



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 should be completed within 12 months and some projects may be given a longer timeline. Early implementation projects are encouraged. Eligible applicants may only have two open grant awards at a time.

A cooperative agreement will be executed prior to project start up for all successfully 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.

- No portion of the match can originate from DCNR funding.
- 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 expenditures, check number, date, and payment amount, and for labor and or professional services, the date, pay rate and action for their time.

The grantee may be required to submit progress reports as well as required closeout documentation.