

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 15 (2016)**

NATURAL RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS

NEW for 2016

The Project Budget sheet has been moved to the last page of the application, allowing for easier attachment of supplemental budget materials.

WHEN TO SUBMIT YOUR PROPOSAL

No later than **Noon Friday, June 24, 2016**

You may submit via USPS, commercial carrier or by hand.

For hand delivery other than 9 a.m. to noon on June 24, phone for an appointment.

Proposal packages submitted via e-mail or fax will not be accepted.

WHERE TO SUBMIT YOUR PROPOSAL

Land and Community Heritage Investment Program
13 West Street, Suite 3
Concord NH 03301
(603) 224-4113

HOW TO SUBMIT YOUR PROPOSAL¹

Follow the separate **Checklist** to be sure to submit all required materials in the correct order and the appropriate number of copies. Please fasten pages together with paper clips or binder clips only.

The application is a fillable PDF form. Open the application using Adobe Reader. (Learn how to download [Adobe Reader](#) here) Save the application to your computer (choose "Save as" and save the application to your computer). **Do not exit the application without saving or your work will be lost.**

WHAT WILL BE INCLUDED IN YOUR PROPOSAL PACKAGE

- | | |
|--------------------------|---|
| (1) Original Application | Checklist, followed by the original 11-page application form and each applicable attachment (originals when a signature is required) |
| (3) Full Packages | Each Full Package should contain the application form, followed by copies attachments 1-7, and attachments 8-11, if applicable. |
| (5) Summary Packages | Each Summary Package should contain the application form, followed by copies of attachments 1-7 <u>only</u> . |
| (1) Electronic Package | Submit the electronic package via thumb drive or DVD. Include the 11-page application form, all attachments (scanned copies where signatures are required), labeled .jpg files for all photographs and GIS shape files for project. |

¹ The "application" is the 11 page form you fill out. The "Proposal" is the application plus the checklist and all the attachments.

CHECKLIST

A separate checklist is provided to assist you in assembling your proposal packages correctly. Put one completed copy of the checklist at the front of your Original Project Proposal.

APPLICATION

PROJECT SUMMARY (Page 1)

Project Name

Enter the name of the project, as it will be referred to by the stewarding organization.

Grant Request

Enter the grant amount requested. The grant amount requested may not exceed 50% of the Total Project Value. You may wish to complete the Total Project Value and Grant Request lines **after** completing the project budget on pg. 11.

Property Location

Provide the physical location of the property's primary access or view point (street, and city or town).

Total Project Value

Total Project Value (TPV) is the sum of either the appraised value of the resource or the sale price of the resource (up to but not exceeding its appraised value), and all other eligible expenses.

Applicant

Enter the name of the organization applying for LCHIP funds.

Tax ID#

Enter your 9-digit federal tax or employer identification number (e.g. #12-3456789)

Acres

Enter the total acres to be conserved.

Mailing Address

Enter the mailing address for the applicant organization.

Organization Type

Choose municipality (includes or other political subdivisions of the state); or 501 (c) (includes publicly-supported nonprofit corporations exempt from federal income taxation under section 501(c) of the Internal Revenue Code).

Contact

Enter the name and title of the primary contact for the applicant during the application process.

Phone, Email

Enter the phone number and email address for the contact above. You may enter more than one phone number.

Standards & Practices

All applicants must adopt the relevant sections of the Land Trust Alliance's Standards and Practices. Documentation will be required prior to disbursement of any grant funds awarded.

Public Access

Land and interests in land acquired with assistance from LCHIP must remain open for passive, transitory recreational purposes, including hunting and fishing, by the public, subject to certain limitations and exceptions. Please review LCHIP's *Criteria, Guidelines, and Procedures*, which may be found at LCHIP.org, for more information.

Interests to be Conveyed

Provide the grantor and grantee names for each interest to be conveyed (fee, easement, executory) as space allows.

