

**LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
GRANT ROUND 20 (2021)
NATURAL RESOURCE PROJECT GRANT PROPOSAL INSTRUCTIONS**

SUBMITTING YOUR PROPOSAL¹

All grant proposals must be submitted electronically, via the free [Filemail](#) file transfer service, and received by LCHIP no later than 12:00 noon, Friday June 25, 2021.

Paper copies, or proposals submitted via e-mail, fax or other means will not be accepted. Detailed instructions for submitting your proposal via Filemail can be found at the end of this document.

COMPLETING THE LCHIP APPLICATION AND ASSOCIATED FORMS

The 2021 proposal includes an application and other documents created as fillable PDF forms.

These LCHIP forms **MUST** be completed using the most recent version of Adobe Reader.

Other programs, including Adobe Acrobat Pro, may appear to work properly, but in most cases will cause formatting and other issues to occur, which may not be visible to the user. This could result in an incomplete or illegible proposal being submitted.

To complete the LCHIP application and other forms, carefully follow these steps:

- a. Download and install the most recent version of [Adobe Reader](#) here (<https://get.adobe.com/reader/otherversions/>)
- b. Open the application file from the LCHIP website and choose “Save as” to save the file to your computer. Name the file “*Project Name, 2021 LCHIP Application*”.
- 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

- Be sure the application form and all required attachments are uploaded to the Filemail service.
- 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 of the application and each attachment submitted.

¹ The “Proposal” is the application and all attachments. The “application” is the fillable .pdf form.

PROJECT SUMMARY (Page 1)

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

Project Type: Indicate the property interest(s) that LCHIP funds will be used to acquire.

Location: The properties primary access point - street address, nearest intersection, or tax parcel ID(s)

Primary City/Town: The municipality with the greatest acreage (if the project area is in more than one municipality)

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

Proposed Landowner: The person(s) or entity that will hold fee interest in the land at the conclusion of the project.

Proposed Easement Holder: The qualified entity that will hold any conservation easement proposed.

Other Interest Holders: List any other entities proposed to hold a property interest or right of enforcement.

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 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.

Disposition of legal Interests: Identify any entities that may hold other legal interest in the property at the conclusion of the project. For example, list any towns or agencies that may hold a right of enforcement.

Total Project Cost: The sum of all LCHIP eligible expenses. You may wish to complete the project budget attachment and then enter the amount shown in cell E 17 here.

Grant Request: The Grant request may not exceed 50% of the Total Project Cost.

Executive Summary Highlight the most important aspects of the project, and expand on them later in the application. The executive summary should give the reader an overview of the project highlights, leaving the details to be more fully described later in the application. *(1950 spaces)*

QUESTION 1. RESOURCE SIGNIFICANCE (35 points)

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) and the NH Department of Environmental Services OneStop Data Mapper www4.des.state.nh.us/onestopdatamapper/OneStopGISlogin.aspx

For assistance contact:

- NH DES OneStop Data Mapper Tyler Davidson gis@des.nh.gov (603) 271-3906
- GRANIT Database, UNH Chris Phaneuf, 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. (4100 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.

QUESTION 2. IMMINENCE OF THREAT (10 Points)

Describe any meaningful indication that the conservation values are 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. (940 spaces)

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

- 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. (575 spaces)

QUESTION 4. STEWARDSHIP (15 points)

- 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 policies and procedures for annual monitoring; enforcement, land management, and violation response. (1500 spaces)

QUESTION 5. FUTURE ACTIVITIES (10 points)

Describe planned outreach, education or recreational uses, identify significant land management or stewardship efforts planned, 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. (1150 spaces)

QUESTION 6. COMMUNITY SUPPORT AND PLANNING (5 points)

- 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. (450 spaces)

QUESTION 7. FINANCIAL NEED (5 points)

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. (1500 spaces)

QUESTION 8. ADDITIONAL INFORMATION (5 points)

