



New Hampshire State Conservation Committee
P.O. Box 2042
Concord, NH 03302-2042
SCC.nh.gov

Conservation “Moose Plate” Grant Program

2017 Conservation Grant Application Instructions

(RELEASE DATE: June 27, 2016)

2017 Application Due Date: September 15, 2016

New Hampshire State Conservation Committee 2017 Conservation “Moose Plate” Grant Application Instructions

This document includes information about the New Hampshire State Conservation Committee Conservation Grant Program and instructions for preparing a 2017 Conservation Grant.

The *Application Form* and *Budget* tables are available for downloading from the SCC website <http://agriculture.nh.gov/divisions/scc/grant-program.htm>. Documents in “Protected View” may require “Enable Editing” to complete. The *Application Form* is in Word or PDF (fillable) format, and the *Task Budget* and *Total Project Budget* tables are available in an Excel workbook.

The instructions for the *Application Form* begins on page 8 in this document, “*Application Instructions*.” Note that *Application Form* section numbers correspond with the *Application Instructions* section numbers, and that all instructions for completing the application form will be contained in this document.

Conservation Grant Program Information

About the NH State Conservation Committee and the Conservation Grant Program

The purpose of the New Hampshire State Conservation Committee Conservation Grant Program ([RSA 261:97-c](#) section III) is to support and promote programs and partnerships throughout the state that protect, restore, and enhance the state’s valuable natural resources.

The New Hampshire State Conservation Committee (SCC) is a state agency responsible for promoting natural resource conservation, coordinating the activities of County Conservation Districts and managing the Conservation Grant Program. The SCC is comprised of a twelve member board representing the public agencies, county conservation districts and municipal conservation commissions responsible for natural resources conservation.

Funds for the SCC Conservation Grant Program are derived from the sale of conservation and heritage license plates, or “Moose Plates.” Vehicle owners may voluntarily purchase conservation license plates for \$38 the first year, and \$30 in succeeding years (for information about the conservation license plates, see www.mooseplate.com). The SCC Conservation Grant Program is one of the programs that the voluntary contributions to the Conservation and Heritage License Plate are used for the promotion, protection and investment in NH’s natural, cultural and historic resources.

The SCC Conservation Grant Program is a highly competitive annual grant program. Where appropriate, applicants should highlight how the project addresses multiple resource concerns and / or promotes new conservation initiatives. The SCC website includes links to previously successful grants. Applicants are encouraged to contact the Conservation Grant Program Administrator prior to submittal (see page 7 Contact Information).

Eligible Applicants and Sites

Eligible Applicants are as follows:

- County Conservation Districts
- County Cooperative Extension Natural Resource Programs
- Municipalities, including agencies and commissions engaged in conservation programs
- Qualified nonprofit organizations engaged in conservation programs
- Public and private schools (Kindergarten through Grade 12)
- Scout groups

Eligible Sites

Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s).

Project Eligibility

Qualifying Project Categories

Conservation Grants are awarded to projects that enhance New Hampshire's environment by promoting the sustainability of the state's natural resources. The SCC Conservation Grant Program supports projects that yield "on the ground" results. While program planning and design are eligible activities, project costs should primarily consist of implementation tasks.

Projects must qualify in one of the following six Project Categories:

- **Water Quality and Quantity:** Restore, enhance, maintain or protect.
- **Wildlife Habitat:** Create, restore, enhance, manage or protect.
- **Soil Conservation and Flooding:** Reduce or prevent erosion, or improve soils.
- **Best Management Practices:** Plan and implement for agriculture, storm water or forestry.
- **Conservation Planning:** Accomplish a conservation project or outcome that includes a public involvement component.
- **Land Conservation:** Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

Examples of projects eligible for SCC funds

- **Water Quality and Quantity: Restore, enhance, maintain or protect.**
Stabilizing or restoring flow in a stream impaired by inadequate culverts and crossings.
- **Wildlife Habitat: Create, restore, enhance, manage or protect.**
Improving wildlife habitat in accordance with the New Hampshire Wildlife Action Plan.
- **Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.**
Correcting erosion problems on existing trails and other areas impacted by public use.
- **Best Management Practices: Plan and implement for agriculture, storm water or forestry.**
Installing agricultural BMPs that protect water resources or conserve soil.
- **Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.**
Develop a natural resource conservation program and implement protection strategies.
- **Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.**
Contributing to land conservation project acquisition costs or transaction costs.

