



**New Hampshire State Conservation Committee**

**Conservation Moose Plate Grant Program**

**Fiscal Year 2025**

**Application Instruction for**  
**Land Conservation Projects**

**Application Due Date: September 13, 2024**

**[www.agriculture.nh.gov/divisions/scc/](http://www.agriculture.nh.gov/divisions/scc/)**

# NH State Conservation Committee Conservation Moose Plate Grant Program FY2025

## FY20205 Application Instructions – Land Conservation Projects

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## **Part 1: Program Information**

### **Land Conservation Projects**

This document includes information about the New Hampshire State Conservation Committee Conservation Moose Plate Grant Program, and Instructions for submitting a fiscal year 2025 application for Land Conservation Projects only.

**Land Conservation Projects:** Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

Available for downloading from the SCC Conservation Grant Program website are the following documents <http://agriculture.nh.gov/divisions/scc/grant-program.htm>.

#### Land Conservation

- Application Form
- Budget: Project Expense and Revenue
- Property Table
- Natural Resource Table
- Landowner Consent Form(s)

The *Application Form* is with fillable form fields with character limits and may require “Enable Editing” to complete.

Instructions on how to complete the *Land Conservation Application Form* are found in this document, Part 2: Application Instructions.

*Application Form* section numbers correspond with the *Land Conservation Application Instructions* section numbers.

### **1. About the NH State Conservation Committee Conservation Moose Plate Grant Program**

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 State Conservation Committee is comprised of a twelve-member board representing the public agencies, county conservation districts and municipal conservation commissions responsible for natural resources conservation.

The SCC’s Conservation Grant Program, an annual competitive grant program, seeks to support and promote programs and partnerships throughout the state that protect, restore, and enhance the state’s valuable natural resources. ([RSA 432:10](#), [RSA 261:97-c](#)).

Applicants are encouraged to contact the Grant Program Administrator prior to submittal.

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](http://www.mooseplate.com)). Moose Plate funds support a wide variety of conservation, heritage and preservation programs statewide.

#### **SCC Contact Information**

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

Dea Brickner-Wood, Administrator  
[Dea.A.Bricknerwood@agr.nh.gov](mailto:Dea.A.Bricknerwood@agr.nh.gov)  
(603) 868-6112

## 2. Eligible Applicants and Sites

### A. Eligible Applicants

- 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 (Land Trusts)
- Public and private schools (Kindergarten through Grade 12)
- Scout groups

### B. Eligible Sites

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

## 3. Project Eligibility

Grants are awarded to projects that enhance New Hampshire's environment by promoting the sustainability of the state's natural resources.

**Land Conservation Projects** support the permanent land protection through conservation easement and/or fee acquisition or donation, and associated transaction and stewardship costs.

See the *Application Instructions and Application Form for Conservation Projects* to apply for Project Categories 1 – 5:

1. Water Quality and Quantity: Restore, enhance, maintain or protect.
2. Wildlife Habitat: Create, restore, enhance, manage or protect.
3. Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.
4. Best Management Practices: Plan and implement for agriculture, storm water or forestry.
5. Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.

## 4. Land Conservation Application Information

- Land Conservation Terms.

*Fee* (or Fee Interest, Fee Simple) - Full legal rights to possess, use and transfer land.

*Conservation Easement* - A voluntary, legally binding agreement that places limitations on certain types of uses or prevents other uses altogether, such as subdivision and development.

A landowner may choose to either donate or sell a conservation easement to a qualified organization, such as a government entity or private nonprofit 501(c) conservation organization (conservation easement holder), agreeing to monitor the property to ensure that the uses are in compliance. New Hampshire law authorizes conservation easements in RSA 477:45-47.

- Conservation Easement Deed Review. The SCC does not typically review and approve draft conservation easement language but reserves the right to do so. Include unique reserved rights and affirmative right language in *Section II Project Narrative, 2. Project Description*.
- Property Interest. The SCC does not take an executory interest or affirmative rights.
- Stewardship. Successful applicants will be required to provide documentation of the stewardship endowment contribution for the Property.  
If SCC Grant funds support Stewardship Endowment, the organization's stewardship policy is required to be submitted at time of invoicing and project completion.
- Property Closing Date. The property may be permanently protected, through fee and/or conservation easement purchase or donation, within the calendar year of the application award, and up to two years from the approved Grant Agreement (also referred to as the 'Grant Contract').  
***FY2025 eligible property closing dates from 1/1/2024 to 4/30/2027.***

## **5. Grant Funds, Project Timeline & Grant Award Process**

### **A. Grant Application Fund Request**

The total SCC grant fund request per application cannot exceed \$40,000. Depending on the amount of grant program funds available and grant cycle competitiveness, the SCC may award partial funding for an application.

