



## *Wyoming County* **Marcellus Legacy Fund Mini Grant** **Instructions and Guidelines**

### Content Includes:

- General Information
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- Application Review Process
- 2025 Mini Grant Application

Through the Marcellus Legacy Fund distributed to Wyoming County, the Commissioners have dedicated \$50,000.00 to implement a Mini Grant Program. This program will provide mini-grants of up to \$5,000.00 to projects that support and advance the goals and objectives of the Marcellus Legacy Fund. The use of these funds include acquisition, development and repair of greenways, recreation trails, open space, natural areas, community conservation and beautification projects, community and heritage parks and water resource management. Mini-Grants require a 50% local match in the form of cash and/or eligible non-cash (in-kind) services. (Example– Grant request= \$5,000, Match = \$2,500)

- 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. 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](http://www.independentsector.org/volunteer_time) for current volunteer value.
- Applicants must provide proof of match commitment.

**Deadline to apply 7/31/2025**

**This announcement is from the Offices  
of the Wyoming County Commissioners and Community Planning.**

**One Courthouse Square, Tunkhannock PA 18657 • [www.wyomingcountypa.gov](http://www.wyomingcountypa.gov)**

The Marcellus Legacy Fund Mini-Grant Program is a reimbursement-funding program. 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 Projects Scope of Work. Awardees can receive three reimbursement distributions in conjunction with submission of Phased project reports.

Funding is limited. Submission of an application does not guarantee an award.

**Important Dates:**

- Grant Round Opens: June 10, 2025
- Application Deadline: July 31, 2025
- Grant Awards Announced: August 5, 2025

**For questions about this program call or email:**

Caitlyn Allaoui  
570-996-2372  
callaoui@wyomingcountypa.gov

Matthew Jones, AICP  
570-996-2268  
mjones@wyomingcountypa.gov

Tom Henry  
thenry@wyomingcountypa.gov

**Eligibility**

**Who is eligible?**

Eligible applicants include non-profit organizations with tax-exempt status 501(c)(3), municipalities and educational institutions.

Non-profit organizations must submit proof of non-profit status and be registered with the PA Department of State Bureau of Charitable Organizations.

**What kind of project is eligible?**

Eligible projects should advance the Goals and Objectives of the Marcellus Legacy Fund and be consistent with the Wyoming County Comprehensive Plan and the Northern Tier Open Space, Greenway, and Outdoor Recreation Plan.

All projects must be located within Wyoming County.

All projects should advance the goal of Site Master Plans or Trail Feasibility Study.

**Application Submission**

**Format:**

- The application can be downloaded from the Wyoming County Office of Community Planning. ([www.wyomingcountypa.gov/Offices/Community Planning](http://www.wyomingcountypa.gov/Offices/CommunityPlanning))
- Application narratives should be clear and concise.
- The application can be submitted by mail, email or in person.
- When submitting by email, all required supporting documents should be attached as a PDF document and should be identified as your application's documents.

**Deadline for Submission:**

- Email application submissions:

Electronic applications **must** be received by 3:00 pm on July 31, 2025.

Subject Line should read "2025 MLF Mini Grant Application."

Email application to Caitlyn Allaoui: [callaoui@wyomingcountypa.gov](mailto:callaoui@wyomingcountypa.gov), Matt Jones: [mjones@wyomingcountypa.gov](mailto:mjones@wyomingcountypa.gov), **and** Tom Henry: [thenry@wyomingcountypa.gov](mailto:thenry@wyomingcountypa.gov)

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 570-996-2372 to ensure that your application was received.

- Mail or hand delivery:

If you are unable to submit the application electronically, the completed application and required documents may be mailed or hand delivered in enough time for the application to be received at the Wyoming County Community Planning Office (*address on page 1*) no later than 3:00 pm on July 31, 2025.

Mailed or hand delivered applications received after this date and time will not be considered.

