institutions are all eligible within the Mini-Grant program. Projects must occur within Cumberland, Adams, Franklin, or York County.

**Timeline:** Pre-applications are due on Friday, **May 27, 2022**. If invited to submit a final application, the final application deadline is Friday, **July 29, 2022**. Please see "Important Dates" (left).

**For questions about the Mini-Grant application and the review process contact:**

**Julia Chain, Program Manager of the South Mountain Partnership**

Appalachian Trail Conservancy

email: [jchain@appalachiantrail.org](mailto:jchain@appalachiantrail.org)

717-794-6071



# South Mountain Partnership Mini-Grant Program: 2022 Funding Grant Round

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## OVERVIEW & PRIORITIES

### **Purpose:**

The Mini-Grant Program is intended to catalyze on-the-ground projects that further the goals of the Partnership. The Mini-Grant program targets projects to sustain South Mountain's sense of place by protecting and promoting the region's Landscape Resources. These resources include: ecological and natural resources, heritage and cultural resources, agriculture and working lands, and outdoor recreation.

### **2022 Funding Priorities:**

1. Project proposals addressing water resources will be given priority. We are especially interested in projects that demonstrate significant, measurable project outcomes. Priority projects will bring many partners (preferably non-profits, municipalities, and county government) together to:
  - Meet established water pollution reduction goals of municipalities and counties.
  - Implement a watershed management, restoration, or a protection plan or strategy that has been adopted by local government.
  - Implement an approved strategy for addressing total maximum daily load study (TMDL) or well head protection plan.
2. Additional prioritized projects will bring many partners (preferably non-profits, municipal, and county government) to implement conservation and preservation elements of their comprehensive plans.

### **Mini-Grant Program Goals:**

1. Engage new partners to the Partnership to advance the mission of the Partnership.
2. Implement projects throughout the landscape to protect, promote and/or build upon the South Mountain region's unique Landscape Resources.
3. Integrate thinking and approaches across disciplines; the Partnership strives to support "nexus projects" (see diagram, pg. 4) that recognize the region's interrelated Landscape Resources.
4. Build and strengthen collaboration amongst partners across the landscape.

In sum, the Partnership works to identify projects that strategically benefit the region – be it by impacting the resources across the region or by creating a template or new approach for addressing an issue, with lessons that can be diffused throughout the region.



**Eligibility:**

Non-profit organizations with a tax-exempt status 501(c) 3, municipalities, counties, and educational institutions are all eligible for the Mini-Grant. All projects must be within Cumberland, Adams, Franklin, or York County and have significant ties to the assets of South Mountain, the working lands that surround the mountain, and the communities tied to both. Non-profit organizations must provide a Federal 501(c)(3) registration number and a Pennsylvania Bureau of Charitable Organizations registration number.

Single-year grant requests for a minimum of \$2,500 to a maximum of \$15,000 are considered; at the discretion of the review committee projects exceeding \$15,000 and up to \$25,000 may be considered for projects that have demonstrable regional impact and integrate across multiple priority areas. Applicants must match (at a 1:1 ratio) these funds with additional funding and/or eligible non-cash (in-kind) services. For larger projects with grant requests exceeding the maximum Mini-Grant amount (examples: land acquisitions and trail construction), we encourage interested parties to apply directly to DCNR's Community Conservation Partnership Program (C2P2).

**Note:** this Mini-Grant Program is funded through a DCNR, Bureau of Recreation and Conservation grant. The Partnership identifies four priority Landscape Resources (natural, cultural, agricultural, and recreational resources) and we welcome project proposals that protect and promote this diversity of resources. Due to the original DCNR funding source, to be eligible applicants with projects that address cultural and/or agricultural resources must make a strong connection to the natural and/or recreational significance of the proposed project.

**Application Submittal Information:**

In 2022 we are moving to a digital application system.

