



1% for Nature 2021 Mini-Grant Program Instructions and Guidelines

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General Information

The 1% for Nature mini-grant program is a reimbursement-funding program which will provide two categories of grants for nature projects in Monroe County in its second grant round. The first is the Seedling grant which is limited to requests of \$500 with no match required. The second level is the Sapling grant with a \$1,000 to \$2,500 grant range and a 50/50 in-kind or cash match requirement.

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 Project's Scope of Work. Awardees can receive lump sum reimbursement distributions at end and must submit a mid-grant progress report and final progress report. All Project deliverables must also be submitted at the close-out of the grant.

Important Dates:

- Grant Round Opens: January 1, 2021
- Application Deadline: February 1, 2021 noon
- Grant Awards Announced: March 2021
- Contracts executed: May 2021
- Project Completion: May 31, 2022

For questions about this program call: Samantha Holbert

Phone: 484-519-1517 or Email: Director@1percentfornature.org

Mission and Priority

Mission

1% for Nature makes grants to nonprofit organizations and government entities to support the conservation and public enjoyment of wildlife habitat, trails, streams and parks in Monroe County.

Article II. Authorization of the 1% for Nature, Inc. Bylaws

As funds are raised, 1% for Nature Board of Directors and the Grants Committee... will accept and approve requests from nonprofit organizations and government entities doing land, water and park conservation projects that create

permanently protected natural areas, extinguish development rights in perpetuity, secure trail easements or rights of way, and/or enhance public access and enjoyment of protected conservation lands.

Eligibility

Who is eligible?

Eligible applicants include non-profit organizations with tax-exempt status 501(c)(3), municipalities and educational institutions doing eligible projects in Monroe County.

What kind of project is eligible?

- Trails and/or trailhead amenities
- Public parking areas for access
- Signage, benches and picnic tables
- Any project that advances the mission of 1% for Nature

*Projects should be consistent with the applicable Regional Open Space and Recreation Plan as well as the Monroe County Open Space, Greenways and Recreation Plan.

What are Ineligible expenses?

- Projects or programs that promote a particular religious or political ideology
- Endowments or stewardship (maintaining existing infrastructure)
- Operating expenses
- Team recreation fields or playground equipment
- Historical projects
- Structures unless part of providing access or adding to the enjoyment of protected lands
- Maintaining or restoring buildings or structures.

Application Submission

Format:

- The application can be downloaded from the 1% for Nature website: www.1percentfornature.org.
- The application shall be submitted electronically.
- Application narratives should be clear and concise.
- All required supporting documents should be attached as either WORD or PDF documents and should be identified as your application's documents.

Deadline for Submission:

- Email application submissions:
 - Electronic applications must be received by **12:00pm** on **February 1st, 2021**. Subject Line should read **NatureGrant_2021_[name of your organization]**.
 - Email applications to Samantha Holbert at **Director@1percentfornature.org**.
 - 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 #484-519-1517 to ensure that your application was received and will be considered.
 - E-mailed applications received after this date and time will not be considered.

Applicant Responsibility:

- Identify projects that support the mission of 1% for Nature.

- Provide letters of commitment from partners stretching this project further with added cash or in-kind service, or how these funds are being used to leverage additional funds. Letters should describe the type of program assistance, match amount and how that partner is contributing to the project's success.
- Demonstrate the ability to complete project in a 12- month time frame and within budget.
- Submit application on time – by 12:00pm on February 1, 2021.
- For non-profit applicants: provide current proof of IRS 501(c)3 non-profit status and registration with the PA Bureau of Charitable Organizations.

Application Review:

Applications will be ranked and recommended by a review committee composed of 1% for Nature Grant Committee members.

