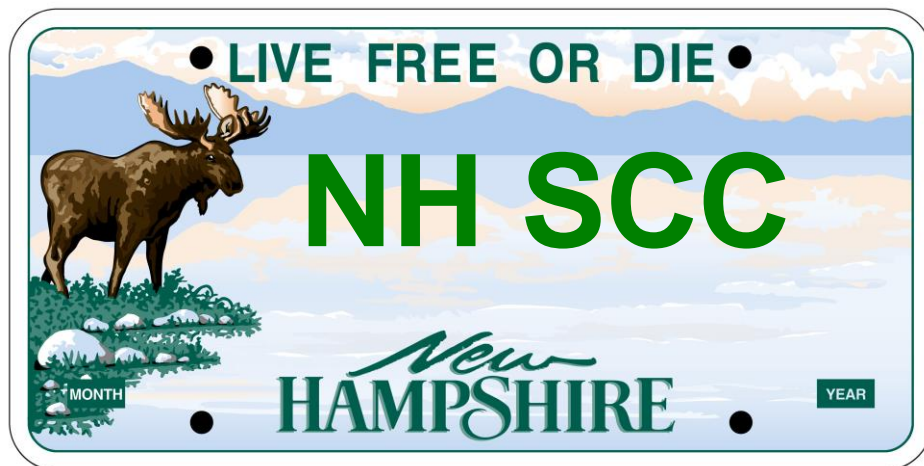




25 CAPITOL STREET  
PO Box 2042  
CONCORD, NH 03302-2042

## NH State Conservation Committee



# 2003 Conservation Grant Application Packet

*Conservation Number Plate Program*

# NH State Conservation Committee

2003

## Conservation Grant Application Packet

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# NH State Conservation Committee

## Conservation Grant Application Packet

### I. Introduction

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The purpose of the Conservation Grant Program (RSA 261:97-c III) is to support and promote programs and partnerships throughout the state that protect, restore and enhance the state's valuable natural resources. It is the intent of state law (Chapter 20:1, III Laws of 1998) that these grants shall be used, as closely as possible, for physical and tangible environmental projects that foster stewardship and the sustainability of New Hampshire's natural environment.

The State Conservation Committee (SCC), a state agency responsible for promoting natural resource conservation and coordinating the activities of county conservation districts, manages the Conservation Grant Program. The SCC is made up of a board of 12 members representing the county conservation districts, municipal conservation commissions, and agencies responsible for natural resources conservation.

Funds for the Conservation Grant Program are derived from the sale of conservation license plates, or "moose plates". Vehicle owners may voluntarily purchase conservation license plates for \$35 the first year, and \$30 in succeeding years (for information about the conservation license plates, see [www.mooseplate.com](http://www.mooseplate.com)). The Conservation Grant Program is one way that the voluntary contributions result in improved natural resource conservation in New Hampshire.

### II. Eligible Applicants

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Eligible Applicants are as follows:

#### A. County Conservation Grants:

1. County Conservation Districts
  - a) Required financial reports shall be on file with the SCC.
2. County Cooperative Extension Natural Resource Programs
  - a) Grants shall only be awarded through County Cooperative Extension programs.

#### B. Local Conservation Grants:

1. Municipal Conservation Commissions
2. Schools
  - a) Public and private schools K through 12.
3. Scout Groups
4. Other nonprofit entities engaged in conservation programs
  - a) Documentation of nonprofit status required.

### III. Project Eligibility

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- A. Conservation Grants shall be made available for planning and carrying out projects that enhance New Hampshire's environment by promoting the sustainability of the state's public and private land, air and water resources to prevent their pollution or degradation, such as:**
1. Projects that preserve water quality or wildlife habitat;
  2. Projects that prevent soil erosion or flooding;
  3. Watershed protection projects that accomplish water quality or habitat protection goals;
  4. Improvements to property acquired for conservation purposes;
  5. Land management planning for conservation purposes;
  6. Outreach programs that convey any of the above conservation methods to land occupiers and the general public.
- B. Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Documentation of consent and approval shall be attached to the application.**

### IV. Program Funding Availability and Project Duration

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- A. Two tiers of funding will be available:**
1. Under \$5,000
  2. \$5,000 or more
- B. Approximately \$155,000 is available for this grant round.**
- C. Projects may be up to two years in duration.**