[Pre-applications can be submitted here via Google Forms](#)



The screenshot shows a Google Form interface. At the top, there is a header with the South Mountain Partnership logo (three icons: a hiker, a boat, and a mountain) and the text "PRE-APPLICATION FORM: South Mountain Partnership Mini-Grant Program DUE: MAY 27, 2022". Below the header, the main title of the form is "SMP Mini-Grant Pre-Application Form". The body of the form contains the following text:

The South Mountain Partnership's Mini-Grant Program stimulates on-the-ground projects that further the Partnership's mission to conserve Landscape Resources that enrich the quality of life and sense of place of the citizens and communities of the South Mountain region.

Eligible applicants include 501(c) 3 non-profit organizations, municipalities, counties, and educational institutions. All projects must be within Adams, Cumberland, Franklin, or York County. Single-year grant requests are considered, ranging in size from \$2,500 to \$15,000, with a 1:1 match (cash or in-kind) required.

\*Note: the Partnership's Mini-Grant Program is funded through a Department of Conservation and Natural Resources, Bureau of Recreation and Conservation grant. The Partnership identifies four priority Landscape Resources - natural, cultural, agricultural, and recreational resources - within the South Mountain region, and we welcome project proposals that protect and promote this diversity of resources. However, please keep in mind the original DCNR funding source: to be eligible, projects that address cultural/historical and/or agricultural resources must make a strong connection to the natural and/or recreational significance of the proposed project.

We recommend you use a Google account for submission as it allows you to save your work. If you have any concerns or questions about using this digital form, please contact Julia Chain [jchain@appalachiantrail.org](mailto:jchain@appalachiantrail.org)



## Preapplication Review: Process and Criteria

Preapplications are reviewed by staff for eligibility and appropriateness for the South Mountain Mini-Grant Program. Preapplication review does not assess or rate how proposals compare to one another. Applicants with strong pre-applications will be invited by mid-June to submit a final application by the end of July.

Applicants should review the Funding Priorities and the Final Application prior to completing the Preapplication to understand how projects will be scored and prioritized.

Final Application questions and scoring are previewed below. SMP will release a digital format for final submission. Do not complete a final application until invited.

## Final Application Review: Process and Criteria

Final applications are reviewed by a small committee of current South Mountain Partnership partners. The review committee reserves the right to request additional information to supplement a submitted application as needed. Applications are ranked using the following criteria:

### **Criteria A: Detailed and Complete Project Narrative (Section II)**

10 points...Project description; deliverables, objectives and timeline/scope-of-work are described with sufficient detail to demonstrate that the project is feasible and ready-to-go.

### **Criteria B: Budget (Section III)**

20 points...Project budget clearly demonstrates the total project cost, the source(s) of appropriate match, and the requested grant amount and how these funds will be expended. Projects with matching funding that is firmly secured as of the application deadline will rank higher than projects with undetermined or unlikely funding. Refer to the DCNR Community Conservation and Partnership Program guidelines ([http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/DCNR\\_017036.pdf](http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/DCNR_017036.pdf)) for match guidelines. Volunteer time and labor can be valued up to the amount published by the Independent Sector Volunteer at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). Work performed by individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.

### **Criteria C: Alignment with Partnership (50 points)**

30 points... **Advances Mission and Goals** – Project advances the Partnership's mission of "conserving Landscape Resources<sup>1</sup> to enrich the quality of life and sense of place of the South Mountain region's citizens and communities," and addresses each one of the Partnership's goals:

- (1) **Conservation of Landscape Resources (10 pts)** – sustain and steward the resources that define the South Mountain landscape;
- (2) **Promotion of Landscape Resources (10 pts)** – increase public awareness of the resources that define the South Mountain landscape;
- (3) **Connections across the Landscape (10 pts)** – emphasize the interconnectedness of the resources to create a community of collaboration amongst a critical mass of public agencies, non-profit and community organizations, businesses, and citizens.

10 points... **Partner Collaboration** - Project builds and sustains collaboration with other organizations and/or partners; more weight will be given to truly collaborative projects that engage diverse partners.