Overview

Provide a brief description of the project here, providing the "who, what, where, when, and how" of the project.

RESOURCE VALUES

1. RESOURCE ATTRIBUTES (Page 2)

- a. Complete the table to the best of your ability. Estimates are acceptable, but please try to approximate the actual land cover. The total acres here may **NOT** equal the total acres entered on page 1.
- b. Describe the qualities or characteristics of the property. For example, you may wish to include information on exemplary natural communities, documented occurrences of rare or endangered species, underlying stratified drift aquifers, floodplains, riparian frontage, favorable gravel well areas, wellhead protection areas, source water protection areas within close proximity to a public water supply intake, proximity to other conserved land, important recreational uses, or iconic views.

2. RESOURCE SIGNIFICANCE (Page 3)

Explain the significance of the resource attributes listed in question 1. For example, is the property located within a conservation focus area or has it been otherwise identified as having high value for conservation in a statewide or regional conservation plan or planning tool (ex. NH Natural Heritage Inventory, NH Fish and Game Department's Wildlife Action Plan, or the Land Conservation Plan for NH's Coastal Watersheds)? Is it part of a larger, landscape-level conservation initiative, and if so, what does it add to that effort? Has the community identified the property as iconic or as defining the community in a meaningful way?

3. IMMINENCE OF THREAT (Page 4) Not ALL projects will answer yes to each section below. **Please read carefully!**

- a. Answer yes if an agreement has been signed by both parties prior to submission of the grant application. Describe any extension options incorporated into the agreement, or summarize discussions held with the landowner about the possibility of an extension, should one become necessary.
- b. Answer yes if there is any meaningful indication that the conservation values of the property are at risk. Describe the risk, including timing and potential impact to the conservation values.
- c. Answer yes if there is a proposed or pending change in the use of the property. For example, has a subdivision or site plan been submitted to, or reviewed by, the local planning board? If so, describe the plan and the board's decision. Is a change in ownership imminent, due to either a generational transfer, or the current owners impending intention to sell?
- d. Answer yes if you are aware of any meaningful opposition to the project. Describe any known public opposition (editorials, press coverage, opinion letters, or statements made at public meetings), or any concern or reluctance expressed by the landowner or landowner's family.
- e. Answer yes if there is any other threat to the property not otherwise discussed above, and describe.
- f. Populations information may be found here: [NH Community Profiles](#) *(Please forgive our typographical error. We are looking for population data for 1990, NOT 1900!)*

CURRENT CAPACITY

4. PLANNING AND COMMUNITY SUPPORT (Page 5)

- a. List any other organizations involved in the project, and describe their roles.
- b. Has the local governing body or an elected official endorsed the project publicly? If so, describe that endorsement.
- c. Answer yes if the project has been brought to town meeting or been addressed by the City Council. Describe the question brought forward, any public discussion, and the outcome of any votes.
- d. Describe how community members are engaged in the project. Has there been volunteer support to assist with fundraising, project development, or other aspects of the project? Will there be in the future?

5. CAPACITY TO IMPLEMENT PROJECT THROUGH TO COMPLETION (Page 6)

- a. Summarize the applicant organization's experience completing projects of this scale. Describe who will be involved in managing the project, and provide a brief summary of their knowledge, skills, and experience.
- b. Summarize the applicant organization's history working with LCHIP. Include past grant applications, as well as projects that have been completed or are currently underway. If this is the organization's first LCHIP application, but individuals involved in the project have worked on other LCHIP projects (for other groups, for example), you may wish to describe their experience, and the individual's role with this project.

6. FINANCIAL NEED (Page 7)

- a. Describe any funding sources that have been considered for this project but were not included in the final funding plan. For example, if a particular grant program was not included because the applicant is precluded from applying because of an existing open grant, explain that here.
- b. Describe the plan to raise any funds not yet secured (other than grant funding). For example, if "Private Fundraising" is listed as a source, explain how those private funds will be raised, through direct mail campaigns, individual donor solicitations, or fundraising events, for example. Describe the applicant organization's experience raising funds using similar methods.
- c. How likely is it that the project will secure the funds identified? What will happen if LCHIP or other funds are not realized? How might a partial LCHIP award impact the project's ability to succeed?