Examples of ineligible projects

- New trail construction and interpretive signage.
- Classroom curriculum development.
- Preparation of educational brochures.
- Researching techniques to improve wildlife habitat.
- Natural resource inventories not likely to result in on-the-ground improvements.
- Outreach materials that are not directly connected to on-the-ground conservation projects.

Grant Funds, Other Project Funds, Project Timeline, Grant Award Process

Grant Fund Availability and Grant Fund Requests

Approximately \$230,000 is available for the 2017 grant round.

The total SCC grant request per application cannot exceed \$24,000.

Other Project Funds

The SCC Conservation Grant program does not require match funds. However, demonstrating contributions of other project funds and services will enhance the application, and demonstrate project readiness.

- Other project funds may be in the form of cash or in-kind contributions from the applicant organization, project partners, or other sources.

In-kind Funds include the contributions of donated services and goods such as staff time, volunteer hours, materials and other services. In-kind services can be paid staff time or volunteer time, which is directly related to implementation of the project. Volunteer hours can be valued at \$23.07 per hour, or the current rate posted at http://www.independentsector.org/programs/research/volunteer_time.html. Higher in-kind rates can be claimed if a person volunteered services in their professional capacity. In this case, the volunteer rate is the person's "billable" rate for the service. Documentation of employee and volunteer time will need to be submitted with invoicing.

Cash Funds include funds such as other state, federal or foundation grants, funds received through private fund raising campaign and other direct cash contributions.

- Landowners are encouraged to demonstrate commitment to the project by contributing other project funds including in-kind or cash.
- Other project funds must be included in *Application Sections 2.2 Budget Justification and Section 4. Budget* tables if the funds are necessary for the project's completion.

Project Timeframe

Projects are to be completed within two years of Grant Agreement award date. Project completion dates for the 2017 grants will be either December 1, 2018 or April 30, 2019.

Notifications and Grant Fund Awards

- The Legal Contact will be notified via email of the SCC's receipt of the application. The SCC will notify the Legal Contact by mail of the grant award decision.
- Depending on the amount of grant program funds available and grant cycle competitiveness, the SCC may award partial funding for an application. Partial funding may require modification to the project.

STEPS IN THE PROCESS	APPROXIMATE TIME FRAME
1. Application is available online.	6/27/2016
2. Applications are due.	9/15/2016
3. SCC conducts application evaluation process. Applicants may be contacted to provide additional information.	10/2016 - 11/2016
5. SCC Board approves 2017 Grant recipients.	11/2016
6. All Applicants are notified of funding decision. SCC 2017 Conservation Grant Awards are announced.	by 12/1/2016
7. SCC provides each 2017 Grantee with grant process instructions, a draft Grant Agreement (contract) and supporting documents.	1/2017 - 2/2017
8. Grantee provide executed Grant Agreement and required supporting documentation to SCC.	2/2017 - 3/2017
9. Grant Agreement approval by Department of Agriculture, and Governor and Executive Council approval (as required).	4/2017 - 6/2017
10. SCC notifies Grantee of executed Grant Agreement. Project may begin.	4/2017 - 6/2017

Application Submittal Procedure

Applications will be accepted on forms provided by the State Conservation Committee (see *Application Form* document). An acceptable application consists of all *Application Form* sections, including the Budget tables and Appendices, being completed and submitted on or before the due date.

Submittal Packet

The “Application” includes the *Application Form*, *Task Budget(s)*, *Total Project Budget* and *Appendixes*. The *Application Form* is to be downloaded either as a Word document or PDF (fillable format), the *Task Budget(s)* and *Total Project Budget* tables may be downloaded either as Excel workbook.