10 points... **Integration** – Project benefits multiple types of priority 'Landscape Resources' to become a "nexus project" (see diagram to the right).

0 points but prioritized **Connection to Partnership Activity or Outcome** Project is directly related to outcomes or actions identified at a past Partnership workshop or meeting.



*Integration - Projects in the center combine aspects of many sectors and are "nexus projects."*

### **Criteria D: Project Evaluation & Sustainability (20 points)**

10 points... **Evaluation** - The project incorporates measurable outcomes that will assess the project's success in achieving its objectives and deliverables, in both the short term and long term. Example: quantifiable data.

10 points... **Sustainability** – Applicant demonstrates a strong plan for ensuring the long term up-keep and maintenance of the project and for sustaining partnerships and collaborations. Funding may not be considered for projects that do not clearly address this concern.

<sup>1</sup> The Partnership's four priority Landscape Resources: Natural, Cultural, Agricultural, and Recreational resources.



# South Mountain Partnership Mini-Grant Program: 2022 Funding Grant Round

## FREQUENTLY ASKED QUESTIONS

The South Mountain Mini-Grant Program is intended to catalyze on-the-ground projects that align with the goals of the Partnership. The Program targets projects that sustain South Mountain's sense of place by protecting and promoting our region's Landscape Resources. These resources include: ecological and natural resources, heritage and cultural resources, agriculture and working lands, and recreational resources. The Partnership strives to highlight the interrelated nature of these resources on the South Mountain landscape, and thus prioritizes nexus projects that integrate across resources to produce the greatest benefit. The following offers answers to frequently asked questions about the Mini-Grant Program:

- **What does a strong Mini-Grant Project look like?** The Mini-Grant Program *emphasizes collaboration* with other organizations and professionals; we believe that such connections have the potential to outlast any specific project and continue to benefit the region into the future. In particular, we aspire to build collaboration across the priority Landscape Resources by targeting “nexus projects” – projects that positively impact multiple Landscape Resources - natural, cultural, agricultural, and recreational resources; we see great value in addressing concerns and opportunities in an integrated fashion across the region. - The South Mountain Partnership looks to identify projects that strategically benefit the South Mountain region – be it by impacting the resources across the region or by creating an example or innovative approach for addressing challenges and/or opportunities, with lessons that can be diffused throughout the region.
- **Who can apply?** Municipalities, municipal agencies, counties, academic institutions, and authorized non-profit organizations are all eligible applicants. Authorized organizations must be both tax-exempt under Section 501(c) 3 of the Internal Revenue Code and registered with the PA Department of State Bureau of Charitable Organizations.
- **When is the deadline for the application?** Please see pages 1.
- **What are the Grant request limits?** Applicants may submit proposals that range in size from a minimum of \$2,500 to a maximum of \$15,000. At the discretion of the review committee, projects exceeding \$15,000 and up to \$25,000 may be considered for projects that have demonstrable regional impact and integrate across multiple priority areas.
- **What kinds of projects are eligible?** All projects must be within Cumberland, Adams, Franklin, or York counties and have significant ties to the assets of South Mountain, the working lands that surround the mountain, or the communities tied to both. Multi-year funding is not considered within this program; awarded grants close out at the end of the calendar year following the year in which the grant is awarded. **Projects funded as part of the 2022 grant cycle take place between January and December 2023 and must be formally closed by the Grantee by December 31, 2023.** Please note: the Mini-Grant program is intended to be project-specific; applications should be for concrete, defined projects that have clear objectives, outcomes and deliverables. The Mini-Grant program is not intended to support



organizational capacity efforts (printing membership brochures or promotional brochures for instance, or to facilitate fundraising efforts for the organization) nor provide general operating support for organizations.