### V. Project Ranking Criteria

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- A. Projects will be evaluated by the State Conservation Committee based on the following criteria:**
1. Natural resource conservation value. Examples of how this value will be determined include:
    - **Soil** -- Does the proposal reduce soil erosion and sediment deposition? Does the proposal address the quality aspects of the soil?
    - **Water** -- Does the proposal address and lead to the improvement of water quality or quantity?
    - **Air**-- Does the proposal address air quality on site and in surrounding areas?
    - **Plants** -- Does the proposal promote an ecosystem restoration approach where the use of native species is encouraged? Are the conditions for plant survival enhanced?

- **Animal** -- Is the habitat for wildlife improved? Is the quality and sustainability of grazing land for agricultural animals addressed?
  - **Rare, threatened or endangered species** – Does the project benefit rare, threatened or endangered species or unique natural communities?
  - **Other resource concerns** -- Does the proposal acknowledge the existence of cultural resources (e.g. burial grounds, historic mill sites) and the need to protect them? Does your proposal promote application of conservation practices? Does the proposal seek to reduce the impact of invasive species in NH? Will the proposal lead to more appropriate land or resource management?
2. Sustainability of project results.
  3. Extent to which project fosters conservation ethics and stewardship.
  4. Extent to which project engages people in conservation.
  5. Public visibility attained.
  6. Roles and extent of participation of project partners.
  7. Funds, services and other contributions leveraged (with documentation).
  8. Size and scope of the proposal -- Will significant progress be made toward meeting the natural resource and conservation issues in a reasonable time frame? What is the capability of the applicant to carry out the project?
  9. Compliance -- Is the proposal consistent with federal, state, and local environmental laws, rules and regulations?

## VI. Application Procedures

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**A. Applications will be accepted on forms prescribed by the State Conservation Committee. A complete application consists of an application form, project narrative and attachments. Six complete applications, one original and five copies, shall be submitted. Color copies of photographs and color site plans are required if applicable. All applications shall contain the following information:**

1. Completed application form with signature of legal contact.
2. Project Narratives shall include the following information using the headings underlined in (a.) through (h.). Narratives for projects under \$5,000 shall not be more than 3 pages.
  - a) **Project Goals:** What are you trying to accomplish? What is the problem you are trying to solve or what is the need you are addressing?
  - b) **Project Objectives:** How will you accomplish your goals? The objectives should be specific, such as: will install 1000 feet of exclusionary livestock fencing; install 10 acres of riparian buffers; conduct 12 training sessions; etc.
  - c) **Results Achieved:** What conservation results will be achieved and how will they be measured.
  - d) **Project Tasks and Timeframe:** Each project task shall be identified by a number with a timeframe for completion. Task numbers shall be used in the budget by task form.
  - e) **Community Participation:** The level of community participation.

- f) **Leveraged Contributions:** Documentation of funds, services and other contributions that are a component of this project.
  - g) **Project Relationship:** The project's relationship to other conservation initiatives.
  - h) **Recognition:** How will you publicize that your project was funded by the NH Conservation Number Plate Program? A Moose Plate Logo with funding credit text shall be provided by the SCC.
3. Attachments shall be labeled as appendices to the application and narrative. One original and five copies are required.
- a) Organization description, including its mission, programs, and services if applying for a Local Conservation Grant.
  - b) A budget by task that includes grant funds requested and leveraged funds. Each task shall be divided into categories of: supplies and equipment; wages/salary; contracted services; and other using form on page 8. No overhead or administrative costs shall be allowed in excess of 10% of total project cost to be funded by the grant program. A budget by task summary shall be completed on the application form.
  - c) Documentation of nonprofit status required if applying for Local Conservation Grant as a nonprofit.
  - d) Description of the roles and contributions of project partners and their signatures.
  - e) Letters of project support. (Must be attached to application.)
  - f) Written consent and approval from project site owner(s).
  - g) Site location on USGS quadrangle map.
  - h) Conservation Plan if available or site plan showing details of construction, plantings and grading, if applicable. (If original is color, color copies are required.)
  - i) List of permits and approvals that may be required.
  - j) Dated photographs of the site of the proposed conservation project. (Color copies required.)
  - k) Provide written justification of contracted services. Explain the method for determining the contracted services amount.

