

The Intent-to-Apply is a fillable PDF form. To complete the form, follow these steps:

1. Download the most recent version of [Adobe Acrobat Reader](#). *Do not use Adobe Pro or non-Adobe PDF readers!*
2. From LCHIP's website, click on the form and save on your computer as "Project town, project name ITA 2020".
3. Open the saved file from your computer with Adobe Reader and complete. Be sure to save your work as you go!

Part 1 - Applicant Information

- Applicant must be either a publicly-supported nonprofit corporation exempt from federal income taxation under section 501(c) of the Internal Revenue Code or a municipality or other political subdivision of the state of New Hampshire.
- Applicants must formally adopt the appropriate Standards and Practices prior to disbursement of grant funds.
- A representative must have attended a workshop within 5 years. Applicants not meeting this requirement must contact LCHIP.

Part 2 - Project Description

- Enter only the number of acres to be conserved through the project, do not include excluded areas.
- If the project is not a fee, CE, or Fee w/ CE acquisition select other and we will contact you.
- State agencies may hold an interest in a resource acquired by an eligible entity with LCHIP assistance, however LCHIP cannot assist state agencies in directly acquiring property or easements. If it is possible that a state agency will hold an interest (fee or easement), select Yes and we will call you to discuss the project in more detail.
- For more info: NH RSA 227-M:15: <https://www.gencourt.state.nh.us/rsa/html/XIX-A/227-M/227-M-mrg.htm>
- Conservation purposes include: agriculture, working forests, ecological values (wildlife, wetlands), drinking water protection, recreation/education, scenic/aesthetic and Historical/Cultural). Indicate only the PRIMARY purpose(s) and the most significant supporting resource values.

Part 3 - Financial Benchmarks

1. Fair Market Value is the total appraised value of the resource to be acquired (land or easement). An estimate may be used. Include any property value to be donated.
2. Transaction expenses include costs for appraisal, survey, title work, legal, recording costs, or other ancillary work necessary to carry out the real estate transaction.
3. Other eligible costs include stewardship allocations, administrative expenses (capped at 5% of the LCHIP grant request), resource inventories, baseline documentation reports, or other expenses that can demonstrate a direct link to the permanent protection of the property.
4. The sum of lines 1-3 = the Total Project Cost (TPC).
5. Enter the estimated LCHIP grant request, which may not exceed 50% of the TPC. Remember that LCHIP can fund up to 50% of the FMV. If the request will exceed 50% of the FMV, additional documentation may be required to show that any additional LCHIP funds will be used to offset transaction expenses or other eligible costs.
6. Other cash contributions include any other sources of cash funding – foundations, grants, private donations. Cash contributions must equal or exceed 50% of the LCHIP grant request.
7. Non-cash contributions include donations of time, goods or services, and the difference between the FMV and the contracted purchase price (the "bargain sale" amount), *whether or not the seller will claim a charitable deduction*.
8. The sum of lines 5 - 7 = the total to be raised. This amount should equal or exceed the TPC on line 4.

Save the completed form and send via email to Paula Bellemore, Natural Resource Specialist at Pbellemore@lchip.org, inserting "Intent to Apply 2020" in the subject line.