- **What types of projects have been funded in the past?** Land-use planning efforts at the municipal level (i.e. updating comprehensive plans or drafting zoning or subdivision and land development ordinances) **are** an acceptable and encouraged use of Mini-Grant funding. Visit the [South Mountain Partnership Mini-Grant program](#) website and the [Mini-Grant Map](#) for locations and descriptions of past projects. Examples of past projects include trail and outdoor recreation infrastructure development (including signage); habitat restoration efforts; ecological research projects (targeting specific, defined management challenges); regional resource promotion and guides; resource interpretation; historical preservation; adaptive reuse feasibility studies; education programming and development; and planning and revitalization studies and supportive efforts.
- **How will you decide what applicants receive funding?** Please see *Final Application Review: Process and Criteria*.
- **Who decides what applications are awarded funding?** A small committee of Partnership partners representing diverse interests and geography review and rank the proposals. Participation in the committee is on a voluntary basis, and the committee membership changes yearly; partners serving on the committee in any given year may not apply for funding in that year's Mini-Grant funding round.
- **Should I contact the South Mountain Partnership Leads [Tyler Semder](#), [Julia Chain](#) or [Katie Hess](#) to let them know I might be interested?** Yes, we encourage you to contact us so we expect your application and can help ensure its completeness. You can contact us through e-mail by clicking on our names.
- **Does this Grant program require a match?** Yes. A 1:1 match is required.
- **When do we have to have the cash match available?** Your cash match should be available when you list this match on your grant application. **Your grant application MUST include a support letter from the partner organization(s) that notes the agreed upon donation amount or value.** Please also see *Criteria B: Budget*.
- **Can a non-cash match be used?** Yes. Non-cash match can include donated materials, professional time, volunteer time, donated land value, and services conducted in-house for which the grantee organization does not receive compensation. Please also see *Criteria B: Budget*.
- **Can I match the Mini-Grant to a DCNR grant?** No. The Mini-Grant program is funded through a DCNR funding source, and you cannot match DCNR funds to DCNR funds. Please see the [PA DCNR Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match](#) guidelines
- **If awarded a Grant, how much money would we get up front?** Terms can vary, but generally you would receive 90% of the amount through a first invoice and the remaining when the project is closed out.
- **What are the terms and conditions of the grant agreement if I am awarded a Grant?** Mini-Grant funds originally come from the PA Department of Conservation and Natural Resources as part of the Environmental Stewardship Fund Program. ATC is the grant administrator but requires recipients to comply with the standard DCNR terms and conditions. [See our grant contract here.](#)



# South Mountain Partnership Mini-Grant Program: 2022 Funding Grant Round

## TIMELINE AND CHECKLIST

Note: Items in **red** are to be completed by the applicant/Grantee and items in **gray** are to be completed by South Mountain Partnership.

### May/June 2022

- Applicants submit **DIGITAL Pre-Application**
- South Mountain Partnership sends letters to applicants
- Applicants that are invited to submit a full application should schedule a time to meet and plan with the South Mountain Partnership for their full application

### July 2022

- Applicants submit grant full application

### August and September 2022

- Mini-Grant committee reviews applications

### September 2022

- Final awards are determined and letters are sent to all applicants
- Grantees must fill out and promptly submit the **New Vendor Form**

### November – December 2022

- South Mountain Partnership drafts Grant Agreements based on applications
- Grantee reviews and makes any needed edits to the contract in coordination with South Mountain Partnership. The Grantee confirms that the Grant Agreement budget is correct.
- South Mountain Partnership meets with grantees to review agreement, explain terms and conditions, and discuss any further concerns.
- South Mountain Partnership finalizes grant agreements and sends to grantee
- Grantee signs the Agreement signature page **and sends to** South Mountain Partnership to begin project
- Grantee **must** issue a press release about project and copy South Mountain Partnership

### November 2022 through Duration of Grant

- Grantee begins implementation of project after the final grant agreement is signed by both parties
- Grantee submits 1<sup>st</sup> invoices for 90% of the grant award
- Grantee sends periodic updates to South Mountain Partnership
- Grantee must include Acknowledgement of Assistance language in project materials and these **must** be approved by South Mountain Partnership before production
- Grantee maintains records on all invoices and time spent on project, including partner matches

