

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM**  
**GRANT ROUND 19 (2020)**  
**NATURAL RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS**

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

For the 2020 grant round, LCHIP will be accepting digital grant proposals only. Applicants may submit proposals electronically using [Filemail](#) no later than 5:00 pm, Friday June 26, 2020. Those preferring to do so may mail a USB drive containing the proposal package to LCHIP. Mailed submissions must be postmarked no later than Wednesday, June 24. Paper copies, or proposals submitted via e-mail or fax will not be accepted. Detailed instructions for submitting your proposal can be found at the end of this document.

**USING FILLABLE PDF FORMS**

The 2020 application is a fillable PDF form. To complete the form, follow these steps:

- a. Download and install 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 and choose “Save as.” Save the file to your computer as “Application *Project Name*.”
- c. When working in the application form, be sure to SAVE before exiting or your work will be lost.
- d. For help working with the form, download the [Guide to Working with LCHIP’s PDF Forms](#).

*Hint:* The maximum number of allowed spaces (not characters) for each response is provided in the instructions. If you need more space, use the text box provided on page 5. Do not attach additional documents or pages to the application.

**ASSEMBLING THE PROPOSAL PACKAGE**

- Utilize the checklist provided to be sure all required materials are included in your proposal package.
- Do not include Letters of Support or other materials not specifically requested.
- Do not merge the application form and attachments into one PDF file. Submit individual PDFs for the application and each attachment submitted. Organize and name your materials as described on the checklist.

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**COVID-19 PANDEMIC**

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In response to the COVID-19 pandemic LCHIP has made several changes to our grant process.

1. The application has been streamlined, making it easier to complete and submit. If you do not have room to sufficiently answer a question, you may use the additional space provided on page 5. Do not attach additional pages.
2. An electronic submission process has been adopted. Paper copies are no longer required and in-person delivery of grant proposals will not be accepted. These changes will make application preparation quicker and less costly, and will minimize possible virus transmission. Contact LCHIP for assistance with the submission process.
3. Recognizing that obtaining original signatures may be challenging, LCHIP will accept late submission of attachments 10-12 *only*. Original signed copies of each attachment must be received as soon as can safely be arranged. Please notify LCHIP if you will be unable to submit the signed documents in a timely manner.
4. LCHIP’s staff and Review Panel have customarily conducted site visits to resource sites during August and September. The current health crisis may preclude these visits in 2020. While the site visits add tremendously to LCHIP’s evaluation process; the health and safety LCHIP’s staff, review panelists, and project partners is of utmost concern. A decision about site visits will be made in early summer and communicated to all applicants.

**Questions regarding LCHIP’s response to the pandemic should be directed to Dijit Taylor at [DTaylor@lchip.org](mailto:DTaylor@lchip.org).**

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

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**PROJECT SUMMARY** (Page 1)

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**Organization Type** Please contact LCHIP prior to selecting “Other.”

**Primary City/Town** The primary town by acreage.

**Other City/Town(s)** Other cities or towns in which the property is located (list city/town and acreage for each)

**Property Location** The physical location of the primary access point (street address or tax parcel)

**Project Type** Indicate the property interest(s) that will be conveyed.

**Acres** The total acres to be conserved (may be less than the total parcel acreage).

**Conservation Purposes** Multiple values may be selected. Typically, no more than 2 primary and 2 secondary purposes should be selected. The attributes and conservation goals described on pg. 2 must support these purposes. The descriptions below, although not exhaustive, describe the types of resources found in each category.

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.

Drinking Water Protect New Hampshire Department of Environmental Services (NHDES)-designated “Eligible Water Supply Land”, which includes Wellhead Protection Areas (WHPA) and Hydrologic Areas of Concern (HAC). *\*For land overlying high-transmissivity aquifers but not otherwise classified as “eligible”, enter “Aquifer Recharge Area” and the corresponding acreage in the row labeled “other” at the bottom of column 3.*

Ecological 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. Protect land containing or abutting a great pond, high-quality or headwater stream, river, wetlands or floodplain.

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 etc.

Historical/Cultural Protect a highly significant historical resource or cultural asset or natural feature that is a defining representation of local heritage as identified in a community’s Master Plan or other municipal planning document.