**B. Applications requesting \$5,000 or more shall also include the following information in the project narrative using the headings underlined. Narrative shall not exceed 10 pages:**

- 1. **Sustainability Plan:** A sustainability plan, including provisions for assessing the project's long term value and viability.
- 2. **Ranking Criteria Met:** A description of how the proposal meets the project ranking criteria described in Section V.
- 3. **Executive Summary:** An executive summary of not more than 300 words.
- 4. **Public Awareness Plan:** A public awareness plan that shows how the project will foster a conservation ethic and heighten public awareness of conservation issues. This plan shall include all proposed methods acknowledging that the project was funded by the NH Conservation Number Plate Program.

**C. Six complete application packages shall be mailed to:**

NH State Conservation Committee  
 25 Capitol Street  
 PO Box 2042  
 Concord, NH 03302-2042

and shall be **postmarked no later than December 2, 2002**. Faxed or e-mailed applications will not be accepted.

- D. The State Conservation Committee shall make funding allocations. The SCC reserves the right to request additional information for project clarity purposes. It is anticipated that grant awards will be announced after February 20, 2003.**
- E. Issuance of funds is dependent upon the State Conservation Committee or Governor and Council accepting and signing the executed Grant Agreement. It is anticipated that all Grant Agreements will be executed by May 31, 2003.**
- F. The State Conservation Committee shall mount signs at funded project sites indicating that the NH Conservation Number Plate Program funded the project.**

## **VII. Additional Information Required**

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**A. Grantees will be required to submit the following additional information:**

- 1. Alternate W-9 (form provided by SCC).
- 2. Certificate of Authorization (form provided by SCC).
- 3. Grant Agreement (form provided by SCC).
- 4. Proof of Insurance per Grant Agreement form.
- 5. Contracts of subcontractors if applicable.

## **VIII. Project Monitoring**

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- A. Payments shall be tied to completion of project tasks as defined in the Grant Agreement with up to 20% provided upon approval of the Grant Agreement. Ten percent shall be retained until the SCC determines project completion.**
- B. Grantees shall be required to submit quarterly progress reports describing project status by task. Final project reports shall document completion of project tasks and the results attained. The first progress report shall demonstrate that tasks have been completed as identified in the timeframe. If identified tasks have not been completed, the State Conservation Committee will review the project to determine whether continuation of the grant agreement is warranted.**
- C. The State Conservation Committee shall be responsible for assessing compliance with Grant Agreements and for reporting project results to the Governor and the Legislature.**

## **IX. For Further Information**

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Contact Tracy Degnan at 679-2790 or via e-mail at [rccdted@ttlc.net](mailto:rccdted@ttlc.net) . TDD Access: Relay NH 1-800-735-2964.

## X. Budget By Task

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Prepare a budget by task as identified under in Section VI. A. 2. d. of the Conservation Grant Application Packet. Each numbered task shall include grant funds requested and leveraged funds if applicable. Each numbered task shall be divided into categories of supplies and equipment, wages/salary, contracted services and other using the forms below. No overhead or administrative costs shall be allowed in excess of 10% of total project cost to be funded by the grant program. A budget by task summary shall be completed on the application form. These forms may be reproduced as needed.

Task \_\_

| <b><i>Expense category and description</i></b> | <b><i>Grant funds requested</i></b> | <b><i>Leveraged funds</i></b> | <b><i>Total Value</i></b> |
|--|-------------------------------------|-------------------------------|---------------------------|
| <i>Supplies and equipment</i>                  |                                     |                               |                           |
| <i>Wages/salary</i>                            |                                     |                               |                           |
| <i>Contracted services</i>                     |                                     |                               |                           |
| <i>Other (please explain)</i>                  |                                     |                               |                           |
| <b><i>Totals</i></b>                           |                                     |                               |                           |

