

2024 Land Conservation Grants

Land & Community Heritage Investment Program

Instructions

The purpose of the LOI is to conduct a preliminary assessment of applicant, resource, and project eligibility. The LOI is a screening tool, and is not used for qualitative review. All answers can be revised at the application stage.

1. Download the full LOI by clicking the "Question List" button in the upper right.
2. Review the entire LOI before beginning
3. Read all instructions and guidance. Instructions are included within the form and in the guidance documents accessed via embedded hyperlinks. It is expected that applicants will review all guidance and instructions before applying.
4. After reviewing the instructions and guidance documents provided, if further assistance is needed contact LCHIP at 603-224-4113.

Helpful Hint

- ♣ Questions appear in numbered "question groups", identified by a gray bar. Groups may be expanded or collapsed by clicking on the bar.

1. Applicant Eligibility

Applicant Organization Type*

The applicant organization must be a public entity, meaning a municipality or other political subdivision of the State of New Hampshire, or a publicly supported nonprofit corporation exempt from federal income tax under section 501 (c) of the Internal Revenue Code.

Choices

Public Entity
501(c)

2. Resource Eligibility

Project Town (Instruction)

- ♣ Enter the Town or City in which the Resource is located, as shown in the List of NH Cities and Towns maintained by the Department of Business and Economic Affairs.
- ♣ If the land to be conserved lies within more than one community, enter the name of the community in which the greatest percentage of the acreage to be conserved lies.
- ♣ Do not include the phrase "Town of" or list an unincorporated place, village district, or other place names.

Project Town*

Character Limit: 30

Area Name (Instruction)

If the project connects with or expands an existing conservation area, list that conservation area here.

Example: Concord Community Forest, or Mahoosuc Highlands.

Area Name

Character Limit: 50

Resource Name (Instruction)

The name of the specific resource to be acquired. the "Resource Name" is often used on monitoring reports and other internal documentation.

Example: Jones Property, Williams Farm South (Wood Lot), or Any Town Community Forest - Tract 4.

Resource Name*

Character Limit: 40

Project Name (Instruction)

A short descriptive name for the project, often used publicly to describe the project in fundraising or outreach materials.

Do not exceed 40 characters!

Example: Concord Forest Expansion, or Jones Family Farm.

Project Name*

Character Limit: 40

Alternate Resource Name(s) (Instruction)

Select "Yes" if the resource is sometimes referred to by an alternate name. For example, if it is sometimes referred to as "Williams Farm", but sometimes as "Hillard Property", add Hillard Property as an alternate name.

Alternate Resource Name(s)*

Choices

Yes

No

Resource Location (Instruction)

Enter the street address nearest the property's primary access point.

Format: Street Address, City/Town, NH, Zip Code

If a nearby street address is unavailable, enter the nearest street intersection and provide tax parcel ID(s).

Property Location*

Character Limit: 100

Acres (Instruction)

Enter the total number of acres to be conserved.

Do not include anticipated excluded areas.

Use whole numbers.

Acres*

Character Limit: 8

Conservation Priorities (Instruction)

Identifying a project's conservation priorities, or goals, allows LCHIP to consider the project's attributes and significance based on the priorities identified by the applicant and the requirements of 227-M.

Review the [Conservation Priorities guidance document](#) before completing the following question.

Conservation Priorities*

Choices

Agriculture

Drinking Water Protection

Ecological Values

Working Forests

Historical / Cultural

Recreation / Education

Scenic / Aesthetic

Other

Preliminary Summary (Instruction)

Provide a concise overview of the project and its goals. Briefly describe the significant natural resource values of the land to be conserved and other important aspects of the project proposed. Provide only the most important points. There will be an opportunity to expand in the application.

Preliminary Summary*

Character Limit: 500

----- 2. Alternate Resource Name(s)

Alternate Resource Name(s) (Instruction)

Select "Yes" if the resource is sometimes referred to by an alternate name.

Alias 1*

Character Limit: 50

Alias 2

Character Limit: 50

Alias 3

Character Limit: 50

----- 2. "Other" Conservation Priority

Other Conservation Priority

If "other" was selected, describe here.

Character Limit: 100

3. Project Eligibility

Project Type (Instruction)

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

Select Land Acquisition w/CE (Fee w/CE) if LCHIP funds will be used to acquire the land, but a subsequent CE conveyed to a third party is integral to the project.

Describing the project structure and disposition of interests

Applicants are invited to contact LCHIP to discuss the proposed project structure and legal disposition of interests before applying.

