



Great Bay Resource Protection Partnership Land Protection Transaction Grant Program October 2017

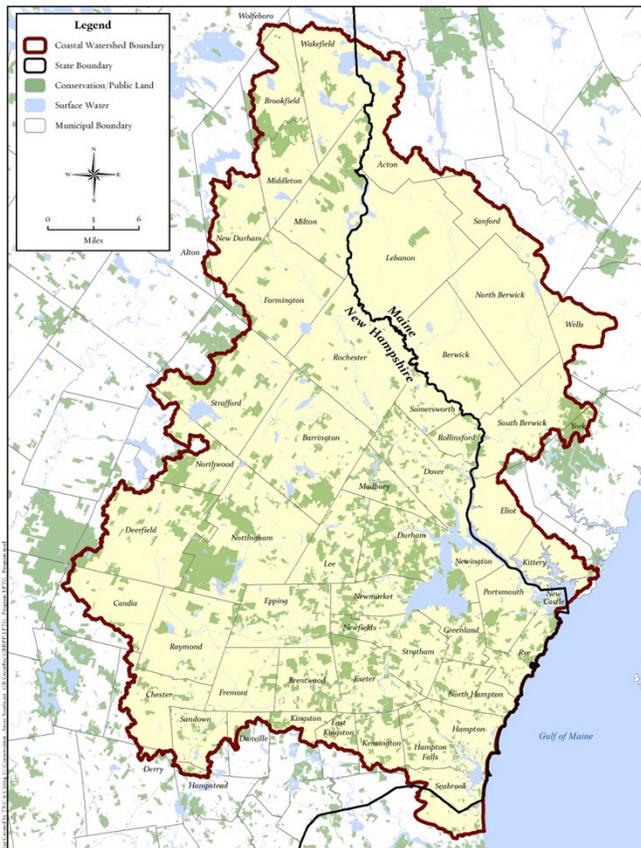
Application Due Date: 10/6/2017

I. Overview

The Great Bay Resource Protection Partnership (GBRPP) is offering matching grants to assist with land transaction costs for permanent land protection projects (donation and/or acquisition of full fee and conservation easements) within the Piscataqua Region coastal watershed area (coastal New Hampshire and part of southern Maine). Qualified nonprofit tax-exempt 501(c)(3) conservation organizations or units of government may apply for a grant. The total amount available for the October 2017 grant round is \$38,166.

II. Project Eligibility

1. Proposed land protection projects must be within the boundary of the Piscataqua Region coastal watershed (see map and list below). The parcel must be located wholly within the coastal watershed boundary.



- | | |
|---------------|---------------|
| Acton | Milton |
| Barrington | New Castle |
| Berwick | New Durham |
| Brentwood | Newfields |
| Brookfield | Newington |
| Candia | Newmarket |
| Chester | North Berwick |
| Danville | North Hampton |
| Deerfield | Northwood |
| Dover | Nottingham |
| Durham | Portsmouth |
| East Kingston | Raymond |
| Eliot | Rochester |
| Epping | Rollinsford |
| Exeter | Rye |
| Farmington | Sandown |
| Fremont | Sanford |
| Greenland | Seabrook |
| Hampton | Somersworth |
| Hampton Falls | South Berwick |
| Kensington | Strafford |
| Kingston | Stratham |
| Kittery | Wakefield |
| Lebanon | Wells |
| Lee | York |
| Madbury | |
| Middleton | |

2. Parcel proposed for protection must meet at least **one** of the following criteria:

- Be located (at least in part) in one of the Conservation Focus Areas identified in the *Land Conservation Plan for New Hampshire's Coastal Watersheds*, or *The Land Conservation Plan for Maine's Piscataqua Region*.
- Include shoreline on Great Bay, Little Bay, Hampton-Seabrook Estuary, or any tidal river or stream.

Important Note: While most projects that meet one or more of the eligibility criteria are eligible for funding, certain situations are generally not a good fit with the intent of the grant program. For example, easement agreements associated with permit requirements, projects involved in legal disputes, parcels with substantial contamination, or easements with dam maintenance provisions are examples of projects that are not considered a good fit for this program.

