

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 16 (2017)**

NATURAL RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS

NEW FOR 2017

Conservation Goals

In an effort to better understand the goals and objectives for each project, applicants are asked to indicate the primary and supporting conservation goals for each project. These conservation goals are not used as selection criteria, but are intended to assist applicants in clearly communicating the overarching goals of each project and to provide LCHIP review panelists and board members a better understanding of anticipated outcomes.

Electronic Photos

LCHIP now requires that photos be printed on photo sheets and submitted electronically as individual .jpg or .jpeg files. Electronic file names must match the labels used on the printed photo sheets. See instructions for more details.

Stewardship Contributions

Contributions to designated stewardship funds are now included in the project budget as a cash expense.

SUBMITTING YOUR PROPOSAL¹

Proposals are due no later than **Noon, Friday June 23, 2017**. You may submit via USPS, commercial carrier or by hand. For hand delivery other than 9 a.m. to noon on June 23, please phone for an appointment. Proposal packages submitted via e-mail or fax will not be accepted.

Land and Community Heritage Investment Program

13 West St. Suite 3
Concord, NH 03301
(603) 224-4113

HELPFUL HINTS

Completing the Application

The application is a fillable PDF form. To complete the form, follow these steps:

- a. Download the most recent version of [Adobe Reader](#) here
- b. Open the application file
- c. Choose "Save as" and save the application to your computer using a unique name (we recommend "Project Town, Project Name, LCHIP Application 2017").
- d. When working on the application, be sure to SAVE before exiting or your work will be lost.

Assembling the Proposal Package

To be sure to submit all required materials in the correct order and with the appropriate number of copies, follow the checklist provided. Please fasten pages together with **paper clips or binder clips only, no staples**. Do not include Letters of Support.

Electronic Files

Do not merge the application form and attachments into one .pdf file. Submit individual files for the application and each attachment submitted (see checklist). Electronic files should adhere to the following naming format: "Project Town, Project Name, File Name". Ex: "Concord, Green Acres CE, GR16 Application", or "Concord, Green Acres CE, Topo Map".

¹ The "Proposal" is the application and all attachments. The "application" is the fillable .pdf form.

INSTRUCTIONS

APPLICATION

PROJECT SUMMARY (Page 1)

- Project Town, Name** Enter the primary town in which the land to be conserved is located, followed by the project name *as it will be referred to by the stewarding organization*. Short & Simple!
- Property Location** Provide the physical location of the primary access or view point (street address or tax parcel ID and county are required).
- Project Type** Indicate the type of property interest that will be acquired **using LCHIP funds**. If the property will be purchased in fee and a conservation easement will then be placed on it, select “Both”.
- Acres** Enter the total acres to be conserved. This may differ from the total parcel acreage.
- Grant Request** The grant amount requested may not exceed 50% of the Total Project Cost. It may be helpful to complete the Total Project Cost and Grant Request lines **after** completing the project budget.
- Total Project Cost** (*fka Total Project Value*) The sum of either the appraised value of the property (or easement) or the sale price (up to but not exceeding its appraised value), and all other *eligible* expenses. All eligible expenses must directly link to the permanent protection of the property.
- Applicant** The organization applying for LCHIP funds.
- Mailing Address** Enter the *applicant’s* mailing address
- Organization Type** Select Municipality (includes 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). Please contact LCHIP prior to selecting “Other”.
- Tax ID#** The applicant’s 9-digit federal tax or employer identification number (e.g. 12-3456789)
- Contact Name/Title** The full name and title of LCHIP’s primary contact during the application process.
- Phone, Email** The contact’s phone number and email address. More than one phone number may be listed.
- 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.
- Interests Conveyed** For each interest to be conveyed, enter the Grantor and Grantee and indicate if LCHIP will or will not hold an executory interest in that interest. Contact LCHIP for help completing this section.
- Overview** Provide a brief description of the project. Focus the narrative on the project’s purposes, goals, and anticipated outcomes, the value the project brings to the community, and how the partners will ensure its success. Limit 1,200 characters, including spaces.