The completed Application shall include the following:

- Paper Original and Copies: Nine (9) complete paper Applications. The nine (9) Applications shall include: one (1) Application with an original signature for the legal contact, and eight (8) Applications with signature as copy.
 - The original Application shall be single sided.
 - The eight Application copies may be single or double-sided copies; double sided is preferred.
 - Securely butterfly clip or staple the proposal. Do not spiral bind the applications.
 - All application materials should be 8½” x 11”.
- Data drive or disc. In addition to the required 9 paper copies, the Application – including the Application form, Budget Tables and all Appendices - must be provided on a USB flash drive or CD-ROM.

Additional Information:

- Letters of Support should be included as part of the Application Appendix and not be sent separately. Letters of support sent separately will not be considered. Letters of support should be addressed to the NH State Conservation Committee.
- The Application Form and Appendixes must be in Word or PDF format, and the Budget tables in Excel.

Application Delivery

Mail Applications to:

NH State Conservation Committee
Conservation Grant Program
PO Box 2042
Concord, NH 03302-2042

For overnight shipping or hand deliveries from 8 am to 4 pm, please deliver to:

NH State Conservation Committee Conservation Grant Program
c/o Department of Agriculture, Markets & Food
Office of the Commissioner
State House Annex - 25 Capitol Street
2nd Floor, Room 220
Concord, NH 03301

Application Due Date: September 15, 2016

Applications may be mailed or hand-delivered.

- Mailed applications must be postmarked no later than **September 15, 2016**.
- Hand delivered applications must be received and signed-in at the Department of Agriculture, Markets and Food office by **September 15, 2016, office hours from 8 am to 4 pm**.

Applications may not be submitted via email.

Applications that are late or incomplete will not be accepted.

Contact Information

To discuss project proposals, and for all other questions about the SCC Conservation Grant Program information, contact:

Dea Brickner-Wood, Administrator
nh-conservation-committee@nh.gov ~ (603) 868-6112

Application Instructions

Application Instruction sections below correspond with *Application Form* sections. All application sections must be completed, unless otherwise noted as “if applicable”. The *Application Form* sections with character limits are provided in the text boxes. The character limits serve as a means to check narrative length - applicants are not required to meet the character limits. Note that the character count includes spaces.

Section 1: Summary Application Information

1. Project Title. Provide a project title (Character Limit 75).

2. Applicant Organization. Provide the name, mailing address and contact information for the Applicant. The “Applicant” is the entity entering into a Grant Agreement contract with the New Hampshire Department of Agriculture, Markets and Food (serving on behalf of the NH State Conservation Committee). The Applicant is the entity legally responsible for the implementation of the grant, and will receive grant payments.

An Applicant may serve as a fiscal agent for another organization. The “Organization” is the entity working with the Applicant to implement the project.

3. Grant Request. The Grant Request is the total SCC grant funds requested as shown in Section 4.2 *Total Project Budget*. Total SCC grant request cannot exceed \$24,000.

4. Legal Contact. Provide the name, title, and contact information for the person authorized to sign the Application, and the Grant Agreement (if the project is funded). If the address information is same as in Section 1.2 indicate by “See Above”.

5. Project Contact. If different from the Legal Contact in Section 1.4 provide the name, title, and contact information for the person serving as the Project Contact, and capable of answering questions about the application. If the contact person, address and contact information are same as in Section 1.4 or Section 1.2 indicate by “See Above”.

6. Select Primary Contact. Select either the Legal Contact or Project Contact person to receive grant paperwork and communications. Note: If a Project Contact person is identified, the Legal Contact will still be responsible for signing the Grant Agreement.