### **B. Project Timeframe**

The grant award for successful applicants requires a fully executed Grant Agreement by the Grantee and the State of New Hampshire (see *Part 3 Successful Applicants*). This is a reimbursement grant program, requiring project task completion to invoice grant funds. Grant funds will be available for invoicing after 7/1/2025. Projects are to be completed within two years. The FY2025 Grants are to be completed and final invoice and documents as per the Grant Agreement submitted by April 30, 2027.

### **C. Notifications and Grant Fund Awards**

The Legal Contact will be notified by email of the SCC's receipt of the application.

The Legal Contact will be notified by email of the grant award decision no later than 12/13/2024.

### **D. Steps in the Process**

|  |                  |
|--|------------------|
| Application available SCC website  | July, 2024       |
| Applications Due   | 9/13/2024        |
| SCC application evaluation. Applicants may be contacted                          | 9/2024 - 11/2024 |
| SCC Board approves Grants  | 11/2024          |
| Applicants notified of funding decision. SCC announces Grant Awards              | by 12/13/2024    |
| SCC provides Grantee Grant Agreement, documents, instructions                    | 2/2025           |
| Grantee submits to SCC executed Grant Agreement & documents                      | 3/2025           |
| Grant Agreement approval Department of Agriculture, Governor & Executive Council | 6/2025           |
| SCC notifies Grantee of executed Grant Agreement                                 | 6/2025           |
| Grant Funds available to be invoiced per Grant Agreement                         | 7/1/2025         |

## **6. Application Electronic Submittal Instructions**

### **Applications must be submitted electronically, received no later than 9/13/2024.**

The SCC accepts applications electronically through the Box file transfer system (see Section 5.D.)

Mail-in or delivered paper applications will not be accepted.

Applications that are late or incomplete will not be accepted.

### **A. Signatures: Application and Landowner Consent Form**

The Application and Landowner / Conservation Easement Holder Consent Form(s) may be signed digitally. Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. DocuSign).

### **B. Forms**

Applications will be accepted on forms provided by the State Conservation Committee.

Application documents (PDF format) are available on the SCC on the website.

<http://agriculture.nh.gov/divisions/scc/grant-program.htm>.

To receive the forms in Word and Excel format, contact the Grant Administrator:

[Dea.A.Bricknerwood@agr.nh.gov](mailto:Dea.A.Bricknerwood@agr.nh.gov)

A complete Application Packet consists of the following **Land Conservation** documents:

- **Application Form**
- **Budget: Project Expense and Revenue**
- **Property Table**
- **Natural Resource Table**
- **Appendices: Landowner Consent Forms, Maps**

### **C. Application Submittal and File Naming**

Submit Forms as Single Files.

Files Naming. Follow the file naming protocol for each file:

**OrganizationName\_ProjectName\_SCC2025\_Application**

GBLT\_JonesFarm\_SCC2025\_Application

**OrganizationName\_ProjectName\_SCC2025\_Budget**

GBLT\_JonesFarm\_SCC2025\_Budget

**OrganizationName\_ProjectName\_SCC2025\_PropertyTable**

GBLT\_JonesFarm\_SCC2025\_PropertyTable

**OrganizationName\_ProjectName\_SCC2025\_NatResTable**

GBLT\_JonesFarm\_SCC2025\_NatResTable

**OrganizationName\_ProjectName\_SCC2025\_Appendix#-Name**

GBLT\_JonesFarm\_SCC2025\_Appendix1-Consent-Fee

GBLT\_JonesFarm\_SCC2025\_Appendix2-Consent-CE

GBLT\_JonesFarm\_SCC2025\_Appendix3-TopoMap

GBLT\_JonesFarm\_SCC2025\_Appendix4-AerialMap

GBLT\_JonesFarm\_SCC2025\_Appendix5-WAPMap

### **D. Email Submittal & Receipt Verification**

#### 1. Email Application Packet to SCC “Box” account

Send one email including the Application Packet (including multiple files) to the following email address: [SCC\\_Gra.07hg151jz4m34f11@u.box.com](mailto:SCC_Gra.07hg151jz4m34f11@u.box.com)