RESOURCE CONSERVATION VALUES

1. CONSERVATION ATTRIBUTES / NATURAL FEATURES (Page 2)

- a. Complete the table to the best of your ability. Information may be obtained from [NH GRANIT](https://granitview.unh.edu/html5viewer/index.html?viewer=granit_view) (https://granitview.unh.edu/html5viewer/index.html?viewer=granit_view) or the NH Department of Environmental Services [OneStop Data Mapper](http://www4.des.state.nh.us/onestopdatamapper/OneStopGISlogin.aspx) (<http://www4.des.state.nh.us/onestopdatamapper/OneStopGISlogin.aspx>). For assistance contact LCHIP, your regional planning commission (NHARPC.org) or:

| | |
|--|---|
| Katie Murphy, NH DES OneStop Data Mapper gis@des.nh.gov (603) 271-2972 | Chris Phaneuf, GRANIT Database, UNH granit@unh.edu (603) 862-1214 |
|--|---|
- b. Discuss the most important qualities or characteristics of the property. Include information on documented exemplary natural communities, occurrences of rare or endangered species, underlying stratified drift aquifers, proximity to other conservation land, recreational trails or other uses, or iconic views.

2. RESOURCE SIGNIFICANCE (Page 3)

- a. Explain the significance of the conservation attributes listed in question 1. Is the property part of a conservation focus area? Do the conservation attributes contribute to its identification as having high value for conservation in a statewide or regional conservation plan (ex. NH Natural Heritage Inventory, NH Fish and Game'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?
- b. Indicate the primary and supporting conservation goals for this project. The descriptions provided below are meant to serve as examples only and may not include the specific conservation attributes or resource values associated with each project. Contact LCHIP with any questions.

Ecological Value Protect important wildlife habitat, exemplary natural communities, rare or endangered species; create a contiguous block of conservation land greater than 500 acres; protection of the property will assist in sustaining natural ecological functions and/or resilience at a meaningful level

Working Landscape Protect important agriculture soils as identified by the Natural Resource Conservation Service classification system or productive forest soils classified as Group 1 A-C; protect active farmland or managed forestland, or land well-suited for long-term production of agricultural or forest products based on parcel size, access, slope, species composition, water for irrigation, microclimate or other factors.

Water Resources Protect land containing or abutting a great pond, high-quality or headwater stream, river, non-forested wetland or floodplain. Protect all or a portion of a New Hampshire Department of Environmental Services (NHDES)-designated Wellhead Protection Area, Hydrologic Area of Concern or Favorable Gravel Well Area; or land serving as a recharge area for a high-transmissivity stratified-drift aquifer.

Scenic / Aesthetic Preserve a scenic view from a designated scenic byway, an iconic view from a state highway, or an iconic landscape illustrative of local or state heritage identified by the community in a Master Plan or other duly adopted municipal planning document; provide "green space" for visitors or residents in a town center or city downtown area or protect a landscape or parcel of undeveloped land that uniquely defines a community.

Recreation / Education Expand an existing public outdoor recreation area or establish a new outdoor recreation area. Secure and facilitate public access to trails (foot, snowmobile or other) or surface waters for recreation; build connectivity and accessibility between and to existing outdoor recreation areas or create a viable transportation corridor connecting community destinations. Support diverse uses and users; protect "green space" accessible to an underserved population center or abutting or in close proximity to a public school or community center. Provide a unique opportunity for public environmental education.

Historical / Cultural Protect a highly significant historical resource or cultural asset or a natural feature considered a defining representation of local heritage and identified in a community's Master Plan or other duly adopted municipal planning document.

- c. Describe how the project will ensure the conservation goals identified in question 2b are achieved.

3. IMMINENCE OF THREAT (answer only the questions which apply to your project) (Page 4)

- a. Describe any *meaningful* indication that the conservation values are at risk, including timing and impact.
- b. Describe any proposed or pending change in use *that would be detrimental to the conservation values*.
- c. Describe any extension options incorporated into the agreement or discussed.
- d. Describe any known opposition, concern, or reluctance expressed by the landowner or landowner's family.
- e. Using the [NH Population Data](http://lchip.org/index.php/for-applicants/natural-resource-applicants) provided (<http://lchip.org/index.php/for-applicants/natural-resource-applicants>), consider if the project area is in a densely developed or rapidly developing area of the state. If so, briefly discuss. Is conservation in the area more urgent due to rapid development? Is access to green space limited due to population density? What impact would development have on natural resource values?