### Project Close-out (Must occur by December 31, 2023)

- Grantee must coordinate a press release or event with project completion
- Grantee must complete and submit as a package the four project closeout items which includes detailed reporting on direct project expenses and time invoices ([documents are available for download here](#)):
  - Project Closeout Form
  - Project Accomplishments Report
  - Success Story Template
  - Final Invoice





## PRE-APPLICATION FORM South Mountain Partnership Mini-Grant Program: 2022 Funding Grant Round

SOUTH MOUNTAIN  
PARTNERSHIP

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New in 2022, SMP is moving applications to a digital format.

[CLICK HERE TO FILL OUT THE DIGITAL PRE-APPLICATION FORM](#)

**SMP Mini-Grant Pre-Application Form**

The South Mountain Partnership's Mini-Grant Program stimulates on-the-ground projects that further the Partnership's mission to conserve Landscape Resources that enrich the quality of life and sense of place of the citizens and communities of the South Mountain region.

Eligible applicants include 501(c) 3 non-profit organizations, municipalities, counties, and educational institutions. All projects must be within Adams, Cumberland, Franklin, or York County. Single-year grant requests are considered, ranging in size from \$2,500 to \$15,000, with a 1:1 match (cash or in-kind) required.

\*Note: the Partnership's Mini-Grant Program is funded through a Department of Conservation and Natural Resources, Bureau of Recreation and Conservation grant. The Partnership identifies four priority Landscape Resources - natural, cultural, agricultural, and recreational resources - within the South Mountain region, and we welcome project proposals that protect and promote this diversity of resources. However, please keep in mind the original DCNR funding source: to be eligible, projects that address cultural/historical and/or agricultural resources must make a strong connection to the natural and/or recreational significance of the proposed project.



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SOUTH MOUNTAIN MINI-GRANT PROGRAM  
To download grant instructions and access application visit:  
<https://southmountainpartnership.org/mini-grants>

# FINAL APPLICATION PREVIEW

## SOUTH MOUNTAIN MINI-GRANT PROGRAM: 2022 Funding Round

Deadline: July 29, 2022

**PLEASE NOTE THE FOLLOWING QUESTIONS WILL BE AVAILABLE DIGITALLY FOR SUBMISSION, THIS PREVIEW CONTAINS THE SAME QUESTIONS/SCORING SO YOU CAN FAMILIARIZE YOURSELF WITH THEM**

**Please Note:** applicants will be invited to complete this final application **only following review of the pre-application form.**

### FINAL APPLICATION MUST BE SUBMITTED DIGITALLY VIA THESE TWO STEPS

1. [Download the budget \(in excel\)](#) and enter your budget within the sheet and save to your computer.
2. Prepare your narrative answers and submit them via [our ArcGIS form](#). You do not need an account, and this form will save your answers in cached data.

Your budget will be uploaded at the same time. *(You also will have the opportunity to upload letters of support)*

**[CLICK HERE TO ACCESS THE FINAL APPLICATION](#)**

<u>PROJECT INFORMATION</u>	
Project Title:	
Total Project Budget:	Anticipated Project Start Date:
Amount of SMP Grant Request:	Anticipated Project Completion Date:
How many people will this project impact?	

<u>COLLABORATION INFORMATION</u>	
<i>ONLY list those project partners that are directly involved in providing cash or non-cash match; letters of support (pdf required) for each partner should be attached to the end of the application</i>	
Organization Name:	
Contact Person:	Email Address:
Phone Number:	
Organization Name:	
Contact Person:	Email Address:
Phone Number:	
Organization Name:	
Contact Person:	Email Address:
Phone Number:	
Please add additional collaborative organizations as needed:	



## SECTION I: PROJECT NARRATIVE [10 points]

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**SECTION I-A – BRIEF PROJECT DESCRIPTION.** Briefly (one to two paragraphs) describe the proposed project.