FUTURE STRENGTH

7. STEWARDSHIP (Page 8)

- a. Provide the name of the organization that will be responsible for the long-term stewardship of the property, including annual monitoring, responding to potential violations or challenges, or other stewardship duties.

Questions 7b-h apply to the organization named in 7a.

- b. Complete the table, listing the conservation properties for which the stewarding organization is responsible.
- c. Enter the total balance of all dedicated stewardship funds held by the stewarding organization. Include funds held for easement defense, easement stewardship, fee lands management or other stewardship purposes.
- d. Briefly describe how the stewarding organization insures sufficient stewardship funds are available to meet its obligations. For example, is a stewardship allocation included in each project budget? If so, how is that amount determined?
- e. Describe the stewarding organization's stewardship and monitoring program and policies. Include a brief description of any experience the organization has had enforcing restrictions on conservation land. An additional sheet may be attached if necessary.
- f. If it hasn't already done so, is the stewarding organization (if different from the applicant) willing to adopt applicable sections of the LTA's Standards and Practices?

501 (C) Organizations Only

- g. Briefly describe how the organization has ensured its conservation interests are defended should it dissolve or otherwise become unable to meet its obligations.
- h. If the organization has chosen NOT to enroll in the Terrafirma conservation defense insurance program, briefly explain why that decision was made. (The response to this question is not scored.)

8. FUTURE ACTIVITIES (Page 9)

- a. Land and interests in land purchased with assistance from LCHIP must remain open for passive, transitory recreational purposes, including hunting and fishing, by the public. If either the proposed landowner or interest holder have reservations about LCHIP's public access requirements, describe them here.
- b. Describe how the public will be made aware of the property and how the public will be allowed to use the property. Include any plans to develop trails, maps, parking areas or kiosks, as well as any plans to increase the public's understanding of the property and its importance through education or recreational programming.
- c. Will this project be proactively used to encourage additional conservation? If so, how, and by whom?
- d. Will any jobs be created once the project is finished? Will this project create a new form of revenue for the applicant or landowner? Will new programming or property improvements be initiated if the project is completed, such as educational programs, improved or expanded trails, kiosks, or interpretive signage? Will supplies for these improvements be purchased locally or will local contractors be selected to perform the work?

9. ADDITIONAL INFORMATION (Page 10)

- a. Will this project preserve or enhance an historic structure? Does the property represent or include an important cultural resource as defined by the community? If so, describe. Most natural resource projects will NOT include an historic or cultural resource component. Please consider the value of the resource characteristic in determining whether or not this section applies.

IMPORTANT NOTE: Natural Resource Projects that include the protection of highly significant historic or cultural resources that define a community, are an example of cultural heritage as defined by the community, or are otherwise important to the NH landscape may be classified as Cultural Resource Projects. Organizations seeking support for a Cultural Resource Project should contact LCHIP to obtain a Cultural Resource Project application.

- b. Use this opportunity to tell LCHIP the story behind the story, or to expand on an aspect of the project you believe hasn't been fully explored elsewhere in the application. Use only the amount of space needed, and be sure that the information provided is relevant, notable, non-repetitive and adds value to the project.
- c. Enter an estimate of the number of visitors who visit the property each year.