CURRENT CAPACITY (Page 5)

4. PLANNING AND COMMUNITY SUPPORT

- a. List any other organizations involved in moving the project forward, and describe their roles.
- b. If the project has been brought to town meeting or addressed by Town or City Council, describe.
- c. Describe community or volunteer support or other activity by the public in support of the project.

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

- a. Summarize the applicant's experience with projects of this scale. Describe the roles, knowledge and experience of the individuals who will be involved in moving the project forward.
- b. Include past applications, completed and active (open) grants. If this is the organization's first LCHIP application but individuals involved in the project have experience with LCHIP projects include that here.

6. FUNDING PLAN (Page 7)

- a. Describe the project's funding plan. For example, if "*Private Fundraising*" is listed as a source, explain how that will be done - through direct mail campaigns, individual donor solicitations, or fundraising events. Who will be doing the fundraising? Describe the knowledge and experience of the fundraising team.
- b. For example, if the applicant is precluded from applying to a particular foundation due to an existing open grant, or if there are no town conservation funds available, explain that here.
- c. Are any of the sources identified critical to the success of the project? What is the contingency plan if those funds are not received? 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 enforcement of the conservation restrictions included in the conservation easement or restrictive deed to be conveyed through this project. If you are unsure which organization this question applies to, please contact LCHIP.

Questions 7 b-h apply to the Stewarding 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 will insure that 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? Are stewardship funds raised through other means?

- 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. Indicate if the stewarding organization has or will adopt 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. As a condition of an LCHIP natural resource grant, the public must be granted an affirmative right of pedestrian access to, on, and across the property for hunting, fishing, and transitory passive recreational purposes, subject to certain limitations as described in the LCHIP *Criteria, Guidelines and Procedures (Guidelines)* document. Please review LCHIP's *Guidelines* at LCHIP.org for more information and consider this requirement carefully. Any reservations about LCHIP's public access requirements should be disclosed here.
- b. Describe plans to develop trails, maps, parking areas or kiosks; or plans to increase the public's understanding of the property and its importance through education or recreational programming.
- c. If this project will be *proactively* used to encourage additional conservation, describe.
- d. Consider any jobs that may be created once the project is finished. Will this project create a new form of revenue for the applicant or landowner? If new programming or property improvements such as educational programs, improved or expanded trails, kiosks, or interpretive signage will be initiated, will supplies for these improvements be purchased locally or will local contractors be selected to perform the work?

9. ADDITIONAL INFORMATION (Page 10)

- a. Most natural resource projects will not include an historical resource component, but some may include a cultural resource component. Organizations seeking support for projects that include the protection of highly significant historical 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 should contact LCHIP to obtain a Cultural Resource Application.
- b. Use this space to expand on any aspect of the project you feel hasn't been fully developed elsewhere in the application.
- c. Please estimate if visitor traffic is not tracked.

10. PROJECT BUDGET (Page 11)

| Line | Funding Sources | Cash | Non-Cash (donated value) | Total | Secured <i>If no, give date to be secured by</i> |
|------|---------------------------------|----------------|-----------------------------|----------------|---|
| 1 | LCHIP Request | 40,000 | Not Applicable | 40,000 | 12/2016 |
| 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 | 19,500 | | 19,500 | Yes |
| 7 | Donated Professional Services | | 4,000 | 4,000 | Yes |
| 8 | Total Identified Funding | 111,500 | 29,000 | 140,500 | |

| Line | Eligible Expenses | Cash | Non-Cash (donated value) | Total | Expended <i>(if yes, give date)</i> |
|------|--|----------------|-----------------------------|----------------|--|
| 9 | Total Property Value | 75,000 | 25,000 | 100,000 | No |
| 10 | Survey | 9,000 | 1,000 | 10,000 | 3/2/2017 |
| 11 | Appraisal | 3,000 | | 3,000 | 4/15/2017 |
| 12 | Environmental Assessment | | 3,000 | 3,000 | No |
| 13 | Title Work / Insurance | 1,500 | | 1,500 | No |
| 14 | BDR / Management Plan | 1,000 | | 1,000 | No |
| 15 | Stewardship Contribution | 20,000 | | 20,000 | No |
| 16 | Administrative Expenses | 2,000 | | 2,000 | No |
| 17 | Total Expenses (AKA Total Project Cost) | 111,500 | 29,000 | 140,500 | |