III. Grant Program Options and Guidelines

1. Notice of Grant Award Limits

For the Land Protection Transaction Grant Program October 2017 Grant round, an organization may be awarded up to \$25,000, including the combined awards from Grant Program 1 (Appraisal) and Grant Program 2 (Completed Project). The maximum grant award for Grant Program 1 is \$3,500 per property. The maximum grant award for Grant Program 2 is \$20,000 per property. (See guidelines below for Grant Programs 1 and 2.) A separate application must be submitted for each conservation property.

2. Grant Program 1 Prospective Project Appraisals, up to \$3,500 per project

The purpose of this Grant Program is to provide assistance for appraisal cost for projects where the applicant needs an appraisal to begin negotiations with the landowner or assess viability of a project. Completion or closing of the project is not required.

- Maximum grant amount: \$3,500 per project or 50% of the appraisal cost, whichever is less.
- A minimum of one-to-one (1:1) match requirement for grant funds. That is, an applicant must offer for appraisal costs at least \$1 in match funds for every \$1 of grant funds.
- Match funds may be from nonfederal or federal funding sources.
- Eligible reimbursable appraisal expenses must be incurred after January 1, 2017 and before September 1, 2018.

3. Grant Program 2 Completed Project Transaction Costs, up to \$20,000 per project

Grant funds awarded in Grant Program 2 may be used to reimburse transaction expenses of permanent land protection projects.

- Maximum grant amount: \$20,000 per project.
- A minimum of one-to-one (1:1) match requirement for grant funds. That is, an applicant must offer for transaction costs at least \$1 in match funds for every \$1 of grant funds. Applicants that provide a greater than 1:1 match ratio will receive priority funding status.
- Match funds may be from nonfederal or federal funding sources.

- Eligible projects should close after October 6, 2017 and before September 1, 2018.
- Preference will be given to projects for which there is a contractual agreement in place such as a signed purchase and sale agreement or option agreement.

Grant Program 2 Eligible Grant Transaction Expenses:

- Expenses include appraisal, land surveys, legal fees, title expenses, recording fees, and Environmental Hazard Assessment (Level I).
- Expenses are reimbursable at the completion of the project.
- Expenses must be incurred after January 1, 2016 and before September 1, 2018. Applicants may request a later date to incur eligible expenses, to be evaluated and granted on an individual basis.

Grant Program 2 Eligible Match Transaction Expenses:

- In addition to the eligible grant expenses listed above, the following are eligible match expenses: staff time, baseline documentation report development, stewardship fund contributions, and other transaction-related expenses.
- Expenses may be incurred prior to January 1, 2017.

IV. Grant Submission and Award Process

1. Application Form. The Applicant must complete the attached application form for each project and provide all the requested information.

2. Deadline. Applications must be postmarked by **October 6, 2017**. Applicants may hand deliver applications by appointment only (contact Dea Brickner-Wood, GBRPP).

3. Submission Requirements. Applicants must submit a total of six copies of each project application, including one original and five copies, and a CD or USB flash-drive including the application and property shape file.

4. Limits to Funding. In the October 2017 Grant Cycle, an organization may be awarded up to \$25,000, including the combined awards from Grant Program 1 (Appraisal) and Grant Program 2 (Completed Project). The maximum grant award for Grant Program 1 is \$3,500 per property. The maximum grant award for Grant Program 2 is \$20,000 per property. (See Section III).

5. Award Process.

- Applicants will be notified by email of the receipt of their application. Applicants will be notified by mail of the award decision.
- Award decisions will be competitive in nature. Projects that meet more than one eligibility criteria, protect larger parcels of land, or provide higher ratios of match will rank most competitively.
- Only complete applications will be considered.
- Award decisions will be determined by a panel of Partnership conservation agency representatives.