10. PROJECT BUDGET (Page 11)

EXAMPLE (Line numbers correspond to the explanations below)

Line	Funding Sources	Cash	Non-Cash <i>(donated value)</i>	Total	Secured <i>If no, give date</i>
1	LCHIP Request	40,000	Not Applicable	40,000	December 2016
2	Donated property value		25,000	25,000	Yes
3	XYZ Foundation	37,500		37,500	11/16
4	Private Gifts - secured	5,000		5,000	As of 6/15/16
5	Private Gifts – to be raised	9,500		9,500	12/16
6	Town Cons. Commission	19,500		19,500	Yes
7	10% discount on survey		1,000	1,000	Yes
8	Donation of Services (Env. Assment)		3,000	3,000	Yes
9	TOTAL	111,500	29,000	140,500	

	Eligible Expenses	Cash	Non-Cash <i>(donated value)</i>	Total	Expended <i>(if yes, give date)</i>
10	Total Property Value	75,000	25,000	100,000	No
11	Survey	9,000	1,000	10,000	No
12	Appraisal	3,000		3,000	No
13	Env. Assessment		3,000	3,000	No
14	Title Work	1,500		1,500	No
15	BDR / Management Plan	1,000		1,000	No
16	Stewardship Contribution		20,000	20,000	No
17	Administrative Expenses	2,000		2,000	No
18	Total	91,500	49,000	140,500	

EXPLANATION

Line Comments

- 1 LCHIP request may not exceed 50% of Total Project Value (Line 9)
- Appraised property value is \$100,000. The landowner has agreed to receive \$75,000 “cash” and will
- 2 donate the remaining \$25,000 in value (bargain sale). The total value is \$100,000, with \$75,000 cash, and \$25,000 non-cash.
- 3 A grant request has been / will be submitted. Enter the date the funding decision is expected.
- 4 Private funds raised to date (either received or via written pledge).
- 5 Private funds still to be raised
- 6 Funds approved or to be by town or city.
- 7 List the value of any donated professional services as a non-cash source of funding. Here, the value of a 10% discount on the survey is listed (see line 11 below for further explanation).
- 8 The full value of the env. assessment is being donated. Therefore a non-cash source of funding equal to the expense listed on Line 13 is listed here.
- 9 Total cash funding + total non-cash funding = total funding. This amount must equal or exceed total expenses on line 18.
- 10 The Total Property Value is the appraised value of the property or the sale price of the property up to but not exceeding the appraised value of the property.
- 11 The survey expense is \$10,000. A professional discount of 10% has been extended, therefore the cash expense is \$9,000 and the non-cash expense is \$1,000. The donation of professional services is listed as a non-cash funding source on Line 7 above.

- 12 An appraisal is required to determine Total Property Value for the purpose of the LCHIP application, therefore the appraisal expense is listed as a cash expense.
- 13 The environmental assessment is being provided pro-bono. Therefore the expense is listed as a non-cash expense and a non-cash source of funding on Line 13 above.
- 14 Title work, full cost is listed as a cash expense.
- The BDR may be developed by a professional consultant or applicant staff/volunteer. If it is completed in-house, the value may be listed as a cash or non-cash expense. If it is listed as a non-cash expense, be sure to list it as a non-cash source of funding above.
- 15
- 16 Stewardship contribution must be listed as non-cash expense. See “Balancing Cash and Non-Cash” below
- 17 Administrative expenses are limited to 5% of the LCHIP grant request. Additional administrative expenses are not eligible to be included in the LCHIP project budget.
- 18 Total cash expenses + total non-cash expenses = total expenses. This amount must be less than or equal to the total on Line 9 above.

ADDITIONAL GUIDANCE

Eligible Expenses Eligible expenses must demonstrate linkage to the permanent protection of an eligible resource and include:

- I. Resource Acquisition expense
- II. Surveys, appraisals, title work, and other legal or ancillary work necessary to carry out acquisitions
- III. Resource inventories and planning linked to the permanent protection of eligible resources
- IV. Administrative expenses associated with preparation of the application or other due diligence (limited to 5% of the LCHIP Grant Request). No other administrative expenses may be included in the LCHIP project budget.
- V. Other professional services linked to the permanent protection of eligible resources, and limited to:
 - a. in-house or contracted services for the purposes of project application development to LCHIP;
 - b. plans and drawings;
 - c. environmental reviews; archaeological reviews; engineering studies;
 - d. condition assessments;
 - e. baseline documentation

Balancing Cash vs. Non-Cash Because stewardship contributions must be listed as non-cash expenses, but require cash to be raised, the final project budget will show a surplus in cash funding and a corresponding deficit in non-cash funding. The total of all funding listed (cash and non-cash combined) must equal or exceed the Total Project Value.

