



Mini-Grant Terms

All projects, related costs and funding must conform to the guidelines of the PA DCNR Community Conservation Partnership Program: www.dcnr.state.pa.us/brc/grants/index.aspx. Projects must be completed within 24 months and can be completed in a shorter time frame. Early implementation projects are encouraged. Eligible applicants may only have two open grant awards at a time.

Cooperative agreements will be executed prior to project start up for all successful awarded applicants. 90% of the total grant award will be provided at the onset of the project, and 10% will be withheld until all final closure documentation is submitted.

Mini-grants require a 50/50 or 1:1 match with AT LEAST half of the required match being cash.

- No portion of the cash match can originate from DCNR funding.
- Cash match must be in hand at time of application.
- In-kind Match – the value of municipal labor and/or professional services is equal to the hourly billable rate multiplied by the number of hours performing that service or job. For the current Independent Sector Volunteer Rate for Pennsylvania, please visit http://www.independentsector.org/volunteer_time.
- 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
- Grantees will be required to submit invoices showing 100% of project cost expenditures, front and back of cancelled checks, as well as proof of the required match.

Grantee must submit progress reports as well as required closeout documentation.

Early action projects that with shorter than six months completion period may not have a reporting requirement until closeout documentation is submitted.