7. Project Location. Provide location information as requested. State Congressional District and State Senate Districts <http://sos.nh.gov/VoteDist.aspx>

8. Applicant Type. Select one.

- County Conservation District
- County Cooperative Extension Natural Resource Program (*note that grants will only be awarded through County Cooperative Extension programs*)
- Municipal government, including agencies and commissions engaged in conservation programs
- Qualified nonprofit organization engaged in conservation programs
- Public and private school (Kindergarten through Grade 12)
- Scout group

Successful applicants, except for municipalities and County Conservation Districts, must provide documentation of nonprofit status (registration with the Secretary of State or the Charitable Trust Division of the NH Department of Justice).

9. Project Dates. Provide an estimated start date and completion date. Grant periods extend for up to two years from the date of Grant Agreement approval. Project completion dates for the 2017 grants will be either December 1, 2018 or April 30, 2019.

10. Overall Project Goal. (Character Limit 400). Describe the project's overall end result. The SCC will use this description for reporting and media purposes.

Example: The XYZ organization, in partnership with the ABC group, will restore 10 acres of riparian area along the Z River to floodplain forest located in the towns of A and B.

11. Project Category. Select only one project category. It is acknowledged that a project may achieve more than one conservation goal and therefore may address more than one project category. Section 2 Project Proposal Narrative provides an opportunity to address the other conservation benefits of the project. Select the primary project category:

- Water Quality and Quantity: Restore, enhance, maintain or protect.
- Wildlife Habitat: Create, restore, enhance, manage or protect.
- Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.
- Best Management Practices: Plan and implement for agriculture, storm water or forestry.
- Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.
- Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

12. Landowner Consent. Projects located on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Provide the landowner's consent documentation in Appendix 5. Check box Yes or Not Applicable.

13. SCC Conservation Grant Program Public Awareness. Indicate that the project will recognize the State Conservation Grant Program funding, including posting a sign (as appropriate to the project site), use of SCC logo and promotional language in appropriate project communications.

14. Previous SCC Conservation Grant Awards

A. Recipient of a SCC Grant. Has the applicant organization previously received an SCC Conservation Grant? Check box Yes or No.

B. Award Date of Most Recent SCC Grant. Provide the date (award year) of the most recently received SCC Conservation Grant. If the applicant has not received an SCC grant, check box "NA" (Not Applicable)

C. Status. Provide the following information completion status of the last SCC grant received by the applicant (Character Limit 300).

- If the applicant has not received an SCC grant, check box "NA" (Not Applicable)
- If the applicant has completed the project and the grant is closed, respond: "Closed" and provide the date the project closed.

- If the applicant’s grant is still open and in progress, provide a brief update on the project and the expected completion date.

15. Authorization

Signature of the individual authorized by the applicant organization to execute the application. The original application should have the original authorization signature.

16. Project Application Checklist

Completed Application section checklist to ensure compliance.

Section 2: Project Proposal Narrative

The Project Proposal Narrative includes Section 2, items 1 through 6. If applicable, provide project information in the following Appendices: 2. Regional Map; 3. Natural Resource Maps; 4. Photographs; 5. Landowner Consent; 6. Project Site Plan; 7. Permits and Approvals; and 9. Other Supporting Documentation.

1. Project Overview (Character Limit 3,000)

Briefly describe the project, including the specific purpose of the project, the need to be met, and what will be accomplished.

- **Project Goal.** Provide a project goal statement that describes the project’s overall results. Restate and expand on the project goal statement provided in *Section 1.10. Overall Project Goal*.
- **Statement of Need.** Briefly describe the purpose of the project, and the problem or need to be met.

2. Project Task Description, Results and Budget Justification (Character Limit 4,000)

Describe how the project will be accomplished through specific and measurable task(s).

The 4,000-character limit is for the Section 2.2 narrative including the *Project Task, Measurable Task Results, Budget Description and Justification per Task(s), and Other Project Funds*.

- **Project Task(s):** Describe the specific task or action(s) that will be undertaken. For each task, include what action will be taken, who will be completing the work, and when the task will be undertaken and completed.
- **Measurable Task Result(s):** Describe what will be accomplished as a result of completing the task.
- **Budget Description and Justification per Task(s).** Provide a brief explanation of the budget for each project task. The Tasks outlined in this narrative section must correspond to a *Task Budget* in *Section 4. Budget*.

