



Great Bay Resource Protection Partnership  
Stewardship Grant Program  
Fall 2024

Grant Program Information & Application Instructions

The Great Bay Resource Protection Partnership (GBRPP) is offering grants to assist with priority stewardship projects on conserved land in New Hampshire's Great Bay watershed.

The Great Bay Resource Protection Partnership is a collaboration of conservation organizations in the coastal region that promotes landscape-scale land conservation and stewardship. Funding for the Stewardship Grant program is provided by the New Hampshire Charitable Foundation, Great Bay 2030 Initiative. The Nature Conservancy serves as the fiscal agent for the GBRPP grant program.

<http://www.greatbaypartnership.org>

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## Section 1: Grant Program Information

### I. Application Due Date, Program Contact

#### 1. Application Due Date

Applications are due *November 1, 2024* Electronic Submittal (See VI. Grant Submission).

#### 2. Program Contact

For questions about the grant application contact Dea Brickner-Wood, Great Bay Coordinator (603) 868-6112 [info@greatbaypartnership.org](mailto:info@greatbaypartnership.org)

### II. Grant Guidelines and Program Information

#### 1. Eligibility

##### • Applicant

Fee Owner or Conservation Easement Holder of an eligible conservation property.

Qualified conservation properties are those owned by:

- Units of Government: Municipalities, State Agencies and Federal Agencies.
- Non-profit organizations & qualified conservation organizations, e.g. Land Trusts; County Conservation Districts; Watershed Associations; Other.
- Fiscal sponsors allowed as applicant organization.

##### • Project

- Stewardship activities supported by this grant include habitat management, existing trail maintenance, property/project planning, and natural resource inventory projects.
- Projects that involve resource sharing or collaboration with partners/abutters on stewardship actions across property boundaries are encouraged.
- Applicants are encouraged to use the **Available Resources** to guide project planning and implementation to demonstrate how the project aligns with state/region-wide management priorities and recommended management actions to benefit the wildlife, habitat, water quality and climate adaptation of conserved lands in the watershed.

##### • Geographic Eligibility

The property must be located in the Great Bay Watershed of New Hampshire (see attached map and municipality list).

##### • Property Eligibility

See *Section 2 Application Instructions* and the *Appendix Instructions: NH Coastal Viewer to Determine Project Eligibility* for details on determining eligibility.

The property must coincide with at least one of the three priority conservation resource areas listed below. The application will be considered more competitive if the property includes more than one priority conservation resource area.

A. Conservation Focus Area, *2021 NH Coastal Watershed Conservation Plan*

B. Agricultural Resources, *2021 NH Coastal Watershed Conservation Plan*

C. Tidal Water Shoreline, *See National Wetlands Inventory*

##### • Project Authorization

- The applicant must have all appropriate landowner and conservation easement holder permissions in place prior to submitting proposals.
- For implementation projects, the applicant must have all required permits in hand by the start date of the project.

## 2. Grant Award Limits

- Maximum grant amount: \$10,000.
- Minimum grant amount: \$2,000.
- A separate application must be submitted for each stewardship project.

## 3. Grant Program

### Grant Funds

- Grant expenses are reimbursable at the completion of the project.
- Grant fund expense dates: 1/1/2024 – 12/1/2025.

#### Eligible Grant Transaction Expenses:

- Expenses may include contracted professional services and/or staff costs, equipment rental or purchase, and supplies so long as they directly relate to the stewardship project outcome, *Such as* invasive species control, property management planning, natural resource inventory, obtaining wetland and other permits as required for project implementation (including permit fees), mowing, plantings, wildlife habitat restoration, existing trail maintenance or retirement etc. *Professional fees* may include Wetland Studies, Ecological Assessments or Management Planning, Permitting, Equipment Operators, Project Management and other related services. *Staff costs* must be directly related to the project outcome.