SECTION I-A | Answer:

**SECTION I-B – FINAL PROJECT DELIVERABLES and PROJECT OBJECTIVES.** Explicitly identify and describe the direct deliverables of the project, as well as how these deliverables advance larger, longer-term objectives of your organization and the Partnership.

SECTION I-B | Answer:

**SECTION I-C – PROJECT TIMELINE AND SCOPE OF WORK.** Outline the anticipated scope of work for the project in a clear, step-by-step manner. Each step in the scope of work should be listed in chronological order, with a target completion date (month and year, example: May 2020) identified for each step. A thorough timeline and scope of work will clearly communicate that the proposed project is ready to go.

SECTION I-C | Answer:

## SECTION II: BUDGET [20 points]

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**SECTION II-A –PROJECT BUDGET.** Explain the breakdown of the project budget using the table below.

1. Outline the overall budget for project completion; structure this budget around concrete, defined tasks (which should correspond to the timeline created above), with specific costs and labor inputs identified as line items under each task; include billable rates and time for any labor costs or in-kind services.
2. List the how each line item will be funded.
  - GRANT FUNDS – Which tasks will be paid by this mini-grant if the project is funded?
  - CASH MATCH – Which tasks will be paid by applicant or partner funds?
  - NON-CASH MATCH – Which tasks will be covered by donated materials, services, or labor?
3. List the match status and funding source.
  - MATCH STATUS – List “S” for match that is already secured and list “P” for match that is pending.
  - FUNDING SOURCE – Name the organization providing the funding for each line item.
4. Show the total cost of each Task.
  - TOTAL COSTS – Add the line items under each task and display in this column.

Note: Total amount of match must be at least 50% of total project cost. Volunteer hourly rate calculated at \$27.20. Donated Professional Services calculated at individual's professional hourly rate. Volunteers under 18 years of age, or those who are incarcerated use PA minimum wage of \$7.25 per hour.

Total Overall Budget = \$

TASK	COSTS			MATCH STATUS	FUNDING SOURCE	TOTAL COSTS
	GRANT FUNDS	CASH MATCH	NON-CASH MATCH			
<b>Task 1: description...</b>						\$
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$	"S" or "P"	Organization	
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$			
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$			
<b>Task 2: description...</b>						\$
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$			
	\$	\$	\$			
	\$	\$	\$			
<b>Task 3: description...</b>						\$
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$			
	\$	\$	\$			
	\$	\$	\$			
<b>Task 4: description...</b>						\$
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$			
	\$	\$	\$			
	\$	\$	\$			
<b>Add additional Tasks as needed.</b>						\$
Insert task line items (e.g. XX hrs x XX\$/hr)	\$	\$	\$			

**SECTION II-B – MATCH STATUS:** Provide an explanation of those match sources that are pending and indicate when confirmation is anticipated.

SECTION II-B | Answer:



## SECTION III: ALIGNMENT WITH THE PARTNERSHIP [50 points]

**SECTION III-A – CONNECTION TO PARTNERSHIP MISSION.** Describe how the proposed project advances the mission and goals of the Partnership by advancing the Partnership’s mission of “*conserving Landscape Resources<sup>2</sup> to enrich the quality of life and sense of place of the South Mountain region’s citizens and communities.*” Specifically, how does your project address **each one** of the Partnership’s goals:

- (1) **How does your project Conserve Landscape Resources? (10 pts)** – conserve, preserve, and/or sustain the resources that define the South Mountain landscape;
- (2) **How does your project Promote Landscape Resources? (10 pts)** – increase public awareness of the resources that define the South Mountain landscape;
- (3) **How does your project Create Connections across the Landscape? (10 pts)** – how will this project emphasize the interconnectedness of the landscape resources and create collaboration amongst a critical mass of public agencies, non-profit and community organizations, businesses, and citizens?