- Subject line: **OrganizationName\_ProjectName\_SCC2025\_Application**
  - Do not include a message in the email.
  - Plain Text. If possible, please send the email as “Plain Text”. This will avoid the upload of logos/social media icons in the footers of the email. In “Outlook” mail you can change to plain text on the “Format Text” tab and select “As Plain Text” in the upper left. In “OIS” mail, under the “Format” Tab use “Make Plain Text”.
- #### 2. Receipt Verification
- After submittal, the applicant will receive an email receipt from: ‘noreply@box.com notification’.
  - The name of the folder will appear in the receipt: ‘SCC Grant Applications’. Note the receipt may take a few minutes to appear in your email, depending on file size. If you don’t see the receipt in your inbox, check your spam/junk mailbox.
  - Applicant will receive another email confirming receipt of the application from the SCC Grant Administrator no later than 9/27/2025.

## **Land Conservation Project Part 2: Application Instructions**

*Application Instruction* sections below correspond with *Application Form* sections. The *Application Form* sections with character limits are provided in the text boxes. The character limits serve to check narrative length - applicants are not required to meet the character limits. Note that the character count includes spaces.

### **Land Conservation Projects must complete:**

- Section I Applicant Information
- Section II Project Narrative
- Section III Property Table and Natural Resource Table
- Section IV Budget: Project Expense and Revenue
- Section V Appendices: Landowner Consent, Maps, Photos, Letters Support

## **Section I: Application Information**

### **1. Applicant**

Provide the Applicant name. The Applicant is the legal entity that would enter into a Grant Agreement with the New Hampshire Department of Agriculture, Markets and Food (serving on behalf of the NH State Conservation Committee), if the grant is awarded. The Applicant is the entity legally responsible for the implementation of the grant, and will receive grant fund payments.

### **2. Applicant Mailing Address**

Provide the legal mailing address of the Applicant.

### **3. Applicant Type** Select one

- County Conservation District
- County Cooperative Extension Natural Resource Program  
*(note: 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 (Land Trusts)
- Public and private school (Kindergarten through Grade 12)
- Scout group

### **4. Project Title**

Provide a project title (Character Limit 75).

### **5. Grant Request**

The Grant Request is the total SCC grant funds requested. This amount should be the same as SCC Grant Funds shown in *Section IV Budget: Project Expense and Revenue*.

The total SCC grant request cannot exceed \$40,000.

### **6. Legal Contact**

Provide the name, title, email and phone number for the person authorized to sign the Application, and the Grant Agreement (if the grant is awarded).

### **7. Project Contact**

If different from the Legal Contact (*Section I.8*) provide the name, title, email and phone number 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 I.8* indicate by “See Above”.

## **8. Authorization**

Signature of the individual authorized by the Applicant to execute the application.

Electronic signature accepted (see *Part 1 Program Information 5. Electronic Submittal Instructions*)

## **9. Project Location**

Provide street address, municipality and county. Street address may also be the nearest road for geographical location. Provide the name of the landowner for the project site, as applicable.

## **10. Previous SCC Conservation Moose Plate Grant Awards**

### **A. Recipient of a SCC Grant**

Has the Applicant previously received a SCC Conservation Grant? Check Box: Yes or No.

### **B. Award Date of Most Recent SCC Grant**

- If the Applicant has not received a SCC grant, Check Box: “NA” (Not Applicable).  
If the Applicant has received a SCC grant award, provide the award year of the most recently received SCC Conservation Grant. See the Grant Award Letter for the fiscal year of the award.
- Provide the targeted completion date of the open SCC Grant.

## **Section II: Project Narrative**

Applicants may include hyperlinks to sources referenced in the narrative.

### **1. Executive Summary** (Character Limit 500)

Provide a statement that describes the project’s overall goal and intended result. Clearly state the measurable outcome of the project.

Note: The SCC will also use this statement for public distribution in media and reporting.