Education/Recreation Expand or establish public outdoor recreation areas, improve public access to trails (foot, snowmobile or other) or surface waters for recreation; build connectivity and accessibility between existing areas or create transportation corridors connecting community destinations. Support diverse uses and users; protect “green space” for underserved populations or near public schools or community centers.

Scenic/Aesthetic Preserve a scenic or iconic view from designated scenic byways or state highways, iconic landscapes illustrative of local or state heritage; “green space” in town or city centers, or land that uniquely defines a community.

Other Protect important resource values not intuitively included above. Identify and describe here.

**Executive Summary** Provide a concise description of the most important aspects of the property and the project. Focus the narrative on the most important resource attributes, how the project will be structured, the conservation goals and anticipated outcomes. The executive summary should be similar to a 60-second elevator speech – touching on the most important elements, with the details more fully described further into the application. *(2,250 spaces maximum)*

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**QUESTION 1. RESOURCE SIGNIFICANCE** (35 points)

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**Table** 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](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) [www4.des.state.nh.us/onestopdatamapper/OneStopGISlogin.aspx](http://www4.des.state.nh.us/onestopdatamapper/OneStopGISlogin.aspx)

For assistance contact:

- NH DES OneStop Data Mapper Tyler Davidson [gis@des.nh.gov](mailto:gis@des.nh.gov) (603) 271-3906
- GRANIT Database, UNH Chris Phaneuf, [granit@unh.edu](mailto:granit@unh.edu) (603) 862-1214

**Text Box** Considering the conservation attributes listed in the table above and the conservation purposes on page 1, explain the significance of the resource and why it is important to conserve. (4000 spaces)

- 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?
- Does the project expand or connect an existing conservation block?

*Hint: Dense text is difficult to read and can obscure important details. Use formatting to improve readability.*

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**QUESTION 2. IMMINENCE OF THREAT** (10 Points)

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Describe any meaningful indication that the conservation values are currently threatened or that a proposed change would be detrimental. For example, if a subdivision or site plan has been submitted to, or reviewed by, the local planning board, describe the plan and the board’s decision. If a change in ownership is imminent, explain. If current land management is detrimental to the resource values the project seeks to protect, describe. Explain whether there is an urgent need to act now to conserve the property, or if an opportunity exists now that may not recur. (900 spaces)

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**QUESTION 3. CAPACITY TO COMPLETE THE PROJECT** (5 points)

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- a. Complete the timeline as accurately as possible. It is understood that the dates provided may change. If the purchase contract (purchase and sale agreement or option to purchase) has or will include contingencies for extension, describe that under “comments.” If no extension will be possible, note that as well. LCHIP Natural Resource projects are allowed 18 months from when the grant is made until completion.
- b. Describe the roles, knowledge and experience of the principal individuals involved in the land conservation aspects of the project, specifically the project lead or manager and legal counsel. Describe the team’s experience working with programs that have requirements similar to LCHIP; specific conservation restrictions that must be incorporated into deeds or similar project documentation and reporting requirements, for example. (550 spaces)

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**QUESTION 4. STEWARDSHIP** (15 points)

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- a. Identify the organization responsible for stewardship of the LCHIP-assisted resource. This may not be the Applicant. For fee acquisition projects, or fee acquisitions with easements, enter the organization expected to own the land, once conserved. For easement acquisition projects, enter the organization that will hold the easement. Please contact LCHIP with any questions.
- b. If the Steward is an accredited land trust, skip to question 5. All others, describe the Steward's current policies and procedures for annual monitoring and enforcement, land management, and violation response activities. *(1370 spaces)*

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**QUESTION 5. FUTURE ACTIVITIES** (10 points)

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In addition to planned outreach, education or recreational activities and improvements, identify signification land management or stewardship considerations such as invasive species management, protection of rare or endangered species, or existing and detrimental motor vehicle use. Economic activity that will be generated may include on-site agriculture or forestry, property improvements, or educational / recreational programming. *(1125 spaces)*

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**QUESTION 6. COMMUNITY SUPPORT AND PLANNING** (5 points)

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- a. Identify how the project is consistent with the goals described in the town's Master Plan. Describe encouragement, assistance or support received from other groups including community organizations, recreational groups, or public boards and commissions. Identify any project partners not already discussed earlier in the application. *(575 spaces)*
- b. *(Municipal applicants only)*. If the governing body of the municipality has voted or is expected to vote to support the project, describe that vote here. Include the date of the vote and the general wording. The governing body is either Town Meeting or the Town or City Council. *(340 spaces)*