Project Type*

Choices

Agricultural Land Easement (ALE)
 Conservation Easement (CE)
 Land Acquisition (Fee)
 Land Acquisition w/ CE (Fee w/CE)
 Conservation & Preservation Easement (CPE)
 Preservation Easement (PE)
 Other

Property Owner*

Enter the name of the current property owner. If the property is privately owned, "private" may be entered to preserve confidentiality.

Character Limit: 50

Pre-acquisition*

Select "Yes" if the resource (land or easement) has been acquired or will be acquired before June 19, 2024.

Choices

Yes
 No

State Agency Involvement (Instruction)

If a state agency (NHFG, DNCR, etc.) is expected to hold a real property interest in the resource acquired (this does not include third-party rights of enforcement), select "Yes".

State Agency Involvement*

Choices

Yes
 No

Final Disposition of Legal Interests (Instruction)

Using bullet points, identify all entities that are expected to acquire a real property interest or right of enforcement in the resource (property or easement to be acquired) through this project, and the interest(s) to be conveyed (for example, fee interest, easement, right of enforcement, or executory interest (meaning a future right of ownership aka back-up interest holder)).

Example 1 - CE Acquisition:

- ♣ John Smith - Fee Interest
- ♣ Forest Society - Easement
- ♣ City of Concord - Executory Interest
- ♣ LCHIP - Right of Enforcement

Example 2 - Fee w/ CE Acquisition

- ♣ Forest Society - Fee Interest
- ♣ NH Fish and Game - Easement
- ♣ City of Concord - Executory Interest in CE
- ♣ LCHIP - Grant Agreement

Final Disposition of Legal Interests*

Character Limit: 500

4. Financial (Request) Eligibility

Review LCHIP's [Financial Requirements Guidance Document](#) before completing this section.

Preliminary estimate of Fair Market Value (Instruction)

Fair Market Value (FMV) is the total appraised value of the resource to be acquired (land or easement).including any value to be donated (e.g. the value of a bargain sale).

FMV is the predominant driver of total project cost.

While an estimate of FMV is acceptable at the LOI stage, ideally a preliminary estimate of Fair Market Value prepared by a qualified appraiser will inform the full application.

Preliminary estimate of Fair Market Value*

Character Limit: 20

Preliminary estimate of other Eligible Expenses

The preliminary estimate of other eligible expenses includes all eligible expenses beyond the Fair Market Value.

These include:

- ♣ Transaction expenses - appraisal, survey, title work, legal fees, recording costs, and other ancillary work necessary to carry out the real estate transaction.
- ♣ Project expenses - resource inventories, environmental reviews, baseline documentation reports, or other expenses that can demonstrate a direct link to the permanent protection of the property.
- ♣ Stewardship contributions
- ♣ Administrative expenses - capped at 5% of the LCHIP grant request.

Character Limit: 20

Preliminary estimate of Total Project Cost*

Enter the preliminary estimate of the Total Project Cost (TPC). This should be the sum of the preliminary estimate of Fair Market Value and the preliminary estimate of Other Eligible Expenses. Do not include ineligible expenses. The maximum LCHIP grant request is 50% of the Total Project Cost, subject to additional match and allocation requirements.

Character Limit: 20

Preliminary Grant Request*

Enter the anticipated LCHIP grant request, which can be no less than \$10,000, no more than \$500,000, and may not exceed 50% of the preliminary Total Project Cost calculated above. These amounts may be updated in the application.

Character Limit: 20

Preliminary Non-cash Contributions*

The preliminary estimate of non-cash contributions includes the value of all donated goods, services, and property interests (i.e. the “bargain sale”), whether or not the donor will claim a charitable deduction,

Character Limit: 20

Preliminary Cash Contribution (non-LCHIP)*

The preliminary cash contribution includes the total non-LCHIP sources of “cash” funding, including grants and private donations, required to meet the funding need.

Do not include the LCHIP request in this amount.

- ♣ Cash contributions must equal or exceed 50% of the LCHIP grant request.
- ♣ If there will be a significant bargain sale component of the project, review the Minimum Match requirements described in the [Financial Requirements Guidance Document](#) carefully to ensure compliance.

Character Limit: 20

Compliance with LCHIP Financial Requirements

Before submitting the LOI, check to be sure the following is true.

- ♣ $FMV + Other\ Expenses = TPC$
- ♣ $LCHIP\ Request + Cash\ contributions + Non-cash\ contributions = TPC$
- ♣ Cash contributions are equal to or greater than 50% of the LCHIP Request

For assistance, please contact Ben Engel at BEngel@LCHIP.org or 603-224-4113.