

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM  
GRANT ROUND 18 (2019)**

**NATURAL RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS**

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**HELPFUL HINTS**

**SUBMITTING YOUR PROPOSAL<sup>1</sup>**

Proposals are due no later than **Noon, Friday June 28, 2019**. You may submit via USPS, commercial carrier or by hand. For hand delivery other than 9 a.m. to noon on June 28, please phone for an appointment. Proposal packages submitted via e-mail or fax will not be accepted.

**NOTE OUR NEW ADDRESS -** [Land and Community Heritage Investment Program](#)

3 North Spring St. Suite 100 Concord, NH 03301 (603) 224-4113

**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 2019").
- d. When working on the application, be sure to SAVE before exiting or your work will be lost.
- e. For more detailed directions for working with LCHIP's fillable forms, please contact Barb Beers ([officemgr@lchip.org](mailto:officemgr@lchip.org) or 603-224-4113)

**Assembling the Proposal Package**

- Follow the checklist 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, GR18 Application", or "Concord, Green Acres CE, Topo Map".

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<sup>1</sup> The "Proposal" is the application and all attachments. The "application" is the fillable .pdf form.

# INSTRUCTIONS

## APPLICATION

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### PROJECT SUMMARY PAGE (Pg. 1)

- Project Name** Choose a short, simple project name.
- Town & County** The primary town (by acreage) in which the property is located, and county.
- Property Location** The physical location of the primary access point (street or tax parcel), **include county.**
- Applicant** The organization applying for LCHIP funds.
- 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”.
- Taxpayer ID#** The applicant’s 9-digit federal tax or employer identification number (e.g. 12-3456789).
- Mailing Address** Enter the mailing address for the *applicant*.
- 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.
- Grant Request** Must match the grant request shown in the project budget (attachment 1)
- Total Project Cost** Must match the Total Project Cost shown in the project budget (attachment 1)
- Acres to be conserved** The total acres to be conserved may be less than the total parcel acreage.
- Total Property Value** Includes any bargain sale or donation value. Must match the TPV in the project budget (attachment 1)
- Project Type** Indicate the property interest(s) that will be conveyed. If LCHIP funds are to be used for loan repayment or for planning, click on “other” and complete the text field as applicable.

**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”.  
(2,700)

## **RESOURCE VALUES Pages 2 & 3**

### **1. CONSERVATION ATTRIBUTES / NATURAL FEATURES (Page 2)**

Information needed to complete the table may be obtained from a variety of sources including NH GRANIT ([https://granitview.unh.edu/html5viewer/index.html?viewer=granit\\_view](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: Tyler Davidson, NH DES OneStop Data Mapper [gis@des.nh.gov](mailto:gis@des.nh.gov) (603) 271-3906 or Chris Phaneuf, GRANIT Database, UNH [granit@unh.edu](mailto:granit@unh.edu) (603) 862-1214

### **2. RESOURCE SIGNIFICANCE (Page 2)**

**a.** 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 it having high value for conservation in a statewide or regional conservation plan (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? (3,250)

**b. Conservation Values** Which of the following are the primary conservation values that this project will protect? Multiple values may be selected, but each should be supported in the narrative above. The descriptions provided below are examples and may not include the specific conservation attributes or resource values associated with each project. 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.

**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

**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.

**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.

**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.

**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.

**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.

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

### 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. (800)
- b. If an Option or Purchase and Sale is in place, describe the terms and deadline, as well as any extension options available. If not, explain when such an agreement is expected to be reached, and the anticipated terms. (675)
- c. Using the NH population data provided on the LCHIP website (<http://lchip.org/index.php/for-applicants/natural-resource-applicants>), determine if the project area is in a densely developed and/or rapidly developing area of the state. Discuss how population density an/or growth may threaten the resource values. 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? (1,250)

## **CURRENT CAPACITY Pages 4 - 6**

### **4. PLANNING AND COMMUNITY SUPPORT (Page 4)**

- a. What other organizations are actively helping with the project through fundraising, outreach or other activities? List each organization and their role. If none, leave blank. (900)
- b. Describe any mailings, social media campaigns or other outreach efforts that have been or will be used to inform and engage the public about the project. If none, leave blank. (800)
- c. 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. If not, leave blank. (675)
- d. If yes, review the town's Master Plan. Is this project consistent with those goals? If so, in what way? (800)
- e. Describe any opposition, concern or reluctance that has been expressed by the landowner, neighbors, or others. (800)

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

- a. Describe the roles, knowledge and experience of the individuals involved in the land conservation aspects of the project, specifically such as the project manager, legal counsel, appraiser or other conservation professionals. Fundraising will be discussed in question 6. (1,575)
- b. Describe the team's experience working with programs that have administrative or other requirements similar to LCHIP, for example, specific conservation restrictions that must be incorporated into deeds or similar project documentation and reporting requirements. If none, leave blank. (2,000)
- c. All grant recipients must adopt the relevant sections of the LTA's Standards and Practices prior to receiving grant funds. If yes, provide the date adopted, and describe the specific Standards and Practices adopted or intentionally not adopted. If "not yet", leave blank. Accredited land trusts should enter the date accredited or reaccredited. (800)

### **6. FUNDING PLAN (Page 6)**

- a. If the funding plan includes support from non-grant funding sources (ex. direct mail campaign, individual donor solicitations, or fundraising events), when will this activity take place and who will manage it? If grant funders other than LCHIP will be solicited, who will write and manage the grants? Describe the knowledge and experience of the fundraising team. (1,450)
- b. Discuss any funding sources that have intentionally not been included in the funding plan. For example, include a funder to whom the applicant is precluded from applying due to an open grant, or the town, if it is not included because there are no conservation funds available. (1,350)
- c. Identify any funding sources considered critical to the project's success, and describe how partial funding by any source, including LCHIP, would impact the success of the project. Identify any back-up or contingency sources that will be approached if the identified funds are not secured. Explain why these sources are not primary sources. (1,675)

## **FUTURE STRENGTH Pages 7 - 9**

### **7. STEWARDSHIP (Page 7 & 8)**

Question 7 applies to the organization responsible for stewardship of the LCHIP-assisted resource, as identified in 7a, which may not be the Applicant. Please contact LCHIP with any questions.