Showing a Landowner’s Cash Donations Any cash contributions from the landowner must be separated from other private contributions listed in the budget.

Using the Purchase or Donation of a Property (other than the target property) as Match

The value of conservation property purchased or donated between May 2, 2014 and May 2, 2016 may be used as match if it meets certain eligibility requirements. To include a property as match, documentation of match property eligibility and value must be submitted. Documentation of Match Property Eligibility and Value comprises the following components:

- a. Match Property Eligibility Determination Worksheet
- b. Match Property Narrative
- c. Match Property Value Calculation Worksheet (excel worksheet)
- d. Landowner Affidavit or other required documentation (as applicable)

Please contact Paula Bellemore, Natural Resource Specialist to discuss any potential match properties and obtain the necessary documentation forms.

ATTACHMENTS

- Attachment 1** **Locus map** showing property location and boundaries, state and local roads, water, municipal boundaries, and nearby conservation lands
- Attachment 2** **Topographic map**
- Attachment 3** **Natural Resource Map** such as NH Wildlife Action Plan map or similar showing land cover types (ex: forest, wetlands, agricultural fields), surface or subsurface water resources, soils, or other important natural resource values. You may include more than one Natural Resource Map if appropriate.
- NOTE:** *At least one map must be at 1:24,000 scale. All maps should be labeled and include the property boundaries, compass rose, legend, and scale.*
- Attachment 4** **Photographs** Up to five photo sheets (showing a maximum of ten color photos of the property) should be submitted. Print at least two images per page, each no larger than 4"x 6". Please use standard copy paper, not photo paper. Label each photograph and provide brief descriptions on a separate sheet. Images should show an overview of the property and its distinctive natural features. Photos showing people using the property are valued. Include this attachment in every package.
- Attachment 5** **Documentation of Total Project Value** (i.e. estimates, quotes, or appraisals). Document each expense in the budget. Estimates may be used for routine expenses such as legal fees, closing costs, title work, or baseline documentation completed in house. Include this attachment in every package.
- NOTE:** *Attachments 6-8 must be printed, filled out, and signed. Completed forms should be saved electronically (scanned).*
- Attachment 6** **Acknowledgement Form.** Please have the appropriate parties read and sign this form, noting that certain parties are responsible for reading and understanding LCHIP's *Criteria, Guidelines, and Procedures*. Include this attachment in the original package, the three full proposal packages and in the electronic application package.
- Attachment 7** **Authorization to Use Photographs and Photo Release Form.** Make additional copies of this page as needed. One release form must be completed for each photographer and recognizable person in photo(s). Include this attachment in the original package, the three full proposal packages and in the electronic application package.
- Attachment 8** **Authority to Sign Form.** This form is required **only** if the application and other official LCHIP documents will be signed by someone *not already authorized* to enter into contracts for the applicant organization. If applicable, include this attachment in the original package, the three full proposal packages and in the electronic application package.
- Attachment 9** **Match Property Documentation of Eligibility and Value** is available by contacting Paula Bellemore, Natural Resource Specialist at 603-224-4113 or Pbellemore@lchip.org.

501 (c) Organizations Only

The following attachments are required from 501 (c) organizations only, and should be included in the original package, the three full proposal packages and in the electronic application package.

- Attachment 10** Copy of 501(c) determination letter*
- Attachment 11** List of Current of Board Directors with affiliations*
- Attachment 12** Organization's most recent financial statements* in summary form (audited preferred).

* Applicants submitting more than one application do not need to submit duplicate copies