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? (800 spaces)

EXTRA SPACE

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. (3900 spaces)

ATTACHMENTS - Each attachment should be named as shown under "File Name"

FILE NAME	DESCRIPTION
1 Budget	<u>Project Budget</u> See the instructions tab of the excel workbook for line-by-line explanations. Do NOT unlock the worksheet or change formatting. Submit a pdf of the budget form only. (Select file, print, and then select Adobe PDF as the printer. In the dialogue box, rename the file "1 Budget", and select the proposal folder on your computer, then click save. Save the excel workbook as well, but do not submit it.
2 Doc. of TPC	<u>Documentation of Total Project Cost</u> For each expense listed in the project budget, provide a brief explanation of how the amount was determined. For example, if routine expenses such as legal fees or appraisals were based on past experience, note that on the provided form. If an estimate has been obtained, note "attached" on the form, and upload the estimate naming the file "2a – TPC". <u>Fair Market Value is best documented with an appraisal.</u> If assessed value is used, be sure to include the town's current equalization rate.
3 Locus Map	<u>Locus Map</u> Show property location and boundaries, including boundaries of any excluded 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.
4 Topo. Map	<u>Topographic map.</u>
5 NR Map	<u>Natural Resource Map(s)</u> : 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. If more than one natural resource map is submitted, label files "5a WAP", "5b Soils" etc. <i>HINT: <u>Clear, legible maps are an important element of a successful project proposal.</u> All maps should be labeled and show the property boundaries, north arrow, legend, and scale.</i>
6 IRS Letter	<u>Copy of 501(c) determination letter</u> (501 (c) organizations only)
7 Board Members	<u>List of current Board Directors/Trustees with affiliations</u> (501 (c) organizations only)
8 Financials	<u>Most recent financial statements in summary form</u> (audited preferred) (501 (c) orgs. only)
9 Ack. Form²	<u>Acknowledgement Form.</u> The appropriate parties must read and sign this form. Certain parties are responsible for reading and understanding <u>LCHIP's Criteria, Guidelines, and Procedures</u> . If more than one form is submitted, label file "9a Ack form Town", "9b Ack form CE Holder" etc. LCHIP grant awards require that an affirmative right of pedestrian access be conveyed to the public, subject to certain limitations described in the LCHIP <i>Guidelines</i> and <u>NH RSA 227-M</u> . The acknowledgement form requires applicants and landowners to acknowledge and accept these provisions. Discuss this requirement with property owners prior to submitting the proposal.

² Scan and include digital copies of each signed document (Attachments 9, 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.

10 Photos

Provide at least one, and no more than ten, digital high-resolution, color images, in JPG format. Name each file by numerically, followed by a short caption (e.g. 1 Jones Easement Waterfall, or 2 Jones Easement Trail). Photo #1 should be the photo you feel best represents the project.

HINT: High-quality images are an important part of the project proposal. They are used by staff, review panelists, and board members to better understand and appreciate your project. Your photos should include at least one exemplary shot of the property (for context) accompanied by additional shots of specific features to illustrate the resource's significance and conservation value. Do not compress files.

11 Photo Auth²

Authorization to Use Photographs: Each photographer must complete this form, giving LCHIP authorization to manipulate and use the images submitted. Make additional copies as needed. Each photograph should be referenced by file name (e.g. 1 Jones Easement waterfall). If more than one form is needed, label files "11a Photo Auth 1_3_6"; "11b Photo Auth 2_5_9" etc.

12 Photo Release²

Photo Release Form: Each recognizable person shown in a submitted photo must sign a release. Make additional copies of this form as needed. Each photograph should be referred to by file name (e.g. 1 Jones Easement waterfall). If more than one form is needed, label files "11a Photo Release, Photo 1" or "11b Photo Release Photo 2,3,4" etc.