V. Invoice Procedures

- All Grantees will be expected to submit one invoice per project, using the invoice template that will be provided with the grant award letter.
- Reimbursement of approved expenses will be issued to Grantees as a one-time lump sum.
- Invoices must include documentation (see below) of reimbursable Grant costs and Matching costs. Invoices will not be paid without this documentation.
- Grantees must retain on file receipts, timesheets, etc. that support reimbursable expenses in case of an audit, or if questioned.

Additional Invoicing Requirements:

Grant Program 1

- Provide documentation of appraisal cost (appraisal invoice, dated) and evidence of its completion (copy of appraisal cover letter, with signature).
- Submit invoice and documentation by 9/1/2018.

Grant Program 2

- Eligible transaction costs must have been expended, and all required invoicing documentation submitted by 9/1/2018, unless otherwise agreed upon.
- Documentation of expenditures to be reimbursed and funds claimed as match. Documentation may include a paid invoice for services, letter verifying receipt of stewardship endowment, letter verifying staff and / or volunteer hours, etc.
- Copies of the property closing settlement sheet and recorded deed and/or conservation easement.
- Other requirements as may be stated in the Grant Agreement.

VI. Match Guidance

Grant Program 1. A minimum of one-to-one (1:1) match requirement for grant funds. The maximum grant award is \$3,500 per project or 50% of the appraisal cost, whichever is less.

Grant Program 2. A minimum of one-to-one (1:1) match requirement for grant funds. That is, an applicant must offer for transaction costs at least \$1 match for every \$1 of grant funds. Funds may be federal or non-federal in origin. Additional match is encouraged. The applicant's match contribution can be "cash" or "in-kind services" directly related to the project. Eligible match transaction costs are listed on the budget form.

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 \$24.90 per hour, or the current rate for New Hampshire posted at <http://www.independentsector.org/resource/the-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. Employee time sheets do not need to be submitted, but should be kept on file by the organization submitting the invoice. For volunteer time counted as match, documentation should be provided, including volunteer name, date, time spent on the project and a verifying signature of the volunteer. All

cash, supplies, and in-kind services counted as match should be identified as federal or non-federal sources. Indicate if the project's state, local, and private funds are being used as match for other federal funds.

VII. Grant Submission and Project Contact

Applications will be considered complete when all fields in the application are filled in and the mandatory maps have been included as attachments.

Applications must be *postmarked* by **October 6, 2017**. Applicants may hand deliver applications by appointment only (contact Dea Brickner-Wood, GBRPP).

Mail applications to: Dea Brickner-Wood
Great Bay Resource Protection Partnership
1 Colony Cove Road
Durham, NH 03824

For questions about this grant opportunity contact:
Dea Brickner-Wood ~ 603-868-6112 ~ bluesky24@comcast.net

These grants are made possible through the Great Bay Resource Protection Partnership (GBRPP). The Great Bay Resource Protection Partnership is a collaboration of conservation organizations in the coastal region that promotes landscape-scale land conservation and stewardship (<http://www.greatbaypartnership.org/>). Funding for the Land Protection Transaction Grant Program is provided by the New Hampshire Charitable Foundation. The Nature Conservancy serves as the fiscal and administrative agent for the GBRPP's Land Protection Transaction Grant Program.

**Great Bay Resource Protection Partnership
Land Protection Transaction Grant Program
October 2017**

I. Contact Information & Applicant Certification

Applicant:	
Contact Person:	
Mailing Address:	
Phone:	Email:
Grant Request: \$	Match Funds: \$
Certified By (signature):	Date:
Name (printed):	Title:

II. Parcel Information

Project Name:
Street Address:
<u>Grant Program 1</u> Property Acres Protection Method: <input type="checkbox"/> Conservation Easement <input type="checkbox"/> Fee Ownership <input type="checkbox"/> Not Yet Determined Appraisal Completion Date _____
<u>Grant Program 2</u> Protection Method: <input type="checkbox"/> Conservation Easement <input type="checkbox"/> Fee Ownership Acres protected: CE acres Fee acres Acquisition Method: <input type="checkbox"/> Donation <input type="checkbox"/> Purchase Status: Purchase & Sales or Option Agreement signed <input type="checkbox"/> Project Closing Date: _____ Who will hold the conservation easement and/or own the protected land? Property received a LPTG Program 1 Grant (appraisal) <input type="checkbox"/> Yes, Date _____ <input type="checkbox"/> No
<u>Grant Program 1 & 2</u> : Town Tax Map and Lot Number #:
<u>Grant Program 1 & 2 Required Maps</u> : <input type="checkbox"/> Property boundaries on a standard USGS topographic map (with quad name/scale) <input type="checkbox"/> Property boundaries marked on an aerial map <input type="checkbox"/> Property boundaries marked on a map including the NH Coastal Conservation Plan or Maine Land Conservation Plan Focus Area <input type="checkbox"/> Property boundaries marked on a map including Wildlife Action Plan Highest Ranked Wildlife Habitat Map http://www.wildlife.state.nh.us/maps/wap.html <input type="checkbox"/> Provide Property Shape file and Grant Application on CD or USB Flash drive

4. Project Completion:

- Grant Program 1: Appraisal completed after 1/1/2017 and before 9/1/2018.
 Grant Program 2: Project will close after 10/6/2017 and before 9/1/2018.

IV. 1. Grant Program 1 Project Narrative (attach)

1. Resource and Community Values (400 words or less)

Provide a concise description of the property.

- Type and quality of habitat.
- Water quality benefits, and shoreline, river and/or wetland buffers.
- Other conservation features and benefits.
- Connectivity with other permanently protected conservation lands.
- Community benefits and public access (if known).

2. Prospective Project Circumstances (150 words or less)

Explain the circumstances and need/benefit for the appraisal for this prospective conservation property.

3. Property appraisal completion date.

IV. 2. Grant Program 2 Project Narrative (attach project narrative)

1. Resource and Community Values (500 words or less)

Provide a concise description of the property.

- Type and quality of habitat.
- Water quality benefits, and protected shoreline, river and/or wetland buffers.
- Other conservation features and benefits.
- Connectivity with other permanently protected conservation lands.
- Community benefits and public access.

2. Applicant, Partners, Stewardship (250 words or less)

Describe the following:

- Applicant capacity.
- Project partners.
- Strategy for long-term stewardship.

3. Project completion date (after property closing).

V. 1. Grant Program 1 Project Budget

The budget table below (total formula).

Insert the appraisal cost for Grant reimbursement and match funds.

Project Expense	Grant Funds Requested	Match Funds	Total Grant + Funds
Appraisal Cost			

Budget Narrative: (include below or attach separate narrative)

- Provide a list of intended Match funding source(s). Indicate if the funds are federal or nonfederal, pending or secure.
- Provide additional information, as needed, to explain budget costs.

V. 2. Grant Program 2 Project Budget

The budget table below (total formula)

Section A: Provide the project transaction expenses eligible for Grant reimbursement and Match.

Section B: Provide other Match project costs (not reimbursable by the Grant).

Section C: Provide the known or estimated value of the land to be conserved.

Section D: Budget Narrative

Project Expense Description	LPTG Grant Funds	Match Funds	Total Grant & Match
A. Transaction Expenses eligible for Grant Funding & Match Expenses			
Appraisal			
Land Survey			
Legal Fees			
Title Expenses			
Recording Fees			
Environmental Hazard Assessment			
A. Grant Fund Transaction Total			
B. Other Transaction Expenses Eligible for Match but not Grant Reimbursement			
Staff Time			
Professional Fees			
Baseline Documentation Report			
Stewardship Endowment			
Other			
A + B Project Transaction Cost Total			

C. Project Costs for Reporting Purposes (not Grant Reimbursement)	Total Value of Protected Land or Conservation Easement
Easement Purchase Cost	
Full Fee Purchase Cost	
Donated Value (Bargain Sale or Donation as determined by appraisal)	
Total Conservation Land Value	

D. Budget Narrative (include below or attach separate narrative)

- Budget Sections A, B and C. Provide a list of intended Match funding source(s). Indicate if the funds are federal or nonfederal, and pending or secure.
- Provide additional information, as needed, to explain budget costs.