- a. For fee acquisition projects, or fee acquisitions with easements, enter the organization proposing to own the land, once conserved. For easement acquisition projects, enter the organization that will hold the easement.
- b. "Other" includes executory interests, deed restrictions or unrestricted land.
- c. If "Yes", skip to question 7 f.
- d. Answer "yes" only if written policies, procedures, or protocols have been adopted. *Be prepared to provide copies of these policies upon request.* Contact LCHIP with any questions.
- e. Explain, in as much detail as possible, how stewardship obligations such as annual monitoring and enforcement activities are carried out. (2,250)

#### **Questions 7 f and 7 g apply to 501 (C) Organizations Only**

- f. Summarize the stewardship funds currently available providing as much detail as reasonably possible. The following explanations may be useful in completing the chart.
  - Target Balance: The amount necessary to meet certain long-term financial needs. If the stewarding organization has not identified these long-term funding needs, leave the target balance column blank.
  - Endowed: donor-imposed restrictions allowing only accrued interest be used for the specified purpose.
  - Restricted: donor-imposed restrictions allowing principal and interest be used for the specified purpose.
  - Unrestricted: Funds carry no donor-imposed restrictions as to use. *Includes Board-Designated funds (the Board of Directors/Trustees has set-aside funds for a specified purpose, but could reverse or revise its decision in the future).*
  - Total-on-Hand: The sum of the endowed, restricted, and unrestricted columns.
  - Need: The difference between the Target Balance and the Total-on-Hand. If the target balance is blank, leave the need column blank.
- g. Describe how the stewarding organization intends to increase its organization's stewardship funding, beyond any stewardship funds to be raised through project (i.e. a capital campaign). If there is no plan, leave blank or describe when the stewarding organization expects to develop such a plan. (4,000)

**8. FUTURE ACTIVITIES (Page 9)**

- a. All LCHIP grant awards require that an affirmative right of pedestrian access to, on, and across the protected property for transitory passive recreational purposes, including hunting and fishing, be conveyed to the public, 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 (see acknowledgement form). “Yes” indicates that all parties are familiar with, and willing to accept, this requirement. Otherwise, enter “no” and disclose any reservations about public access here. We strongly recommend applicants discuss this requirement with property owners prior to submitting the LCHIP proposal. (800)
- b. Describe plans for trails, maps, parking areas or kiosks, or for planned outreach, education or recreational programming. (800)
- c. Identify any signification land management or stewardship considerations such as invasive species management, protection of rare or endangered species, or existing and detrimental motor vehicle use. If more space is needed, continue on pg. 10, question 9. b. (675)
- d. Only discuss plans that will *proactively* encourage additional conservation such as mailings or neighborhood gatherings. (550)
- e. Consider any jobs that will be created by the project, or that may be created once the project has been completed. Include new on-site agriculture or forestry, property improvements, or educational / recreational programming. (800)

**9. ADDITIONAL INFORMATION (Page 10)**

- a. Applications seeking support for projects that include the protection of highly significant historical or cultural resources (resources that define a community, are an example of cultural heritage as defined by the community, or are otherwise important to the State as a whole) should contact LCHIP to obtain a Cultural Resource Application. (1,900)
- b. Use this space to expand on any aspect of the project that hasn't yet been fully developed or to discuss the project in a way that will help the LCHIP reviewers better understand the project. (2,350)
- c. If visitor traffic is not collected please provide an estimate.

## ATTACHMENTS AND ADDITIONAL DOCUMENTATION

- Attachment 1** Project Budget See the instructions tab of the excel workbook for line by line explanations. When printing the Project proposal, print ONLY the budget page, not the instructions or “more tips” page.
- Attachment 2** 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. Total Property Value is best documented with an appraisal. If assessed value is used, be sure to include the town’s current equalization rate.
- Attachment 3** Photo Sheet Maximum of ten color, digital images, each no larger than 4”x 6”, arranged two or more per page. Number each photo and label with the project name and a brief description (ex. 1 Calef Easement, waterfall). Because not all Board Members and Review Panelists are able to attend each site visit, high-quality images are an important part of the project proposal.
- Photos should include at least one exemplary shot of the property (for context) accompanied by additional shots of specific natural features, should illustrate the conservation attributes described in the application and the primary conservation values to be protected.
- Attachment 4** Locus map Show property location and boundaries, include the boundaries of any exclusion areas. Show state and local roads, water resources, municipal boundaries, and nearby conservation land.
- Attachment 5** Topographic map.
- Attachment 6** 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 identified conservation attributes. More than one natural resource map may be submitted. **Clear, legible maps are an important element of a successful project proposal.**
- 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 7** Copy of 501(c) determination letter\*
- Attachment 8** List of Current of Board Directors/Trustees with affiliations\*
- Attachment 9** Most recent financial statements in summary form (audited preferred) \*
- GIS Shapefile** 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 incorporated:
- 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
- LCHIP uses GRANITView to review and evaluate projects. Please test by uploading to GRANITView before submitting.
- 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.*
- Photo Authorization and Photo Release Forms** Make additional copies of these pages as needed. Each photographer must complete an authorization form, and each recognizable person shown in photo must sign a release.
- 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 the assembled documents.

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\*Attachments 7 – 9 are required from 501 (c) organizations only