



NH State Conservation Committee
PO Box 3907
Concord NH 03302-3907
SCC.nh.gov

2009
Conservation Grant
Application Packet

Conservation Number Plate Program
May 15, 2008

NH State Conservation Committee

2009 Conservation Grant Application Packet

I. Introduction

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 comprised a board of twelve 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 \$38 the first year, and \$30 in succeeding years (for information about the conservation license plates, see 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

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. Municipalities engaged in conservation programs
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

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. Implementation of Best Management Practices on conservation land;
5. Land management planning to accomplish or that leads to an identified conservation project or outcome; or
6. Permanent land protection through easements or purchase, where a relatively small contribution from this grant program will match larger sums from other sources to achieve significant conservation goals. It is SCC policy to fund land protection proposals after consideration of other acceptable conservation projects.

Examples of projects that the SCC funds include:

- Agricultural Best Management Practices that reduce polluted runoff
- Stabilizing a stream impaired by inadequate culverts and crossings
- Installing Best Management Practices on gravel roads to reduce erosion to a lake or stream
- Improving wildlife habitat in accordance with the New Hampshire Wildlife Action Plan
- Disconnecting impervious surfaces from storm drain systems
- Interpretive trail building and trail maintenance to address erosion problems

Examples of projects that are ineligible for SCC funds:

- Classroom curriculum development
- Preparation of educational brochures
- Researching techniques to improve wildlife habitat
- Preparing guidance manuals
- Natural resource inventories that are not likely to result in on-the-ground improvements
- Outreach materials that are not directly connected to on-the-ground conservation projects

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

A. Two tiers of funding will be available:

1. Under \$5,000
2. \$5,000 and higher

B. Approximately \$200,000 is available for this year’s grant round.

C. Projects may be up to two years in duration.

V. Project Ranking Criteria

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 sustain or enhance soil productivity?
 - **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? Will the project conserve species or habitats at risk, as identified in the New Hampshire Wildlife Action Plan?
 - **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 the 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, and engages people in solutions
4. Public visibility attained.
5. Roles and extent of participation of project partners including leveraged contributions of funds and services. There is no match required but its presence will enhance the application.
6. Size and scope of the proposal -- Will significant progress be made toward meeting the natural resource and conservation objectives in a reasonable time frame? What is the capability of the applicant to carry out the project?

VI. Application Procedures

A. Applications will be accepted on forms provided by the State Conservation Committee. A complete application consists of an application form, project narrative, and specified attachments. A CD-ROM, six (6) complete applications, one original, and five copies shall be submitted. Color copies of photographs and color site plans are required if applicable. Incomplete applications will not be accepted. All applications shall contain:

1. Completed application form with **original** signature of legal contact.
2. **Executive Summary**: An executive summary of not more than 300 words.

3. Project Narratives shall include the following information using the headings underlined in a) through i). Narratives for projects under \$5,000 should not be more than three 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:** a number shall identify each project task 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) **Budget justification:** How were budget costs determined? Provide in narrative form or as documentation such as bids, how costs were calculated.
 - g) **Local match:** Documentation of funds, services, and other contributions if they are a component of this project. (See V.A.7.)
 - h) **Project relationship:** The project's relationship to other conservation initiatives.
 - i) **Recognition:** How will you publicize that the NH Conservation Number Plate Program funded your project? A Moose Plate Logo with funding credit text and a sign shall be provided by the SCC.
 - j) **Attachments shall be labeled as appendices** to the application and narrative.
 - If applicant is not a governmental subdivision, it shall provide a description of its organization ,its mission, programs, and services (not to exceed a single page)
 - Organizational capacity, including a description of who will work on the project and how the project will be completed.
 - 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; administrative costs, overhead costs, and other using the forms on page 9. A budget by task summary shall be completed on the application form (page 11).
 - Letters from project partners confirming their roles and contributions.
 - 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. (If original is color, color copies are required.)
 - List of permits and approvals that may be required.
 - Dated, colored photographs of the site of the proposed conservation project.