Describe how budget costs were calculated. Include necessary documentation such as bid statements, purchase and sales agreements, or estimates from qualified entities in *Section 5. Appendix 9. Other Supporting Documentation*.

- **Other Project Funds.** Summarize by listing in bullet form the Other Project Funds for the project. Cash Other Project Funds: Identify funding source, if the funds are secured (estimated date of receipt) or pending (estimated timeframe for funding decision). In-Kind Other Project Funds: Provide a description of the in-kind service, who will be providing the service, and how the hourly rate and/or value of service was determined.

For Land Conservation Projects Only: In addition to the narrative above, land conservation projects must also complete the following summary (a through h):

- a) Total number of acres to be protected by fee acquisition or donation and/or conservation easement acquisition or donation.
- b) Organization or landowner name for the property's fee ownership and/or the conservation easement.
- c) Estimated property closing date.
- d) Status of the Purchase and Sale Agreement or Option Agreement, or if there is no agreement, provide an explanation of the landowner's commitment.
- e) Property appraisal completion and date, or if an appraisal has not been completed provide either the estimated appraisal completion date or method of valuation.
- f) Estimated land and/or conservation easement purchase cost.
- g) Is the purchase a bargain sale (cost below the fair market value), and if so the amount of the bargain sale.
- h) Provide the value of the estimated transaction costs including closing costs and stewardship endowment.

3. Regional Context (Character Limit 3,000)

As applicable to the project, provide the following information about the project's regional context. *Region* may be defined as a watershed, sub-watershed, or other landscape scale designation.

- Address how the project will contribute to resolving the problem or need (identified in Section 2.1) in the geographic region and/or watershed. If applicable, describe the project's relationship to other conservation initiatives, and collaboration with other public, private and non-profit entities in the region and/or state.
- Describe how the project contributes to natural resources connectivity.
Examples: NH Wildlife Action Plan, NH GRANIT Conservation/Public Lands data layer, Eastern Brook Trout Joint Venture, Municipal Plans, Regional Greenway or other Conservation Plans. Information regarding the location of other existing protected lands: <http://granitview.unh.edu/>.
- Cite local, regional or statewide plans and studies that identify the issue and support the project's actions.
Example: Plans for watershed management, conservation, stormwater, comprehensive invasive species management.
- Maps. All projects are required to provide a map that illustrates the location of the project within a regional context in Appendix 2.
Provide the following maps in Appendix 3, if applicable and as appropriate to the project: Wildlife Action Plan Highest Ranked Wildlife Habitat Map; Soil Maps; Regional or Local Conservation Plan Map (a plan that provides priority and/or focus areas for conservation action); other natural resource maps.

4. Conservation Priorities

Describe how the project addresses one or more of the following 2017 SCC Conservation Grant Program Priorities. Only address those Conservation Priorities that specifically apply to the project.

Listed below under the Conservation Priorities are suggested data links. You may also access data for multiple Conservation Priorities through the State's One Stop Website:

<http://www2.des.state.nh.us/onestopdatamapper/onestopmapper.aspx>

A. Soil (Character Limit 1,000)

- Reduces soil erosion, compaction, and sediment deposition.
- Sustain or enhance soil health and productivity.
- Permanently protects prime, statewide and locally important soils.

Soil resource information links:

Web Soil Survey - <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

Soils information for NH - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/nh/soils/>

NH Natural Resources Conservation Service (NRCS) Technical Resources -
<http://www.nrcs.usda.gov/wps/portal/nrcs/main/nh/technical/>

NRCS Soil Health Awareness -

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

B. Water (Character Limit 1,000)

Addresses a water quality or quantity problem and contributes to improvements.

