PARTNERSHIPS Projects

This section provides more detailed information and guidance on collaborative statewide and regional recreation, conservation and heritage projects. Grants are awarded to assist with building professional capacity and educating the public on the benefit and value of recreation, conservation and heritage in Pennsylvania.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to determine if their Partnerships Project is "Ready-To-Go". It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact your DCNR Regional Adviser.

Yes	
☐	Contacted Appropriate Regional Staff, Partnerships Division Staff, or CLI Lead
☐	Eligible Applicant
☐	Eligible project
☐	Partnership Supplemental Form is complete and provides concise prioritized scope items, outputs, and outcomes with associated timeframes
☐	Billable Rate Form completed and provided
☐	Proposed Scope of Work included
☐	Match secured; if match from sources other than applicant, commitment letters provided from those providing cash and non-cash match
☐	Realistic and accurate detailed budget form included
☐	Accurate cash and non-cash supplemental budget forms included
☐	Properly completed Resolution Page (uploaded)
☐	Properly completed Grant Agreement Signature Page (original signatures required and *mailed* to the Grants Customer Service Center)

Complete these additional items if project includes site **planning**.

☐	Accurate project site location map(s) provided (if applicable)
☐	For Master Site Development Plan and facility rehabilitation Feasibility Study - applicant owns project site or controls through a 25 year lease
☐	For Master Site Development Plans, new facility Feasibility Studies and specific site Trail Plans - PNDI review completed, receipt signed and provided

Complete these additional items if project includes site **development**.

☐	Accurate project site location map(s) provided
☐	Site/Trail Development Drawing(s) by a licensed design professional (consistent with Site/Trail Development Drawing(s) Checklist) provided
☐	Applicant owns project site or controls through a 25 year lease
☐	Project site is open to the public
☐	Property has no known environmental hazards
☐	PNDI review completed, receipt signed and provided
☐	If land donation is part of the match - provided a full self-contained appraisal report by state certified General Real Estate Appraiser, including normal Addenda Items and Exhibits for the donated property
☐	If land donation is part of the match - provided a completed Public Value & Use Form, to include mapping, details of the public access and value, and signature(s) by the land owner(s) agreeing to the terms

PARTNERSHIPS Program

This section provides more detailed information and guidance on collaborative statewide and regional recreation, conservation and heritage projects. These projects assist with building professional capacity and educating the public on the benefit and value of recreation, conservation and heritage in Pennsylvania.

They help build local, county, regional and statewide capacity to better develop and manage recreation and park facilities and to promote the conservation of natural and heritage resources through plan implementation, education and training.

A. Statewide and Regional Projects

Statewide and regional partners may apply for grant funding to assist in advancing:

- Pennsylvania's Statewide Outdoor Recreation Plan
  - http://www.paoutdoorrecplan.com/
- DCNR's Strategic Plan
  - http://www.dcnr.state.pa.us/newsandinformation/strategicplan/index.htm
- Pennsylvania Greenways Plan
  - http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001162.pdf
- PA Heritage Areas Program
  - http://www.dcnr.state.pa.us/brc/heritageareas/index.htm
- Conservation Landscapes
  - http://www.dcnr.state.pa.us/cli/index.htm

Eligible applicants are statewide and regional non-profit recreation, conservation and greenways organizations and Pennsylvania's 12 designated heritage areas.

Project Categories:

1. Education and Training Projects

Projects that develop, promote, and/or conduct training or education programs; prepare and distribute technical assistance or educational materials, brochures or videos and/or otherwise provide for the training and education of professionals and/or the general public on a local, county, regional or statewide basis. These projects address issues related to plan implementation, capacity building, training or education programs related to natural resource and community conservation, land and open space preservation, greenways, trails and recreation and parks.

Example of these types of projects include: Advancing awareness of rivers, greenways, trails, recreation and/or conservation issues through educational conferences, workshops, materials, publications, sojourns and websites**.**

2. Special Purpose Planning and Studies Projects

Special Purpose Planning is a comprehensive planning process that will define a long-range (5-10 year) plan of action to organize, implement, manage and market natural resource and community conservation, heritage resources, land and open space preservation, greenways, trails, recreation and parks, or cultural preservation.

Special Purpose Study is a more concentrated study or plan necessary to implement one or more of the recommendations of a previously completed planning study. These projects will be negotiated on a case-by-case basis.

The Bureau requires that project consultants are selected using a competitive request for proposal (RFP) process.

Examples of special purpose studies would be management action plans, economic assessments, marketing plans, specialized inventories, preservation and interpretive plans, as well as, special feasibility studies.