#### Ineligible Grant Transaction Expenses:

- 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:*
  - Support of general stewardship capacity, routine or custodial property stewardship actions, boundary surveying, legal fees, record keeping, dealing with encroachments or other third-party use infractions not tied to a specific project outcome as described above is not supported.
- Other noneligible staff-related costs include media and fund-raising activities, separate organization indirect / overhead costs, and other such activities.

## 4. Match Funds

- A minimum of 25% match requirement for grant funds. That is, an applicant must offer at least \$1 in match funds for every \$3 of grant funds.
- Match Fund Expense dates: 1/1/2024 – 12/1/2025.
- Match funds do not need to be documented, but self-reported on the invoice template.
- Funds may be federal or non-federal in origin. Match contributions may be “cash” or “in-kind services” directly related to the project.
- Match funds may include all stewardship costs identified as eligible Grant Expenses, as well as volunteer time (see below) and eligible Staff Time (not included as Grant expense).

**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 for New Hampshire posted at <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.

### III. Grant Application Submission and Award Process

#### 1. Application Form

The Applicant must complete an application form for each project and provide all requested maps.

#### 2. Due Date & Submission Requirements

- Applications must be electronically submitted by **November 1, 2024**. See Section VI Grant Submission for instructions. Applications should not be mailed or emailed directly to the GBRPP.
- A complete Application includes the Application Form, Consent Form Landowner / Conservation Easement Holder, Maps and Property Shape File(s).  
Only complete applications will be considered.

#### 3. Limits to Funding

- The minimum grant award is \$2,000 per project.
- The maximum grant award is \$10,000 per project.
- An organization may be awarded up to \$20,000, including combined awards from multiple grant applications.
- There is no limit to the number of grant applications on which an organization can be a listed collaborator or partner.

#### 4. Award Process

- Applicants will be notified by email of the receipt of their application and the award decision.
- Award decisions will be competitive in nature. Projects that meet more than one eligibility criteria, demonstrate use and alignment with **Available Resources**, are collaborative with partners or abutters to achieve stewardship actions and benefits beyond the property scale, and/or provide higher ratios of match will rank most competitively.
- Award decisions will be determined by a panel of Partnership conservation agency representatives.

### IV. Invoice Procedures

#### 1. Forms and Process

- Invoice template documents and electronic submittal instructions are available on the Partnership website: <http://www.greatbaypartnership.org/grants.html>
- All Grantees will be expected to submit one invoice per project, using the invoice template.
- 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. Invoices will not be paid without this documentation.
- Invoices are not required for Match expenses, but match expenses must be reported on the invoice template.
- Grantees must retain on file receipts, time sheets, etc. that support reimbursable expenses in case of an audit, or if questioned.
- Invoice Submittal Process: See *GBRPP Stewardship Grant Program Invoice Electronic Instructions* document on the GBRPP Website Grants Program page.

#### 2. Invoice Requirements

- Eligible transaction costs must have been expended by the Grant fund expense dates (above). All required invoicing and documentation must be submitted within 7-days of the due date.
- Grant Funds: Documentation of expenditures to be reimbursed.

Documentation shall include a paid invoice for services. Staff costs may be verified in a letter stating the staff costs (professional service time), service performed, and range of dates activity occurred.

- Before and After site photographs to document completion of on-the-ground activities.
- Electronic submission of any final reports, permits, plans, etc. funded by the award.
- Other requirements as may be stated in the Grant Agreement.
- Match funds claimed do not need to be documented. Match funds should be shown in the invoice budget table.

## V. Grant Application Submission

Applications must be electronically submitted, no later than due date (see Section III.2).

Stewardship Grant Program Applications are emailed to a file sharing server (Box).

Do not mail or email the application directly to the Great Bay Coordinator. See instructions below.

A complete Application includes: Application Form, Consent Form, Maps and Property Shape Files.

### 1. File Organization & File Naming

It is preferred that the complete Application including the Application Form, Consent Form and Maps be submitted as a single PDF file. The Property Shape Files should be sent as a separate file.