*For Example: The XYZ organization will permanently conserve through the acquisition of a conservation easement the 120-acre Sage farm in the Town of Y. The property has prime agricultural soils, highest ranking habitat in the region, diverse and responsibly managed forests, and frontage on both sides of the Sage River.*

### **2. Project Description** (Character Limit 5,000. PDF form – scrolling enabled)

#### **A. Property Description**

- Describe historical and current uses of the land and proposed future uses.
- Identify the principal conservation attributes to be protected.
- Describe how the project contributes to natural resources connectivity, and climate resiliency.

#### **B. Landscape Context**

Describe the ecological landscape:

- The general character and land uses abutting and surrounding the property.
- The Property’s proximity to other conservation land.
- If the Project is located in an area identified in local, regional, state or federal conservation priority plan or map. Provide cite the plan name.  
Do not include entire conservation or management plans as an Appendix.

#### **C. Public Access**

Describe public access:

- Does the current landowner allow for public access for nonmotorized activities and hunting.
- Does the current landowner allow for public access for snowmobiling, and if there are state-designated trails on the property.
- Will the conservation easement or fee deed include language prohibiting posting.
- Is motorized vehicle use for non-commercial recreation permitted. If motorized uses are allowed, the application should address the extent and impact of the use on conservation values.



#### **D. Conservation Opportunity and Conversion Threat**

- Describe the opportunity and/or specific urgency to protect the Property.
- Describe zoning, infrastructure and development constraints or considerations that impact the threat of conversion.

#### **3. Applicant Institutional Capacity and Project Partners** (Character Limit 2,000)

- Describe the applicant's institutional capacity to successfully implement the project.
- Describe the roles and extent of participation by other project partners.
- Landowner and Conservation Easement Holder Consent Forms are required, as appropriate to the project. See Section IV Appendices.

### **Section III. Property & Natural Resource Tables**

Download the *Property Table and Natural Resource Table* from the SCC website.

#### **1. Property Table**

##### **1. Property Title**

- a. Project Title. See Project Title in *Section 1.4. Application Information*.
- b. Landowner (Grantor) Name: Provide the current landowner's name (Grantor). See *Project Location and Landowner Name in Section 1.6. Application Information*.
- c. Landowner Name after project closing. If the fee interest is purchased or donated, provide the new Landowner (after closing).
- d. Conservation Easement Holder Name, if applicable. Provide the name of the organization that will be holding the Conservation Easement (if applicable).

##### **2. Conservation Action**

- a. Conservation Easement: Yes or No. Yes: The property will be protected through the acquisition or donation of a conservation easement.
- b. Conservation Easement Donation, Full Price Acquisition or Bargain Sale Purchase: If Yes in 2.a., indicate if the Conservation Easement will be donated, purchased at full fair market value or through bargain sale.
- c. Fee: Yes or No. Will the property be protected through Fee ownership donation or acquisition.
- d. Fee Donation, Full Price Acquisition or Bargain Sale Purchase. If Yes, in 2b., will the Fee interest be donated, purchased at full fair market value or through bargain sale.

##### **3. If Conservation Easement or Fee Fair Market Value Acquisition or Bargain Sale Purchase**

- a. Appraisal completed by qualified appraiser (preliminary or qualified appraisal). Yes or No. Select "Yes" if an appraisal has been completed for the property. If an appraisal has not been completed, select "No" and provide expected appraisal completion date.
- b. Conservation Easement Value (\$) and/or Fee Value (\$). Provide the appraised value or preliminary value of the Conservation Easement and/or Fee Interest.
- c. Has a Purchase and Sale Agreement or Memorandum of Understanding been signed? Yes or No
- d. Anticipated Project Closing date. Provide the estimated property closing date – month/year.

##### **4. Project Acreage & Number of Parcels**

- a. Total Property Acres and Total Number of Parcels. Provide the total property acres and the total number of parcels to be protected.
- b. Total Acres protected with Conservation Easement (Donation or Acquisition). As applicable, provide the acres to be protected with the donation or sale of a conservation easement.

c. Total Acres Fee (Acquisition or Donation). Acres.

