

# Application Form



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

*For SCC use only*

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

**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:** Atkinson Conservation Commission  
 Address: Town of Atkinson, 21 Academy Avenue, Atkinson, NH 03811

**Project Contact Information**

Principal Project Contact: Peter O. McVay  
 Mailing address: 33 Coles Way  
 Town/city: Atkinson State: NH ZIP: 03811  
 Telephone: 603-362-5288 Fax: 603-362-6328 Email: pmcvay@tiac.net

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

Name: Scott Kukshel Telephone: 603-362-5441  
 Email: scottk@silverstream.com

**Project Information**

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

Total Grant Amount Requested: \$ 3,780.00

Project title: Town Conservation Properties Public Awareness Campaign

Project Location: Street Address and Town 21 Academy Avenue, Atkinson, NH 03811

Tax Map and Lot #: N/A

Project start date: January 2003 Project end date: March 2004

Brief summary of project (two or three sentences): The Commission will research and produce Trail Guides for publicly accessible conservation areas in Atkinson. These will be placed in the town hall and in the parking lots of the areas for use by residents and non-residents.

**Project Proposal Goals**

Raise awareness of the public of Atkinson's natural resources, public lands, and trails. Encourage use through publication of an authoritative pamphlet or booklet on Atkinson's conservation lands, trails, and outdoor recreation resources. Increase volunteerism through publicizing information on outdoor resources.

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

Expense category and description	Tasks	Grant funds requested	Leveraged funds	Total Value
Supplies and equipment	Printing Production	\$1,500	0	\$1,500
Wages/salary	N/A	0	\$8,250	\$8,250
Contracted services	N/A	0	\$12,000	\$12,000
Other	Postage	\$2,280	0	\$2,280
Totals		\$3,780	\$10,250	\$24,030

**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**


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 Signature of legal contact

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 Date

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 Print name and title

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 Date organization voted to apply (if applicable)

## Appendix A. Project Narrative

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**A. Project Goals:** Raise awareness of the public of Atkinson's natural resources, public lands, and trails. Encourage use through publication of an authoritative pamphlet or booklet on Atkinson's conservation lands, trails, and outdoor recreation resources. Increase volunteerism through publicizing information on outdoor resources.

**B. Project Objectives:**

- Produce four or six-page booklet or brochure of trail maps and conservation areas within the town.
- Mail copies of this brochure to all town residents when completed.
- Maintain a stock and update these maps as needed, with an annual review of updates.

**C. Results Achieved:** This campaign should result in (1) increased use of town conservation lands, and (2) more volunteers for maintenance of town lands and trails.

**D. Project Tasks and Timeframe:**

1. Direct mailing to town residents to inform them of project and solicit volunteers: one month to complete.
2. Review surveys of town lands: two months.
3. Inventory trails and accessible places on conservation lands: four months
4. Walk trails and produce point of interest and natural features list: eight to ten months, depending upon level of volunteerism.
5. Review and edit trail information, draft summary: two months
6. Produce booklet for editing: one month
7. Publish booklet: two weeks
8. Mail booklet and promulgate campaign to news media: two weeks
9. Review responses and feedback (contact information provided in booklet): one month

**E. Community Participation:** Boy Scouts, Girl Scouts, school groups, and organizations such as the Historical Society and Garden Club will be contacted for trail walking, design, and historical use information.

**F. Leveraged Contributions:** Volunteers from scouting, school, and community organizations will be used to perform all tasks. Final production of trail maps will be done at a professional printing shop.

**G. Project Relationship:** This project will be related to the Prime Wetlands Survey and annual review of Town Conservation areas submitted to the Rockingham Country Conservation Commission.

**H. Recognition:** Credit will be given to the NH Conservation Number Plate Program by acknowledging the grant on the completed brochures/handbook.

## **Appendix B. Organization Description**

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The Atkinson Conservation commission is an all-volunteer group which is appointed by the Board of Selectmen. It operates under the auspices of New Hampshire RSA 36-A, which empowers the Conservation Commission to provide “for the proper utilization and protection of the natural resources and for the protection of watershed resources of said city or town.” The Commission is the only local board specifically charged to protect the natural resources of the town, and as such provides a focal point within town government for environmental concerns. The Atkinson Conservation Commission serves as an advisory board to the NEW State Wetlands Bureau and the Atkinson Planning Board and Zoning Board of Adjustment.

## Appendix C. Budget

Expense category and description	Tasks	Grant funds requested	Leveraged funds	Total Value
Supplies and equipment	Printing Production: estimated cost to print 5,000 brochures in halftone.	\$1,500	0	\$1,500
Wages/salary	N/A	0	\$8,250 (cost of temp workers at \$12.000/hr)	\$8,250
Contracted services	N/A	0	\$12,000 (based on current contracting estimate for NRI survey)	\$12,000
Other	Postage: two mailings to 3,000 households.	\$2,280	0	\$2,280
Totals		\$3,780	\$10,250	\$24,030