

Brandywine Creek Greenway Mini-Grant Program

2024-2025 Mini Grant Rolling Application Review Process

**Rolling Application Period: August 1st 2024- August 1st 2025**

* Brandywine Conservancy does a final review of applications for completeness and requests any additional materials from applicants within 30 days of submission.

**Applications and Scoring Forms to Reviewers: 28th-30th of each month**

* Applications will be e-mailed along with scoring forms to all reviewers. Depending on the total amount of applications, reviewers will be asked to review some or all of the applications. A reviewer must be recused from all application review if a potential conflict of interest is found to exist.
* Review Committee has 3 weeks upon receiving the monthly applications to submit scoring forms via e-mail to the Mini Grant Program Administrator via email at ehadley@brandywine.org.

**Brandywine Conservancy Final Review and Communication to DCNR:**

**within 1 week from receiving scores from Review Committee**

* Brandywine Conservancy completes an internal review and averages the scores submitted by the Review Committee and prepares a list of selected projects for Bureau Manager Approval.

**Notification to All Applicants of Application Funding:**

**within 1 week after receiving DCNR Bureau Manager Approval**

For reference- 2024-2025 Grant Schedule:

* Grant Round Opens: August 1, 2024
* Application Deadline: August 1, 2025 by 5 p.m.
* Grant Awards Announced: within 4-8 weeks of application
* Contracts Executed: within 8 weeks of application
* Projects Begin: September 2024
* Projects End: September 2025
* Final Site Inspections by Mini Grant Local Project Coordinator: October 1, 2025
* Final Payments: Upon project completion, satisfactory final site inspection and DCNR approval