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**QUESTION 7. FINANCIAL NEED** (5 points)

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Discuss any funding sources intentionally excluded from your funding plan. For example, a funder to whom the applicant is precluded from applying due to an open grant, or the town, if no conservation funds are available. Identify 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. *(1350 spaces)*

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**QUESTION 8. ADDITIONAL INFORMATION** (5 points)

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Use this space to discuss aspects of the project not already addressed. Are there any interesting stories or people associated with the property? Beyond its natural resource values, why does this place matter? *(690 spaces)*

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**EXTRA SPACE**

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Use this space to provide additional information in response to any of the previous questions. Identify responses by question number (e.g. 3b) and separate responses. *(3800 spaces)*

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## ATTACHMENTS

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- Attachment 1**      Project Budget See the instructions tab of the excel workbook for line by line explanations.
- 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. Fair Market 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 Insert no more than ten color, digital images, each no larger than 4"x 6" and arranged two or more per page into a word-processing document. Add brief captions numbering and describing each image (ex: Photo 1- Calef Easement, waterfall) and save the document as a PDF.
- HINT: High-quality images are an important part of the project proposal. Your photos should include at least one exemplary shot of the property (for context) accompanied by additional shots of specific natural features and 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. If property lies in more than one municipality, indicate the acres in each on the map.
- 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), Water Supply Lands map or other maps showing identified conservation attributes. More than one natural resource map may be submitted.
- HINT: Clear, legible maps are an important element of a successful project proposal. All maps should be labeled and include the property boundaries, north arrow, legend, and scale.*
- Attachment 7**      Copy of 501(c) determination letter *(501 (c) organizations only)*
- Attachment 8**      List of current Board Directors/Trustees with affiliations *(501 (c) organizations only)*
- Attachment 9**      Most recent financial statements in summary form (audited preferred) *(501 (c) organizations only)*

**Attachment 10<sup>2</sup>** Acknowledgement Form. The appropriate parties must read and sign this form. Certain parties are responsible for reading and understanding [LCHIP's Criteria, Guidelines, and Procedures](#).

LCHIP grant awards require that an affirmative right of pedestrian access be conveyed to the public, subject to certain limitations described in the LCHIP *Guidelines* and [NH RSA 227-M](#). The acknowledgement form requires applicants and landowners to acknowledge and accept these provisions. Discuss this requirement with property owners prior to submitting the proposal.

**Attachment 11<sup>2</sup>** Photo Authorization: Each photographer must complete this form. Make additional copies as needed.

**Attachment 12<sup>2</sup>** Photo Release Form: Each recognizable person shown in a submitted photo must sign a release. Make additional copies of this form as needed.

**Attachment 13** Provide high-resolution JPG files for each photo included on the Photo Sheet. Each file name should correspond with the caption provided on att. 3, the photo sheet. Do not compress files.

**Attachment 14** GIS shapefiles: Submit a GIS shapefile package containing 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. **Be sure to test the shapefile package by uploading to GRANITView, not ArcGIS, before submitting.**

**Appendix A** Match Property Documentation – Contact LCHIP for forms if necessary. Inclusion of match properties requires pre-approval by LCHIP staff.

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<sup>2</sup> Scan and include digital copies of each signed document (Attachments 10, 11 and 12) with your proposal. Mail the original hard copy of each to Paula Bellemore, LCHIP Natural Resource Specialist, 3 North Spring Street, Suite 100, Concord NH 03301. Please notify LCHIP if you will be unable to submit the signed documents in a timely manner.

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## DETAILED INSTRUCTIONS FOR SUBMITTING YOUR GRANT PROPOSAL VIA FILEMAIL

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1. On your computer, create a new folder entitled “*Your Project Name, LCHIP Grant Proposal 2020.*”
2. Assemble all required proposal components in the new folder, naming each as described on the checklist.
3. Open [Filemail](http://www.Filemail.com) (www.Filemail.com). You do not need to create an account.