SECTION III-A | Answer:

**SECTION III-B – PARTNER COLLABORATION. (10 pts)** 1. Explain how this project will build and sustain collaborating partnerships; more weight will be given to truly collaborative projects that engage diverse partners. 2. How will participating partners contribute to the project? Partner actions should be described here in sufficient detail so that we can clearly understand each partner’s role in the project in addition to information presented in the Budget). 3. Letters of support (PDF required) from each partner should be attached to the end of this application. Support letters should be written on official letterhead and include:

- The main contact person that will be collaborating, including contact information;
- A description of the Partner’s role and match contribution (cash or in-kind) to the project.

SECTION III-B | Answer:

**SECTION III-C – CONNECTION TO AND INTEGRATION OF LANDSCAPE RESOURCES. (10 pts)** How does the project connect with each of the ‘Landscape Resource’ types<sup>3</sup> (i.e. natural, cultural, recreational, and agricultural resources)? Projects that take action to address multiple Landscape Resources become a “nexus project” (see diagram on page 4) and will receive priority.

- (1) **How does your project address Agricultural resources?**
- (2) **How does your project address Cultural resources?**
- (3) **How does your project address Natural resources?**
- (4) **How does your project address Recreational resources?**

SECTION III-C | Answer:

<sup>2</sup> The Partnership’s four priority Landscape Resources: Natural, Cultural, Agricultural, and Recreational resources. Also see our website at [www.southmountainpartnership.org](http://www.southmountainpartnership.org)

<sup>3</sup> The Partnership’s four priority Landscape Resources: Natural, Cultural, Agricultural, and Recreational resources. Also see our website at [www.southmountainpartnership.org](http://www.southmountainpartnership.org)

**SECTION III-D – CONNECTION TO PARTNERSHIP ACTIVITIES or OUTCOMES. (0 pts but prioritized)** Direct connection to a past Partnership activity is not required for a project to be funded, but priority may be given to projects that arise as the result of a Partnership meeting or workshop. Please list any South Mountain Partnership workshop, meeting, and/or activity out of which the proposed project emerged. Examples of workshops or meetings include but are not limited to: Spring/Fall Partnership Meetings, South Mountain Speaker Series, Trail Summit, Water Workshop, or Annual “Power of the Partnership” Celebration.

**SECTION III-D** | **Answer:**

## **SECTION IV: PROJECT EVALUATION & SUSTAINABILITY (20 points)**

**SECTION IV-A – EVALUATION. (10 pts)** How will you know if your deliverables are effective? How will you measure the project’s success in achieving its objectives and deliverables, in both the short term and long term. Identify metrics that will assess the effectiveness of the project in both the short and long term. Example: quantifiable data.

**SECTION IV-A** | **Answer:**

**SECTION IV-B – SUSTAINABILITY. (10 pts)** Explain the plan for ensuring that this project and the associated partnerships and collaborations will be sustained well into the future. Provide a detailed explanation of the long-term anticipated needs, the estimated costs, and how those costs will be covered.

**SECTION IV-B** | **Answer:**

**Acknowledgment of Terms and Conditions:** By typing your name below you acknowledge that you have reviewed a sample agreement that would occur between your organization as the grantee and the Appalachian Trail Conservancy as the grantor, if the project is selected to receive funding. These required terms and conditions come from the PA Department of Conservation and Natural Resources (the original source of funding). [Click here](#) to view a sample agreement with terms and conditions.

You acknowledge that you understand and are aware of the standard Terms and Condition contained within the agreement.

**REQUIRED** Please type your name here:

**Attachment of Non-profit Status: (Required For Non-profits)**

Please attach in your final submission proof of non-profit status (501(c)3 with the Internal Revenue Service and registration with the Pennsylvania Department of State Bureau of Charitable Organizations).

### **SOUTH MOUNTAIN PARTNERSHIP – ADMINISTRATIVE USE ONLY:**

Date Received: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_ Total Grant Request: \_\_\_\_\_