- Source Water Protection
- Drinking Water Supply and Well Head Protection

Source Water, Drinking Water and Well Head Protection information link:

<http://des.nh.gov/onestop/index.htm>

- Impaired Waters (Classifies streams and wetland improvements)
- Prime Wetland protection
- Nonpoint runoff

C. Plants (Character Limit 1,000)

- Promotes an ecosystem restoration approach where the use of native species is encouraged.
- Benefits rare, threatened or endangered native species or exemplary natural communities.

Plant resource information Natural Heritage Bureau website: <http://www.nhdf.org/about-forests-and-lands/bureaus/natural-heritage-bureau/>

D. Wildlife and Fisheries (Character Limit 1,000)

- Improves or protects habitat for wildlife and fish.
- Benefits rare, threatened or endangered species.
- Enhances the conservation of species or habitats at risk, as identified in the New Hampshire Wildlife Action Plan.

Wildlife and Fisheries resource information WAP links:

<http://www.wildlife.state.nh.us/wildlife/wap-using-maps.html>

<http://www.wildlife.state.nh.us/maps/wap.html>

<http://www.wildlife.state.nh.us/wildlife/profiles.html>

E. Air (Character Limit 1,000)

- Addresses air quality on site and in surrounding areas.

Air resource information on local, regional and national collaborations, data gathering, analysis, and control efforts: <http://des.nh.gov/organization/divisions/air/index.htm>

F. Climate Adaptation and Resiliency (Character Limit 1,000)

- Addresses climate resiliency issues.
- Energy conservation.

Climate resource information link to NH State Climate Action Plan

http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action_plan/nh_climate_action_plan.htm

5. Other criteria that support the project (Character Limit 3,000)

Addresses other resource considerations that support natural resource conservation:

- Community outreach, education and public participation activities.
- Local food system viability.
- Historic and cultural resources and the need to protect them. (e.g. burial grounds, historic mill sites).
- Invasive species control. Invasive resource information link:
<http://des.nh.gov/organization/divisions/water/wmb/coastal/cwipp/index.htm>
- Other

6. Applicant Institutional Capacity and Project Partners (Character Limit 3,000)

- Describe the applicant's institutional capacity to successfully implement the project.
- Describe the roles and extent of participation by other project partners.
- Letters of support from project partners, confirming their roles and contributions, may be provided in Appendix 8. Letters of Support.

Section 3: Stewardship and Long-Term Management

Stewardship and Long-Term Project Management (Character Limit 3,000)

Describe how the project will provide lasting benefits. When the grant has been completed, describe how long-term implementation, monitoring, or stewardship will be accomplished.

Section 4. Budget: Task Budget and Total Project Budget

Completed *Task Budget(s)* and *Total Project Budget* are to be attached to the completed Application Form. Budget tables are available in Excel format, separate from the Application Form, and available for download from the SCC website.

The Excel workbook includes two tabs: *Task Budget*, *Total Project Budget*. The Excel workbook is in "Protected View" and may require "Enable Editing" to complete.

Budget Format and Totals: The *Task Budget* and *Total Project Budget* are formula protected. The formula will provide totals in Column E (highlighted in blue). Please do not change the formula.

1. Task Budget

Prepare for *each* project task a separate *Task Budget*. The *Task Budget* must correspond to the Task as outlined in Section 2.2. Add *Task Budget* tables as needed. A *Task Budget* should be completed for all project tasks that are necessary for the completion of the project, including those project tasks being completed with SCC Grant Funds, SCC Grant Funds and Other Project Funds combined, or with only Other Project Funds.

Budget Categories.

- Expense Categories. Include additional expense categories to the table as needed. Reasonable wages, salary and associated administrative and overhead costs are eligible if clearly demonstrated as a necessary component of the project's implementation.
- Other Project Funds. Other Project Funds include those resources necessary to complete the project, including both cash and in-kind sources (see page 5 *Other Project Funds*). Other

Project Funds must be included in the Budget tables if the funds are necessary for the project's completion.