**Applicant Responsibility:**

- Identify projects that support the purpose, vision, and goals of the Marcellus Legacy Fund, Wyoming County Comprehensive Plan and Northern Tier Open Space, Greenway and Outdoor Resource Plan.
- Secure local match at a minimum of 50% (can be cash and/or in-kind services).
- Provide letters of commitment from partners providing local match; letters should describe the type of program assistance, match amount and how that partner is contributing to the success of the project.
- Demonstrate the ability to complete project on time and within budget.
- Submit application on time by 3:00 pm on July 31, 2025.
- 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 on criteria set by a review committee.

Applicants will be ranked based on how well the project:

- Supports and advances the goals and objectives of the Marcellus Legacy Fund, Wyoming County Comprehensive Plan and the Wyoming County Greenways, Trails, and Open Space Plan.
- Promotes partner collaboration.
- Identifies and secures required match.
- Develops a realistic budget.
- Demonstrates that the project will have measurable outcomes and be successful.

<b>SCORING</b>	<b>POINTS</b>
<b>1. Applicant Information (not scored)</b>	
<b>2. Project Details</b>	
Does Project Support the Marcellus Legacy Fund, Wyoming County Comprehensive Plan and the Northern Tier Open Space, Greenway and Outdoor Recreation Plan Goals and Objectives?	5
Project Description, Scope of Work and Timeline: Does project have the capacity and capability to be successful and to complete all described activities within the grant timeline?	15
Partners & Collaboration: Does project involve collaboration with other partners: municipalities, non-profits, watershed groups, agencies, businesses and/or health organizations, etc.?	5
Integration: Is this project consistent with state and/or local planning priorities?	5
<b>3. Goals, Outcomes &amp; Activities and Timeline</b>	
Do the project goals, outcomes and activities support and advance the goals of the Marcellus Legacy Fund?	10
<b>4. Budget</b>	
Budget Details: Does budget adequately support the stated goals and activities of the project?	5
Local Match: Is local match secured and documented?	5
<b>Total Possible Score</b>	<b>50</b>

The review committee reserves the right to request additional proposal information if they feel such information is crucial to the ranking process.





# *Wyoming County* **Marcellus Legacy Fund Mini Grant APPLICATION**

## **APPLICANT INFORMATION**

Applicant Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

## **PROJECT DETAILS: NARRATIVE, SCOPE OF WORK, TIMELINE, PARTNERS & TIMELINE**

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Application Period begins June 10, 2025  
and closes July 31, 2025**

**One Courthouse Square, Tunkhannock PA 18657 • [www.wyomingcountypa.gov](http://www.wyomingcountypa.gov)**

◇ **Project Narrative:** *(Please provide a short concise description of your project).*

◇ **Project Scope of Work:** *(Please provide a detailed description of the project including the anticipated steps to accomplish the completion of the project).*

◇ **Project Timeline:** *(Please provide a detailed month by month timeline for your project).*

- ◇ **Partners:** *(Please list partners who will actively be involved with your project. For example partners may provide project assistance, funding or in-kind services. List each partner's name, phone, email and a short description of their role in your project).*

- ◇ **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.*

◇ **BUDGET:**

- **Proposed Budget:** *(In addition to the information below you must submit a proposed budget for your project as an attachment to this application.)*
- **Local Match Details:** *(List local match commitments for both cash and in-kind below).*

A.) Total MLF mini-grant request amount (max \$5,00.00) = \$ \_\_\_\_.

B.) Local Match (minimum 50% match)

Cash Match amount = \$ \_\_\_\_.

In-Kind Match amount = \$ \_\_\_\_.

C.) Total Match amount (cash + In-kind) = \$ \_\_\_\_.

\_\_\_\_\_

**Total Project Cost** (total of lines A plus C ) = \$ \_\_\_\_.

◇ **Attachments:** *Please attach:*

- ◆ 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

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**Wyoming County Commissioners and Community Planning Offices - Administration Only**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Reviewed \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Notified \_\_\_\_/\_\_\_\_/\_\_\_\_