14 GIS Shapefiles

GIS shapefiles: Submit a GIS shapefile package containing a minimum of three related files describing the location, shape, and attributes of the target parcel. Do not include excluded areas or any area not part of the LCHIP project. 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 ARC GIS, before submitting.**

Appendix A

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

DETAILED INSTRUCTIONS FOR SUBMITTING YOUR GRANT PROPOSAL VIA FILEMAIL

1. On your computer, create a new folder entitled “*Project Name, 2021 LCHIP Proposal*”
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.

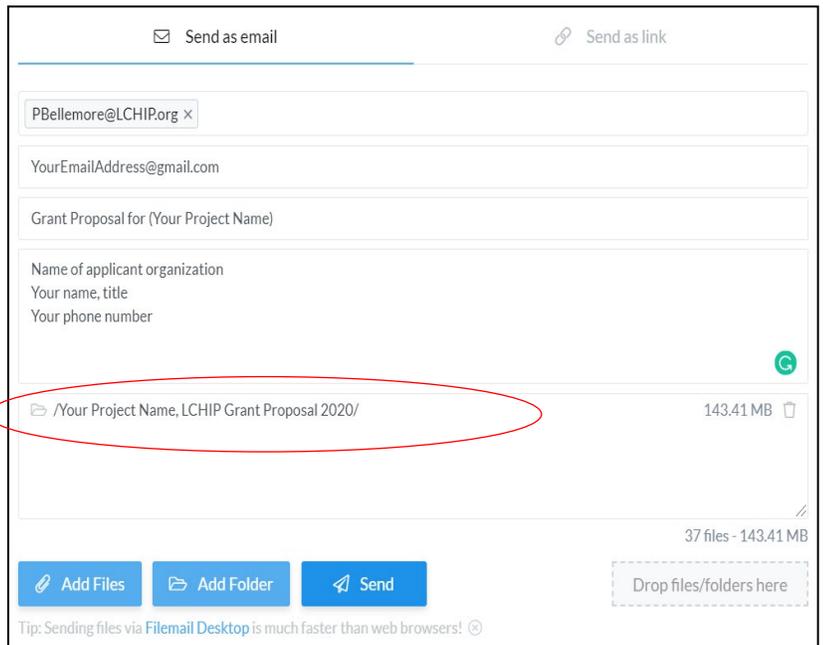


Figure 1

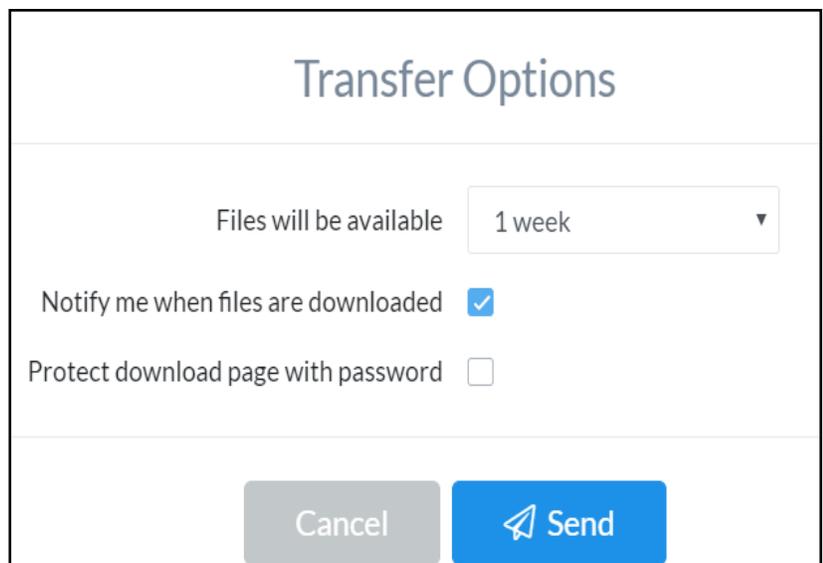


Figure 2