Task \_\_

| <b><i>Expense category and description</i></b> | <b><i>Grant funds requested</i></b> | <b><i>Leveraged funds</i></b> | <b><i>Total Value</i></b> |
|--|-------------------------------------|-------------------------------|---------------------------|
| <i>Supplies and equipment</i>                  |                                     |                               |                           |
| <i>Wages/salary</i>                            |                                     |                               |                           |
| <i>Contracted services</i>                     |                                     |                               |                           |
| <i>Other (please explain)</i>                  |                                     |                               |                           |
| <b><i>Totals</i></b>                           |                                     |                               |                           |

Task \_\_

| <b><i>Expense category and description</i></b> | <b><i>Grant funds requested</i></b> | <b><i>Leveraged funds</i></b> | <b><i>Total Value</i></b> |
|--|-------------------------------------|-------------------------------|---------------------------|
| <i>Supplies and equipment</i>                  |                                     |                               |                           |
| <i>Wages/salary</i>                            |                                     |                               |                           |
| <i>Contracted services</i>                     |                                     |                               |                           |
| <i>Other (please explain)</i>                  |                                     |                               |                           |
| <b><i>Totals</i></b>                           |                                     |                               |                           |



# XI. Application Form



**New Hampshire State Conservation Committee**  
25 Capitol St. • PO Box 2042 • Concord, NH 03302-2042

**2003 Conservation Grant Program Application Form**  
*Funded by the NH Conservation Number Plate Program*

*For SCC use only*  
\_\_\_\_\_

**This form may be reproduced. Application form shall be completed using a keyboard or legibly printed in ink. Proposals shall be mailed to the State Conservation Committee, postmarked no later than December 2, 2002. Six complete applications are required. (See VI. A. of the Conservation Grant Application Packet.)**

**Applicant Organization:** \_\_\_\_\_  
Address: \_\_\_\_\_

### Project Contact Information

Principal Project Contact: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Town/city: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Legal Contact (person authorized to sign Application and Grant Agreement)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information

Project type (check one): [ ] A. County Conservation Grant **or** [ ] B. Local Conservation Grant

Total Grant Amount Requested: \$\_\_\_\_\_

Project title: \_\_\_\_\_

Project Location: Street Address and Town \_\_\_\_\_

Tax Map and Lot #: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Brief summary of project (two or three sentences): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Proposal Narrative**

All applicants shall submit a project narrative that describes the proposed project using the headings identified in Section VI. A. 2 of the Conservation Grant Application Packet.

For organizations requesting less than \$5,000, the narrative shall not be more than three pages.

For organizations requesting \$5,000 or more, the narrative shall not be more than ten pages and shall contain the additional information required by Section VI. B of the Conservation Grant Application Packet.

**Budget Summary** (from budget by task form attached)

| <b><i>Expense category and description</i></b> | <b><i>Tasks</i></b> | <b><i>Grant funds requested</i></b> | <b><i>Leveraged funds</i></b> | <b><i>Total Value</i></b> |
|--|---------------------|-------------------------------------|-------------------------------|---------------------------|
| <i>Supplies and equipment</i>                  |                     |                                     |                               |                           |
| <i>Wages/salary</i>                            |                     |                                     |                               |                           |
| <i>Contracted services</i>                     |                     |                                     |                               |                           |
| <i>Other</i>                                   |                     |                                     |                               |                           |
| <b><i>Totals</i></b>                           |                     |                                     |                               |                           |

**Required attachments to application - please check and include as labeled appendices (where applicable)**

- Project narrative.
- Organization description, including mission, programs and services if applying for a Local Conservation Grant.
- Budget by task form(s) per VI. A. 3. b of the Conservation Grant Application Packet.
- Documentation of nonprofit status required if applicable.
- Description of roles and contributions of project partners signed by project partners.
- Letter(s) of project support.
- Written consent and approval from project site owner(s).
- Site location on USGS quadrangle map.
- Conservation Plan if available or site plan showing details of construction, plantings and grading if applicable (color copy required if original is color).
- List of permits and approvals that may be required.
- Dated photographs of the site (color copies required).
- Written justification of contracted services. Explain method for determining contracted services amount.

**For applications requesting \$5,000 or more:**

- Sustainability Plan.
- Description of how the proposal meets the project ranking criteria described in Section V.
- Executive Summary.
- Public Awareness Plan.

**Authorization**

\_\_\_\_\_  
Signature of legal contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Date organization voted to apply (if applicable)