

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 17 (2018)**

NATURAL RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS

SUBMITTING YOUR PROPOSAL¹

Proposals are due no later than **Noon, Friday June 22, 2018**. You may submit via USPS, commercial carrier or by hand. For hand delivery other than 9 a.m. to noon on June 22, 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](https://get.adobe.com/reader/otherversions/) here (https://get.adobe.com/reader/otherversions/)
- 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 2018").
- d. When working on the application, be sure to SAVE before exiting or your work will be lost.

Assembling the Proposal Package

- Follow the check list provided to be sure to submit all required materials in the correct order and with the appropriate number of copies.
- Fasten pages together with **paper clips or binder clips only, no staples, binder or folders.**
- Do not submit Letters of Support.

Electronic Files

- Do not merge the application form and attachments into one .pdf file. Submit individual .pdfs 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, GR17 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 Name** Enter a short, simple project name.
- Resource Location** Provide the physical location of the primary access point (street or tax parcel), **include county**.
- Applicant** The organization applying for LCHIP funds. Project partners should be included in the overview.
- Mailing Address** Enter the *applicant's* mailing address.
- Grant Request** 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** 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.
- Tax ID#** The applicant's 9-digit federal tax or employer identification number (e.g. 12-3456789).
- 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".
- 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 LTA's Standards and Practices.
- Project Type** Indicate the property interest(s) that will be conveyed. If LCHIP funds are to be used for loan repayment or for planning, select other and complete the text field as applicable.
- Acres** Enter the total acres to be conserved. (This may differ from the total parcel acreage.)

Project Goals Indicate the primary and secondary 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. Be prepared to support these goals when describing the conservation attributes and significance on page 2. Contact LCHIP with any questions.

Agriculture Protect important agricultural soils as identified by the Natural Resource Conservation Service classification system; protect active farmland or land well-suited for long-term production of agricultural products based on parcel size, access, slope, aspect, water for irrigation, microclimate or other factors.

Recreation / Education Expand or establish an existing public outdoor recreation area. Secure or 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.

Working Forest Protect productive forest soils classified as Group 1 A-C; protect managed forestland, or land well-suited for long-term production of forest products based on parcel size, access, slope, species composition, microclimate or other factors.

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

Scenic / Aesthetic Preserve a scenic or iconic view from a designated scenic byway or state highway, an iconic landscape illustrative of local or state heritage; provide “green space” for visitors or residents in a town or city center or protect undeveloped land that uniquely defines a community.

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.

Water Resources Protect land containing or abutting a great pond, high-quality or headwater stream, river, non-forested wetland or floodplain. Protect New Hampshire Department of Environmental Services (NHDES)-designated High-Priority Water Supply Land.

Other If you feel strongly that the project will protect important resource values not included above, use this field to identify those values and describe in question 2.

Overview Provide a concise description of the project. Focus the narrative on project specifics -the project’s scope, structure, conservation goals and anticipated outcomes. It may be helpful to read through the entire application to identify areas in which you will have the opportunity to expand on the project’s history or share the landowner’s “story”.

RESOURCE VALUES

1. CONSERVATION ATTRIBUTES / NATURAL FEATURES (Page 2)

Complete the table to the best of your ability. Information may be obtained from a variety of sources including **NH GRANIT** (https://granitview.unh.edu/html5viewer/index.html?viewer=granit_view) and the NH Department of Environmental Services **OneStop Data Mapper** (<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

2. RESOURCE SIGNIFICANCE (Page 2)

Considering the conservation attributes listed in question 1, explain the significance of the resource and why it is important to conserve. Is the property part of a conservation focus area? Do the conservation attributes contribute to its 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?

3. IMMINENCE OF THREAT (Page 3) *If you answer “yes” to any of the three questions, explain in the text box below*

- a. If current or proposed uses pose a *meaningful* threat to the property, describe the use and impact on the property.

- b. If an Option or Purchase and Sale is in place, describe any extension options available.
- c. 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>), determine 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 more valuable due to population density? What impact would development have?

CURRENT CAPACITY

4. PLANNING AND COMMUNITY SUPPORT (Page 4)

- a. What other organizations are actively helping with the project? List each organization and their role.
- b. Describe any mailings, social media campaigns or other outreach efforts that will be used to inform and engage the public about the project.
- c. Does the project align with priorities contained in the town's Master Plan? If so, how? Have other regional plans not already discussed in question 2 placed a priority on projects of this type? Your regional planning commission may be able to assist you in answering this question.
- d. If the project has been brought to Town Meeting or addressed by Town or City Council, or if elected municipal officials have formally endorsed the project, describe.
- e. Describe any opposition, concern or reluctance that has been expressed by the landowner, neighbors, or others.

