



Grant Round 19 (2020)
Natural Resource Grant Proposal Checklist

Assemble and submit all required documents, naming each as follows:

Document	File Name:
Application Form	Application, Project Town, Project Name
Attachment 1, Budget Worksheet	1 Budget, Project Name
Attachment 2 Doc of Total Project Cost ¹	2 TPC, Project Name
Attachment 3 Photo Sheet with Descriptions	3 Photo Sheet, Project Name
Attachment 4 Locus map	4 Locus Map, Project Name
Attachment 5 Topographic map	5 Topo Map, Project Name
Attachment 6 Natural Resource map(s) ¹	6 NR Map, Project Name
Attachment 7 501(c) determination letter ²	7 IRS Letter, Project Name
Attachment 8 List of Directors/Trustees w/ affiliations ²	8 Board List, Project Name
Attachment 9 Most recent financial statements ²	9 Financials, Project Name
Attachment 10 Acknowledgement Form(s) ^{1,3}	10 Ack Form, Project Name
Attachment 11, Photo Authorization Form(s) ^{1,3}	11 Photo Auth. Forms, Project Name
Attachment 12 Photo Release Form(s) ^{1,3}	12 Photo Release, Project Name
Attachment 13 Original Photos (jpg files) ¹	13 Photo (1 – 10), Project Name
Attachment 14 GIS shapefile package <i>Be sure the .PRJ file is included!</i>	14 GIS shapefiles, Project Name

1. If you are submitting more than one file for any attachment, add an a, b, c suffix to each file (ex: 2 a., 2 b., etc.)
2. Attachments 7 - 9 are only required of 501 (c) organizations
3. Scan and include digital copies of each *signed* document (attachments 10, 11, and 12) with your proposal. Mail the original paper copies to: LCHIP Attn: Paula Bellemore, LCHIP Natural Resource Specialist 3 North Spring St. Suite 100, Concord NH 03301
4. All proposals should be submitted via Filemail, see separate Instructions, no later than 5:00 pm, Friday June 26, 2020. If necessary, a USB drive containing the digital proposal package may be mailed, but must be postmarked no later than June 24, 2020. *Please notify LCHIP if you will be submitting your proposal by mail.*