Applicants will be ranked based on how well the project:

- Supports and advances the mission of 1% for Nature
- Can be completed in a 12-month timeframe
- Promotes partner collaboration
- Identifies how this project is a match for other grants
- Develops a realistic budget and including a match
- Demonstrates that the project will be successful

SCORING	POINTS
1. Applicant Information (not scored)	
2. Project Details	
<i>Project Description and Scope of Work:</i> Is the project well thought out and adequately explained?	10
<i>Project Timeline:</i> Does the applicant have the capability to be successful and to complete the scope of work within the grant 12-month timeline?	10
<i>Integration:</i> Is this project consistent with regional and/or local planning priorities? Does applicant adequately explain how the proposed projects is consistent with identified plan(s)?	10
<i>Partners & Collaboration:</i> Does project involve and adequately explain collaboration with other partners?	10
3: Mission	
Does the project advance the mission of 1% for Nature, including permanent protection of subject property?	10
4: Budget	
<i>Proposed Budget:</i> Is the budget reasonable and does it adequately support the stated goals and scope of work for the project? Is it leveraging other dollars?	5
5. Match	
<i>Match:</i> Does the applicant include a match of cash or in-kind service?	5
Total Possible Score	60

The review committee reserves right to request additional proposal information if found crucial to the ranking process.



1% for Nature 2021 Mini-Grant Program Application

Part 1. APPLICANT INFORMATION

Applicant Organization: enter text here

Address: enter text here

Phone: enter text here

Website: enter text here

Are you an IRS 501(c)3 non-profit organization?

☐ Yes

☐ No

Are you registered with the Pennsylvania Bureau of Charitable Organizations?

☐ Yes

☐ No

Contact Name: enter text here

Title: enter text here

Email: enter text here

Direct Phone: enter text here

Facebook address (if any): enter text here

Part 2: PROJECT DETAILS: DESCRIPTION, SCOPE OF WORK, TIMELINE, PARTNERS, INTEGRATION

Project Title: enter text here

Project Location: enter text here

- A. Project Description: Please provide a short concise description of your project. (limit to 75 words).

enter text here

- B. Project Scope of Work: Please provide a detailed description of the project (limit to 750 words).

Enter text here

- C. Project Timeline: Please provide a month by month timeline for your project, please include details. Please note the project must be completed in 12 months.

Expected start date: Enter text here

Expected end date: Enter text here

Timeline with Scope of Work Activity Details by Month

Jun 2021	Enter text here
Jul 2021	Enter text here
Aug 2021	Enter text here
Sep 2021	Enter text here
Oct 2021	Enter text here
Nov 2021	Enter text here
Dec 2021	Enter text here
Jan 2022	Enter text here
Feb 2022	Enter text here
Mar 2022	Enter text here
Apr 2022	Enter text here
May 2022	Enter text here

- D. Partners: Please list partners who will be actively involved with your project. For example, partners may provide project assistance, funding or in-kind services. List each partner's name and a brief description of their role in your project and whether they are a contractor.

Enter text here

- E. 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.

Enter text here

- F. Applicant projects should reflect the mission of 1% for Nature: *1% for Nature makes grants to nonprofit organizations and government entities to support the conservation and public enjoyment of wildlife habitat, trails, streams and parks in Monroe County.*

Please provide a brief explanation in what way your project supports our mission

Enter text here

- G. Permits: Are any permits or authorization required for this project? This includes permission being granted by property owner if differing from grant applicant.

Enter text here

Part 4: BUDGET

- A. Proposed Budget: In addition to the information below you must submit a proposed budget for your project as an attachment to this application.
- B. Local Match Details: List local match commitments for both cash and/or non-cash or in-kind below. The value of the services is equal to the hourly billable rate multiplied by the number of hours performing that service or job. The value of volunteer in-kind will be valued at the current Independent Sector Volunteer Rate

for Pennsylvania at the time the work was performed please visit http://www.independentsector.org/volunteer_time for current volunteer value.

Source	Amount	Cash or In-Kind service or donation of goods	Secured or Pending

A. Total 1% for Nature mini-grant request amount Enter text here

B. Local Match – (required for Sapling Grant)

Cash Match amount Enter text here

In-Kind Match amount Enter text here

C. Total Match amount (cash + in-kind) Enter text here

A. Total Project Cost (total of lines A and C) **Enter text here**

Part 5: ATTACHMENTS

Please attach:

- Project location map
- Letter from property owner, if different than applicant
- Proposed budget
- Letters of support and letters of commitment of project assistance (funding and/or in-kind services)
- If non-profit applicant
 - Current proof of IRS 501(c)3 non-profit status
 - Current proof of registration with the PA Bureau of Charitable Organizations

1% for Nature – Administration Only

Date Received_____ Date Reviewed_____ Date Notified _____