3. Implementation Projects

Implementation Projects are non-planning projects that implement recommendations of previously completed special purpose plans or studies. Examples of implementation projects include the construction of interpretive/educational exhibits, programs, signage and materials, as well as, promotional/marketing products.

The Bureau requires an open and competitive process for the award of all sub-contracts.

4. Mini-Grants Projects

Statewide and regional partners may request mini-grant funding to develop small grant programs that will implement multiple projects through their local partners. These projects should advance priorities identified through previous completed plans. The request can include a combination of project types eligible for funding under the Statewide and Regional category.

A 50/50 match requirement applies to all projects funded. Any other proposed match amount will require written justification for review and consideration by DCNR.

Special Requirements and Conditions:

- Match requirements for statewide and regional projects is based upon the funding source and level of available funding. Applicants are encouraged to leverage other sources of funding to support their projects.
- Grant applications are required to contain a completed Partnership Supplemental Form that provides concise, prioritized scope items, outputs, and outcomes with associated timeframes.
- Grant applications are required to include billable rates for in-house professional services.

B. Local Capacity Building Projects

Partners may apply for grant funding to help build municipal, multi-municipal and/or county capacity to better develop, manage and promote recreation and park facilities and the conservation of our natural resources.

Eligible applicants are primarily Counties and Municipalities, except where noted in special requirements and conditions.

1. Peer-to-Peer

These projects help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced park, recreation or conservation professionals working closely with community leaders.

Examples of eligible projects include the forming of a new intergovernmental recreation and park agency (which is a high priority for DCNR); improving management of recreation and park facilities; conducting a review of a community's recreation facilities for acceptable green principals and practices, and/or park and recreation board training and development.

Special Requirements and Conditions:

- Peer applications are accepted at any time.
- The maximum grant award is $10,000. The applicant must provide at least a ten percent (10%) local cash match.
- In special circumstances non-profit entities will be considered for peer funding on a case by case basis.

2. Circuit Rider

These projects provide grant funds for county or regional organizations to hire a professional, full-time staff person. The circuit rider's purpose is to initiate new programs and services for a county and/or municipalities that individually do not have the financial resources to hire a professional staff person. The intended result of such a hiring is to increase the ability of county and local officials to more efficiently and effectively meet their recreation, park, greenways, open space and/or natural resource and community conservation needs. Examples of eligible Circuit Rider projects include:

- The first full-time professional recreation director to expand recreation program offerings for a multi-municipal agency or county.
- An established recreation and park department serving one municipality hires a recreation program coordinator to provide contracted recreation services to two or more neighboring municipalities.
- A county greenways and open space coordinator is hired to help implement a county greenways and open space network plan.

Special Requirements and Conditions:

- Circuit rider applications are accepted at any time. The application must come from a county, one municipality, a council of governments, an authority or an official agency created under the Intergovernmental Cooperation Law. In most situations, the Bureau will require a peer review under our Peer-to-Peer grants before approving an application for circuit rider funding.
- To be eligible for circuit rider funding, two or more municipalities must cooperate in a new intergovernmental effort by adopting an intergovernmental agreement. A single county can be eligible without an intergovernmental agreement providing the county is undertaking or has completed the appropriate recreation and/or greenways planning and will be providing services countywide to their residents and municipalities.
- This is a four year commitment of funding.
- Eligible project costs include the circuit rider's salary only, as well as, Bureau-approved technical assistance and training expenses as follows:

  First year up to one hundred percent (100%) of gross salary.

  Second year up to seventy-five percent (75%) of gross salary.

  Third year up to fifty percent (50%) of gross salary.

  Fourth year up to twenty-five percent (25%) of gross salary.

  Training Expenses up to $2,000 available for Bureau-approved training expenses over the four years of funding.

  Mentoring Expenses up to $1,500 for a Bureau-approved mentor to assist a new circuit rider.

- Participating parties must provide local funds to cover the circuit rider's employee benefits for all four years, the balance of the salary in years two, three and four, and normal support services, such as office space and furnishings, training and travel expenses, clerical support, equipment, etc.
- In year five and beyond, the Bureau expects the local effort to continue on its own.

Refer to the following web-links for documents which should be helpful in developing your Grant Application:

Technical Assistance Document Links:

- Circuit Rider Projects – General Information and Guidelines
- Development Project Guidance
- Peer-to-Peer Technical Assistance Projects – General Information and Guidelines
- Planning Project Guidance

Bureau Policy Links:

- Eligible and Ineligible Grant Project Activities/Costs Policy
- Waiver for Retroactivity Policy