**5. Stewardship by Conservation Easement Holder or Fee Land (as applicable)**

a. Is the Easement Holder or Fee Owner accredited by Land Trust Alliance. Yes or No

**Conservation Easement Holder Stewardship.** *If Not Land Trust Alliance accredited, answer the following:*

b. Does the Easement Holder have a Stewardship Policy. Yes or No

c. Are Easements Monitored Annually. Yes or No

d. Does the Easement Holder have dedicated Stewardship staff. Yes or No

Explain if dedicated staff and/or volunteers are utilized to monitor conservation easements.

e. Is there a Stewardship and/or Enforcement Fund. Yes or No

**Fee Land Stewardship.** *If Not Land Trust Alliance accredited, answer the following:*

f. Is there or will there be a Land Management Plan. Yes or No

g. Are Fee Lands Monitored Annually. Yes or No

h. Is there a Stewardship and/or Management Fund. Yes or No

**2. Natural Resource Table**

**1. Acres**

a. Total Property Acres

b. Total Conservation Easement Acres or Fee Acres to be protected

**2. Agriculture on Land to be Protected**

a. Significant Agricultural Soils. Acres for Local, Importance, State Importance, and Prime Soils

b. Land actively managed for agriculture. For Example: cropland, hayfields, pastures, other:  
Total Acres; Describe use.

c. Other Open Land (unforested): Acres; Describe

d. Property is operated as a commercial farm: Yes / No; Describe type agricultural operation.

e. Other open land actively managed for wildlife: Yes / No; Describe type of wildlife management

**3. Forests on Land to be Protected**

a. Total Forested Acres

b. Forest Soils - Group 1 Acres

c. Forest is Actively Managed: Yes /No Describe management e.g. forestry, wildlife habitat.

d. Forest Management Plan: Yes/No; Year plan was prepared.

**4. Water Resources to be Protected**

a. Total Wetlands (NWI acreage, delineated, or digitized from aerial). Acres; Describe wetland type.

b. Vernal Pools, Estuarine Wetland (e.g. existing Saltmarsh), Other. Acres, Describe

c. Floodplain (FEMA - Federal Emergency Management Agency 100-year floodplain). Acres

d. Stream Length: Linear Feet; Name of stream if available

e. Great Pond or Lake shoreline. Linear Feet; Name if available

f. Pond or Lake. Acres; Name if available

g. Aquifer. Acres

h. Public Drinking Water. Yes/ No; Source type, if available

**5. Wildlife Habitat, Ecological Resources**

a. Threatened & Endangered Species (NH Heritage Bureau). Yes / No; Describe as appropriate

- b. Exemplary Natural Communities (NH Heritage Bureau). Yes / No; Describe as appropriate
- c. Wildlife Action Plan Critical Habitat (NH Fish and Game Department)
  - Tier 1 Highest Ranked Habitat in NH; Acres
  - Tier 2 Highest Ranked Habitat in Biological Region; Acres
  - Tier 3 Supporting Landscape; Acres

**6. Resilient Landscape and Connectivity**

- a. Climate Resiliency. The Nature Conservancy Resilient Land Mapping Tool. Describe Resilience rating
- b. Wildlife Connectivity. NHEG Wildlife Corridors Map. Does the protected area include:
  - Prioritized Habitat Blocks: (Y / N); Predicted Primary and Secondary Corridors: (Y / N)

**Section IV. Budget**

Download the Land Conservation Budget PDF form *Project Expense and Revenue* is available for downloading from the SCC website. The budget tables include formula-based cells to provide totals. Contact the Grant Administrator for Excel Budget forms.

**Grant Funds:** SCC Grant Request.

**Other Project Funds:** Cash and In-Kind

Other Project Funds refers to other funding used in the project in addition to the SCC Grant 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.

**Cash and In-Kind.** Other project funds may be in the form of cash or in-kind contributions from the applicant organization, project partners, or other sources. Landowners are encouraged to demonstrate commitment to the project by contributing in-kind or cash Other Project Funds.

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

**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 the current rate posted: <https://independentsector.org/resource/value-of-volunteer-time/> 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.

**1. Total Project Expense Budget**

The Total Project Expense Budget includes SCC Grant Funds and Other Project Funds for costs associated with completing the project. Expenses may include fee and/or conservation easement acquisition cost, due diligence and transaction costs, and stewardship endowment.