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

- 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. If this is the organization's first LCHIP application but individuals involved have LCHIP experience, include here, or describe any experience with similar grant programs.

6. FUNDING PLAN (Page 6)

- a. Describe how the fundraising targets included in the project budget will be met. 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, and when. Describe the knowledge and experience of the fundraising team.
- b. Discuss any funding sources that would typically be included for a similar project but aren't, for example if the applicant is precluded from applying due to an open grant, or if the town has no conservation funds available.
- c. Are any of the sources identified in the project budget critical to the project's success? Is there a contingency plan if some of the identified funds are not secured? How might a partial LCHIP award impact the project?

FUTURE STRENGTH

7. STEWARDSHIP (Page 7)

- a. In some cases, the grant recipient may not hold the protective deed (conservation easement or other). In this case, enter the name of the organization that will hold that deed. Contact LCHIP with any questions.

Questions 7 b-g apply to the Stewarding Organization named in 7a.

- b. "Other" includes executory interests, deed restrictions or unrestricted land. Contact LCHIP with questions.
- c. Summarize available stewardship funds. "Type" indicates the restrictions on use of each fund: endowed (donor-imposed restriction, allows only interest to be accessed for a specified purpose); restricted (donor-imposed restriction, allows principal and interest to be accessed for a specified purpose), or designated (Board of Directors has designated the funds for a specified purpose, but could change the designation in the future).
- d. Complete to the best of your ability. Contact LCHIP with questions.

Questions 7 e–g apply to 501 (C) Organizations Only

- e. Will a backup or secondary executory interest be conveyed? Does the land trust have a dissolution clause or other written policy specifying how its conservation obligations will be reassigned? Describe.
- f. Answer "Yes" only if the written plan includes fundraising efforts beyond seeking stewardship contributions for each new conservation project.
- g. 1) The Land Trust Alliance suggests that the minimum funding level required for easement enforcement is \$50,000 for the first 15 conservation easements, and \$1,500 for each additional easement.

3) Indicate enrollment status for the policy year beginning March 1, 2018.

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 transitory passive recreational purposes, including hunting and fishing, subject to certain limitations described in the LCHIP *Guidelines* and NH RSA 227-M. Applicants and landowners will be required to acknowledge and accept these provisions as part of the project proposal. Disclose any reservations about this requirement here.
- b. Describe plans for trails, maps, parking areas or kiosks, or for planned outreach, education or recreational programming.
- c. Only discuss plans to *proactively* encourage additional conservation such as mailings or neighborhood outreach.
- d. Consider any jobs that may be created once the project has been completed. Include new on-site agriculture or forestry, property improvements, or educational / recreational programming.

9. ADDITIONAL INFORMATION (Page 10)

- a. Applications 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 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. If visitor traffic is not collected please provide an estimate.

10. PROJECT BUDGET (Page 11) Sample budget for explanatory purposes. *Actual entries will vary.*

Line	Funding Sources ²	Cash	Non-Cash	Total	Secured
1	LCHIP Request	40,000	Not Applicable	40,000	
2	Donated property value (Bargain Sale)		25,000	25,000	Yes
3	XYZ Foundation	37,500		37,500	11/17
4	Private Gifts - secured	5,000		5,000	As of 6/15/18
5	Private Gifts – to be raised	9,500		9,500	12/19
6	Town Conservation Fund	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	Total	Expended
9	Total Property Value	75,000	25,000	100,000	No
10	Survey	9,000	1,000	10,000	3/2/2018
11	Appraisal	3,000		3,000	4/15/2018
12	Environmental Assessment		3,000	3,000	Yes
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	

The following descriptions provided for explanatory purposes only. You are not expected to provide line-by-line explanations.

Line

- 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.³
- 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.⁴
- 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 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 will be completed by land trust staff member. List as a cash expense.⁵
- 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 Potential funding that has been identified but not yet been secured can be included.

³ Any contribution of cash received by the landowner must be listed on a separate line

⁴ Donated professional services include all discounts provided, work done pro-bono and volunteer labor. Staff time is not included.

⁵ 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. Show 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): May include NH Wildlife Action Plan map or similar showing land cover types (ex: forest, wetlands, agricultural fields), High-Priority Water Supply Lands map or other map showing important conservation attributes. More than one natural resource map may be submitted.
- NOTE:** *At least one map must be 1:24,000 scale. All maps should be labeled and include the property boundaries, compass rose, legend, and scale.*
- Attachment 4** Photographs. Maximum of ten color, digital images printed on standard copy paper (not photo paper). Photos should be no larger than 4"x 6" and may be printed two or more per page. 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. Label each photo numerically, followed by a brief description of the image. Include this attachment in every package. Be sure that electronic (.jpg) file names correspond with photo labels.
- 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*