Task Budget				
Task Number & Title:			Task Budget	\$
Will SCC Grant Funds be used for this task?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Task Completion Date	xx/xx/xxxx
Project Expense	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: In-kind	Totals SCC Grant Funds + Other Project In-kind & Cash Funds
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff: Wages / Salary				
Administrative				
Other (describe)				
Total				

2. Total Project Budget

Complete the Total Project Budget table, combining all Task Budget(s). If the project has only one task, the Total Project Budget table will contain the same information as the Project Task Budget.

Total Project Budget				
Project Expense Description	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: In-kind	Total SCC + Other Project In-kind & Cash Funds
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff: Wages				
Administrative				
Other				
Total				
SCC Grant Funds as Percentage of Total Budget				%

Section 5. Appendices

Provide the applicable Appendices, and reference where appropriate in the application narrative.

- 1. Project Site Map.** Project site location on USGS quadrangle map (required).
- 2. Regional Map.** Location of the proposed conservation project within a regional context (required).
- 3. Natural Resource Maps.** Provide natural resource maps, as appropriate to the project. Maps may include the Wildlife Action Plan Highest Ranked Wildlife Habitat Map; Soil Maps; Regional or Local Conservation Map; other natural resource maps (if applicable).
- 4. Photographs.** Dated, colored photographs of the site of the proposed conservation project (if applicable).
- 5. Landowner Consent.** Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Provide written consent and approval from project site owner(s) (if applicable).
- 6. Project Site Plan.** Plan showing details of construction, plantings, grading, and / or NRCS property conservation plan. If original is color, color copies are required (if applicable).
- 7. Permits and Approvals.** List of permits and approvals that have been received or may be required (if applicable).
- 8. Letters of Support** (optional).
- 9. Other Supporting Documentation.** Provide documents supporting budget line items, project designs, or other documentation (if applicable).

Successful Applicants: Grant Administration and Documentation Requirements

If your proposal is awarded a Conservation Grant from the NH State Conservation Committee the grant award will not be considered final until all necessary documents are approved. Issuance of funds is dependent upon a fully executed Grant Agreement (contract) and submittal of the required documentation. The SCC will provide an information packet to successful applicants (Grantees) detailing the requirements. In summary, the following documentation will be required:

- Applicant State of NH Vender Code (or Applicant completes an Alternate W-9 form provided by SCC).
- Certificate of Authorization for Grant Agreement signatory (form provided by SCC).
- Grant Agreement (form provided by SCC). Successful applicants, or Grantees, will enter into a Grant Agreement with the Department of Agriculture, Markets and Food following review and approval from the Department of Justice and the Department of Agriculture.

Grantees with cumulative grant awards through the Department of Agriculture, Markets and Food totaling \$25,000 or more in a given fiscal year will require approval from the Department of Agriculture, Department of Justice and the Governor and Executive Council.

- Certificate of Insurance. The Grantee must provide a copy or original Certificate of Insurance to the State Conservation Committee. The policy expiration date must extend after the date the Grant Agreement is signed. The Grantee will be responsible for providing the State Conservation Committee with current Certificate of Insurance throughout the term of the Grant.
- A Certificate of Good Standing from Secretary of State (original document required for non-governmental organizations.)
- The SCC requires NH Conservation Number Plate Program signs to be displayed at all project sites, as appropriate to the project. The SCC logo and promotional language are required on all materials pertaining to the funded project.
- The State Conservation Committee may request additional information from the applicant including financial and budget information, proposed service contracts and other items as may pertain to the project.

Project Payment, Completion and Monitoring

- Payments shall be based upon the satisfactory documentation and description of the completion of project tasks as defined in the Grant Agreement. The SCC will provide an invoice form.
- Grantees are required to submit a final project report. The SCC will provide the final report form. The final project report shall document the completion of project tasks and the results attained. The final project report shall be submitted in both paper and USB flash drive or a CD-ROM.
- The State Conservation Committee shall be responsible for assessing compliance with Grant Agreements and for reporting project results to the Governor and the Legislature.