- Budget Expense Categories.
  - Complete, as applicable, the expense items for the entire project. Include additional expense categories to the table as needed.
  - Complete Budget Notes and Justification per expense line item. Briefly note how budget costs were determined.
  - Reasonable wages, salary and associated administrative and overhead costs are eligible if clearly demonstrated as a necessary component of the project’s implementation. Note Staff hours and rate, and Administration/Indirect rate.
- Other Project Funds. Include the Other Project Funds necessary to complete the project, including both cash and in-kind sources.

## **2. Total Project Revenue Budget**

Complete Total Project Revenue Budget. Include source and status of Other Project Funds. See example Budget on following page.

## **Section IV. Appendices**

Provide the applicable Appendices, and reference where appropriate in the application narrative. Label Appendices. Maps and photos should be in Color.

### **1. Landowner Consent / Conservation Easement Holder Consent.** Required & as Applicable.

Download forms from SCC website.

- Landowner (Grantor) Consent Form. Required.
- Landowner (After Project Closing) Consent Form. Optional, as Applicable
- Conservation Easement Holder Consent Form. Optional, as Applicable

### **2. USGS Topographic Map: Property Location – Conservation Lands.** Required.

USGS Location Map at 1:24,000 scale (or greater) showing Project Boundary and NH Conservation Data layer.

### **3. Aerial Map: Property Boundary.** Required.

### **4. Soils Map: Important Agricultural Soils and Group 1 Forest Soils.** Required

### **5. Wildlife Action Plan (WAP) Map.** Required.

NHFG <https://www.wildlife.nh.gov/wildlife-and-habitat/nh-wildlife-action-plan/wap-habitat-maps>

### **6. Climate Resilience Map.** Optional – as applicable to project.

Map 1-mile radius from Property. TNC <https://www.maps.tnc.org/resilientland/>

### **7. Wildlife Corridor Map.** Optional – as applicable to project.

NHFG Wildlife Corridor Map <https://nh-wildlife-corridors-nhgranithub.hub.arcgis.com>

### **8. Property Photographs.** Optional. No more than 3 photos.

### **9. Letters of Support.** Optional.

Letters of Support are optional. Letters should be included as an Application Appendix.

Letters received separate from the Application will not be considered.

Letters may be addressed to the “NH State Conservation Committee” or may be addressed to other funders.

| Total Project Expense Budget                       |                           |   |                             |                                  |                               |
|--|---------------------------|---|-----------------------------|----------------------------------|-------------------------------|
| Project Expense Description                        | SCC Grant Funds Requested | Other Project Funds: Cash                                   | Other Project Funds: Inkind | Total: SCC + Other Project Funds | Budget Notes & Justification  |
| Aquisition cost                                    | \$20,000.00               | \$300,000.00  |                             | \$320,000                        | Appraised Value for CE        |
| Appraisal  |                           | \$5,000.00  |                             | \$5,000                          | Appraisal Report 08/2024      |
| Survey   | \$10,000.00               | \$5,000.00  |                             | \$15,000                         | Service Quote                 |
| Environemtal Review                                |                           | \$1,500.00  |                             | \$1,500                          | Service Quote                 |
| Title (Examination, Insurance)                     |                           | \$1,000.00  |                             | \$1,000                          | Estimated Cost                |
| Legal Fees   |                           | \$5,000.00  |                             | \$5,000                          | Estimated Cost                |
| Recording Fees                                     |                           | \$75.00   |                             | \$75                             | Estimated Cost                |
| Closing Costs                                      |                           | \$150.00  |                             | \$150                            | Estimated Cost                |
| Baseline Documentation Report                      |                           | \$1,000.00  |                             | \$1,000                          | Service Quote                 |
| Staff Time   |                           |   | \$6,000.00                  | \$6,000                          | Estimated Cost                |
| Administration                                     |                           |   | \$600.00                    | \$600                            | Indirect Rate X%              |
| Stewardship Fund Contribution                      |                           | \$10,000.00   |                             | \$10,000                         | Stewardship Policy Calculator |
| Other _____  |                           |   |                             |                                  |                               |
| <b>Total</b>                                       | <b>\$30,000</b>           | <b>\$328,725</b>  | <b>\$6,600</b>              | <b>\$365,325</b>                 |                               |
| <b>SCC Grant Funds Percentage of Total Budget:</b> |                           |   |                             | <b>8.20%</b>                     |                               |
| Total Project Revenue Budget                       |                           |   |                             |                                  |                               |
| Cash Funds   |                           |   |                             |                                  |                               |
| Funding Source                                     | Amount                    | Funding Status:<br>Secure; Pending (date); To Be Determined |                             |                                  |                               |
| SCC Grant Request                                  | \$30,000                  | December, 2023  |                             |                                  |                               |
| Foundation X                                       | \$100,000                 | Secured   |                             |                                  |                               |
| Federal Funding Source Y                           | \$100,000                 | Pending 1/2025  |                             |                                  |                               |
| Town Z   | \$75,000                  | Secured   |                             |                                  |                               |
| Fund Raising                                       | \$53,725                  | Pending 3/2025  |                             |                                  |                               |
| <b>Total Cash</b>                                  | <b>\$358,725</b>          |   |                             |                                  |                               |
| In-Kind Funds                                      |                           |   |                             |                                  |                               |
| Type of Inkind / Volunteer                         | Amount                    | How value was determined                                    |                             |                                  |                               |
| Staff  | \$6,000                   | \$60/hour Land Protection Staff; 100 hours                  |                             |                                  |                               |
| Administration                                     | \$600                     | X Organization Indirect Rate                                |                             |                                  |                               |
| <b>Total Inkind</b>                                | <b>\$6,600</b>            |   |                             |                                  |                               |
| <b>Total Project Cash &amp; Inkind</b>             | <b>\$365,325</b>          |   |                             |                                  |                               |