B. Applications requesting \$5,000 or more shall also include the following information in the project narrative using the headings underlined. Narrative should 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. **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 NH Conservation Number Plate Program funded the project.
- C. Six complete application packages along with an electronic version on one CD-ROM shall be mailed to:**
NH State Conservation Committee
PO Box 3907
Concord, NH 03302-3907
and shall be **postmarked no later than October 3, 2008.**
- 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 at the beginning of December 2008.**
- E. No payment will be made for project costs incurred prior to notification of grant award. The grant award shall not be considered final until all necessary documents and signatures, including grant agreement, have been executed.**
- F. 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 two-year Grant Agreements will be executed at the beginning of 2009.**

VII. Additional Information Required if Application is funded

- 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. Comprehensive public liability insurance in amounts not less than \$2,000,000 for bodily injury or death and \$500,000 for property damage, statutory workers' compensation and employees' liability insurance are required. Cost of insurance cannot be a component of the application. The SCC may choose to modify this requirement after evaluating the possible exposure of the State to liability with respect to the proposed grant agreement.
 5. Contracts of subcontractors if applicable.
 6. A Certificate of Good Standing (original for non-governmental organizations) from Secretary of State).
 7. The State Conservation Committee requires that its signs, indicating that the NH Conservation Number Plate Program funded the project, will be mounted at funded project sites.

VIII. Project Monitoring

- A. Payments shall be tied to completion of project tasks as defined in the Grant Agreement.**
- B. Grantees shall be required to submit by December 31 and June 30 semi-annual progress reports describing project status by task. Final project reports shall document completion of project tasks and the results attained and shall include an electronic copy of the final report.**
- 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

Contact Michele L. Tremblay, Executive Director, at 603.271.1092 or via email at MLT@naturesource.net. Relay NH 800.735.2964.

X. Budget by Task

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, administrative costs, overhead costs, and other costs using the forms below. A budget by task summary shall be completed on the application form. These forms may be reproduced as needed.

Task #__

Expense category and description	Grant funds requested	Cash match	In-kind match	Total value
<i>Supplies and equipment</i>				
<i>Wages/salary</i>				
<i>Contracted services</i>				
<i>Administrative costs</i>				
<i>Overhead costs</i>				
<i>Other (please explain)</i>				
Sub-total				

Task #__

Expense category and description	Grant funds requested	Cash match	In-kind match	Total value
<i>Supplies and equipment</i>				
<i>Wages/salary</i>				
<i>Contracted services</i>				
<i>Administrative costs</i>				
<i>Overhead costs</i>				
<i>Other (please explain)</i>				
Sub-total				

Task #__

Expense category and description	Grant funds requested	Cash match	In-kind match	Total value
<i>Supplies and equipment</i>				
<i>Wages/salary</i>				
<i>Contracted services</i>				
<i>Administrative costs</i>				
<i>Overhead costs</i>				
<i>Other (please explain)</i>				
Sub-total				

Task #__

Expense category and description	Grant funds requested	Cash match	In-kind match	Total value
<i>Supplies and equipment</i>				
<i>Wages/salary</i>				
<i>Contracted services</i>				
<i>Administrative costs</i>				
<i>Overhead costs</i>				
<i>Other (please explain)</i>				
Sub-total				
Grand total				

XI. Application Form



New Hampshire State Conservation Committee
PO Box 3907 • Concord, NH 03302-3907

2008 Conservation Grant Program Application Form
Funded by the NH Conservation Number Plate Program

<i>For SCC use only</i> _____

This form may be reproduced. Application form shall be completed electronically or legibly printed in ink. Proposals shall be mailed to the State Conservation Committee, postmarked no later than October 3, 2008. Six complete applications and one CD-ROM are required. (See VI. A. of the Conservation Grant Application Packet.)

Applicant Organization: _____
Address: _____

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

Name: _____ Telephone: _____
Email: _____

Project Contact Information

Principal Project Contact: _____
Mailing address: _____
Town/city: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____ Email: _____

Project Information

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

Total Grant Amount Requested: (From Budget Summary, page 11) \$_____

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.

Total Project Budget (summarized from attached Budget by Task Form)

<i>Expense category and description</i>	<i>Grant funds requested</i>	<i>Cash Match</i>	<i>In-kind match</i>	<i>Total Value</i>
<i>Supplies and equipment</i>				
<i>Wages/salary</i>				
<i>Contracted services</i>				
<i>Administrative costs</i>				
<i>Overhead costs</i>				
<i>Other (please explain)</i>				
Totals				

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

- Project narrative
- Executive Summary
- Organization description, including mission, programs and services if applying for a Local Conservation Grant
- Budget by task form(s), Section X, per VI. A. 2. k. of the Conservation Grant Application Packet
- Written confirmation from project partners with description of roles and contributions
- 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 (colored copy required if original is color)
- List of permits and approvals that may be required
- Dated photographs of the site (color copies required)

For applications requesting \$5,000 or more:

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

Authorization (An original signature is required on the original application.)

Signature of legal contact

Date

Print name and title