| Line | Explanation |
|------|--|
| 1 | LCHIP request may not exceed 50% of Total Project Cost (line 17) or 50% of the Total Property Value (line 9, Total) |
| 2 | The landowner’s donation of \$25,000 in property value is listed as a non-cash source of funding. |
| 3 | An application will be submitted to XYZ Foundation. Enter the amount and the expected decision date. |
| 4 | Enter the total of all private funds secured to date (either received-in-hand or via written pledge). |
| 5 | Enter the total private funds still to be raised. ² |
| 6 | Enter the total funds committed to the project by the town or city. Use separate line for each source if possible. |
| 7 | List the total value of all donated professional services on one line as a non-cash funding source. ³ |
| 8 | Total cash funding + total non-cash funding = Total Funding. Must be greater than or equal to line 17. |
| 9 | The appraised property value is \$100,000. The landowner will receive \$75,000 cash and will donate \$25,000 in property value (bargain sale). List a \$75,000 cash expense and a \$25,000 non-cash expense. |
| 10 | Survey will cost \$10,000 with a 10% discount. List \$9,000 as a cash expense and \$1,000 as non-cash. |
| 11 | The appraisal is listed as a cash expense. |
| 12 | The environmental assessment was done by a consultant, pro-bono. List as a non-cash expense. |
| 13 | Title work is listed as a cash expense. |
| 14 | The BDR was done by land trust staff member. List as a cash expense. ⁴ |
| 15 | Enter the amount to be placed in a designated or restricted long-term stewardship account as a cash expense. |
| 16 | Administrative expenses are limited to 5% of the LCHIP grant request. |
| 17 | Total cash expenses + total non-cash expenses = Total Project Cost. Must be less than or equal to line 8. |

² Any contribution of cash received by the landowner must be listed on a separate line

³ Donated professional services include all discounts provided, work done pro-bono and volunteer labor. Staff time is not included.

⁴ Staff time preparing the BDR or Environmental Assessment is considered a cash expense and is not included in the administrative expense calculation.

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(s) such as a 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 conservation attributes. More than one natural resource map may be submitted.
- 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 A maximum of ten color photos on five pages should be submitted. Print a minimum of two images per page, each no larger than 4"x 6", on standard copy paper. Label each photograph numerically, followed by a brief description of the image. Images should include at least one exemplary shot of the property (for context) and additional shots of specific natural features. Photos showing people using the property are valued.
- Attachment 5** Documentation of Total Project Cost (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.
- NOTE: Attachments 6 and 7 should be printed out, completed by hand and then scanned.*
- Attachment 6** Acknowledgement Form. The appropriate parties must read and sign this form, note that certain parties are responsible for reading and understanding LCHIP's *Criteria, Guidelines, and Procedures*.
- 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).
- Attachment 8** Copy of 501(c) determination letter*
- Attachment 9** List of Current of Board Directors with affiliations*
- Attachment 10** Most recent financial statements in summary form (audited preferred)*
- Attachment 11** GIS Shapefile Package. The shapefile package contains a minimum of three related files describing the location, shape, and attributes of the target parcel. The following three files must be included in the shapefile package submitted to LCHIP:
- Shape file (file extension .shp) The feature geometry
 - Attributes (file extension .dbf) A shape file contains geographical reference data as individual objects: streets, rivers, landmarks etc..
 - Projection (file extension .prj) the coordinate system and projection information
- Contact LCHIP if you require assistance.
- Appendix A** Match Property Documentation – Contact LCHIP for forms
- Checklist** The checklist is provided to assist you in assembling the required copies of your proposal package. Complete the checklist as you assemble the proposal packages. Place the completed checklist on top of your *original* Project Proposal.

**Attachments 8 – 10 are required from 501 (c) organizations only*