## **Part 3: Successful Applicants**

If your proposal is awarded a Conservation Moose Plate Grant from the NH State Conservation Committee, the grant award will not be considered final until all necessary documents are approved and the Grant Agreement (also referred to as ‘Grant Contract’) is fully executed. The SCC will provide an information packet to successful applicants (Grantee) detailing the requirements at the time of the award. Template forms will be available on the SCC website.

### **1. Grant Administration and Documentation Requirements**

In summary, the following documentation will be required for successful grants.

**A. Grant Agreement.** The Grantee enters into a Grant Agreement provided by the SCC. The Grant Agreement is with the Department of Agriculture, Markets and Food, on behalf of the SCC. Grantees with cumulative grant awards through the Department of Agriculture, Markets and Food totaling \$10,000 or more within the 2025 fiscal year will require approval from the Department of Agriculture, Department of Justice, and the Governor and Executive Council.

**B. Certificate of Authority and Resolution.** Grantee completes a Certificate of Authority form (SCC website), designating the signatory for the Grant Agreement. In addition to the executed Certificate of Authority form, the meeting minutes or a resolution from the Grantee authorizing the signatory is required.

**C. Certificate of Insurance.** Grantee provides a Certificate of Insurance (per occurrence and worker’s compensation), with the NH State Conservation Committee named a Certificate Holder. Insurance guidelines are specified in the Grant Agreement.

**A. Certificate of Good Standing.** All Grantees, except municipalities and County Conservation Districts, provide a current Certificate of Good Standing from the NH Secretary of State.

**B. Alternative W-9 Form.** The SCC Grant Administrator will inform the Grantee if a current Vender Code with the State of New Hampshire is required. If required, the Grantee completes Alternative W-9 form.

**C. Moose Plate Sign.** The State Conservation Committee will provide a Moose Plate sign to be displayed at the project site(s), as appropriate to the project. The SCC logo and promotional language are required on all materials pertaining to the funded project.

**D. Information.** 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.

### **2. Project Payment and Completion**

The SCC website includes current templates for Invoices and Final Report, and Submittal Instructions: *SCC Grant Program Instructions* and *Electronic Submittal of Grant Invoice and Final Report*.

**A. Payment.** The State Conservation Committee Conservation Moose Plate Grant Program is a reimbursement grant program, with payments approved upon the completion of the task(s) as stated in the Grant Agreement

**B. Project Completion.** Grantees are required to submit on or before the Grant completion date, as stated in the Grant Agreement, a final invoice, Final Report and documentation as described in the Grant Agreement.

**C. Compliance.** The NH State Conservation Committee is responsible for assessing compliance with the Grant Agreements and for reporting project results to the Governor and the Legislature.