4. Select **Send as Email** and enter the following:

**To:** Pbellemore@lchip.org

**From:** (*your email address*)

**Subject:** Grant Proposal for (*project name*)

**Message Block:** (*Organization, contact name and title, phone number*)

5. Select **Add Folder**.

6. Navigate to, select, and upload the folder created in step 1.

7. A new dialogue box will pop up asking if you wish to upload your files. Select **Upload**.

8. Confirm that your folder is shown (see red circle on figure 1) and select **Send**.

9. Ensure that the “Transfer Options” dialogue box shows the values illustrated in figure 2, then select **Send**. Do not require password protection.

10. Filemail will email you a confirmation when the proposal has been uploaded, and a second when LCHIP has downloaded it.

11. Within 2 business days LCHIP will email you a confirmation that the proposal has been received and is complete. If, within three business days, you have not received a confirmation email please contact Pbellemore@lchip.org.

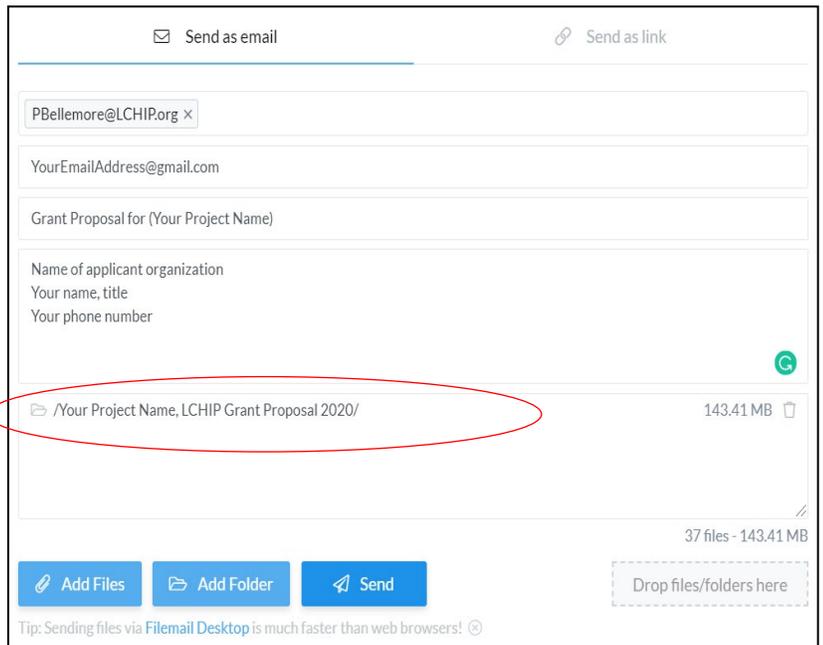


Figure 1

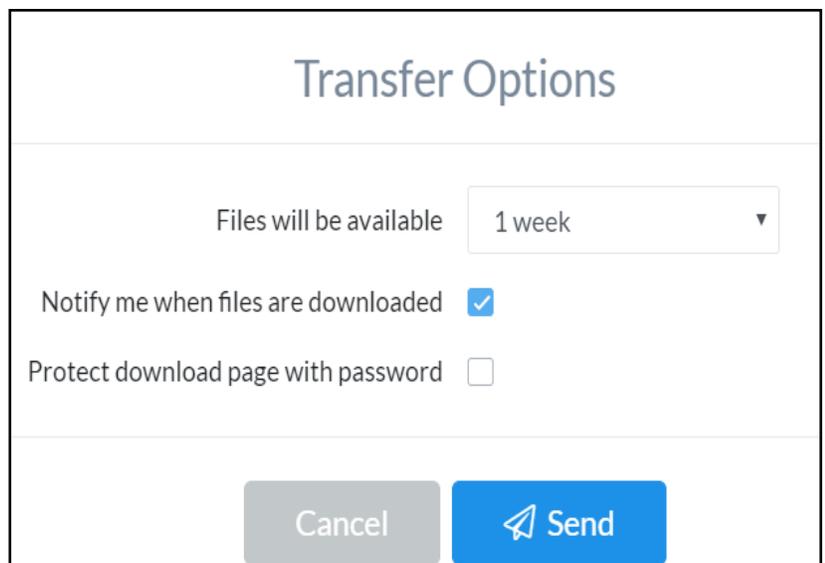


Figure 2