**A. Single File- Naming.** Complete the **red font** information, below.

“Organization Name”. May be initials or shortened name.

*Example:* ‘GBLT’

“Project Name”. May be a single word representing the project’s name

*Example:* Smith

*Example Single File for Application & Maps; File for Shapefiles*

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_ Application

⇒ GBLT\_6.2024-SGP\_Smith\_Application

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_Shapefiles

⇒ GBLT\_11.2024\_Smith\_Shapefiles

**B. Multiple Files - Naming.** If the Grantee is not able to create a single Application PDF file, follow the file naming protocol for each file submitted.

“Organization Name”. May be initials or shortened name (e.g. ‘GBLT’)

“Project Name”. May be a single word representing the project’s name (e.g. ‘Smith’)

*Example Multiple Files*

**OrganizationName**\_11.202-SGP4\_**ProjectName**\_ Application

⇒ GBLT\_11.2024-SGP\_Smith\_Application

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_Consent

⇒ GBLT\_11.2024-SGP\_Smith\_Consent

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_Shapefiles

⇒ GBLT\_11.2024-SGP\_Smith\_Shapefiles

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_App\_**Document**\_1

⇒ GBLT\_11.2024-SGP\_Smith\_App\_Map-Eligibility

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_App\_**Document**\_2

⇒ GBLT\_11.2024-SGP\_Smith\_App\_Map-Topo

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_App\_**Document**\_3

⇒ GBLT\_11.2024-SGP\_Smith\_App\_Map-Project

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_App\_**Document**\_4

⇒ GBLT\_11.2024-SGP\_Smith\_App\_Map-Site

**OrganizationName**\_11.2024-SGP\_**ProjectName**\_App\_**Document**\_5

⇒ GBLT\_11.2024-SGP\_Smith\_App\_Map-Trails

## 2. Application Signature

The Application 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).

## 3. Electronic Email & Receipt Verification

### A. Email Application to “Box”.

- The Applicant sends one email including the Application Form, and Map file(s), and the Property Shape File.  
Email to the following email address: [GBRPPAp.xvuprsem54jfh6fm@u.box.com](mailto:GBRPPAp.xvuprsem54jfh6fm@u.box.com)
- Subject line: **OrganizationName\_11.2024-SGP\_ProjectName\_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”.

### B. Receipt Verification

- After submittal, the applicant will receive an email receipt from: ‘noreply@box.com notification’.
- The name of the folder will appear: ‘GBApplication\_SGP folder’ in the receipt. 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. In addition, a confirmation email will be sent to you from the GBRPP ([bluesky24@comcast.net](mailto:bluesky24@comcast.net)) confirming receipt of the application.

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## Section 2: Application Instructions

### I. Contact Information and Applicant Certification

Provide property, contact information and grant request information, and certifying signature.

### II. Project Information

Provide a project name and location information as requested.

### III. Executive Summary

#### 1. Project Type and Preferred Characteristics

Select the Project Type category (or categories) that describes your project.

Projects must fall into at least one Project Type. More than one Project Type can be selected.

- **Habitat Management:** Includes improved management for species and habitats identified in the NH Wildlife Action Plan, e.g. creating early successional habitat, pollinator meadows, establishing or improving wetland buffers, improved culverts for wildlife passage, invasive species management, mowing grasslands or shrublands, native plantings, forest management to improve forest health and wildlife habitat, etc.
- **Existing Trail Maintenance:** Includes trail planning using the Trails for People and Wildlife tool, trail relocation, erosion control measures to improve trail sustainability and reduce wetland impacts, trail retirement, trail improvements to reduce impacts to wildlife and habitats, trail maintenance to address wetland or other impacts, etc.
- **Property or project planning and/or resource inventory:** Includes management planning, natural resource inventory, restoration or habitat management planning for species or habitat identified in the NH Wildlife Action Plan, trail and compatible public use planning, permitting, forest management plans, etc.



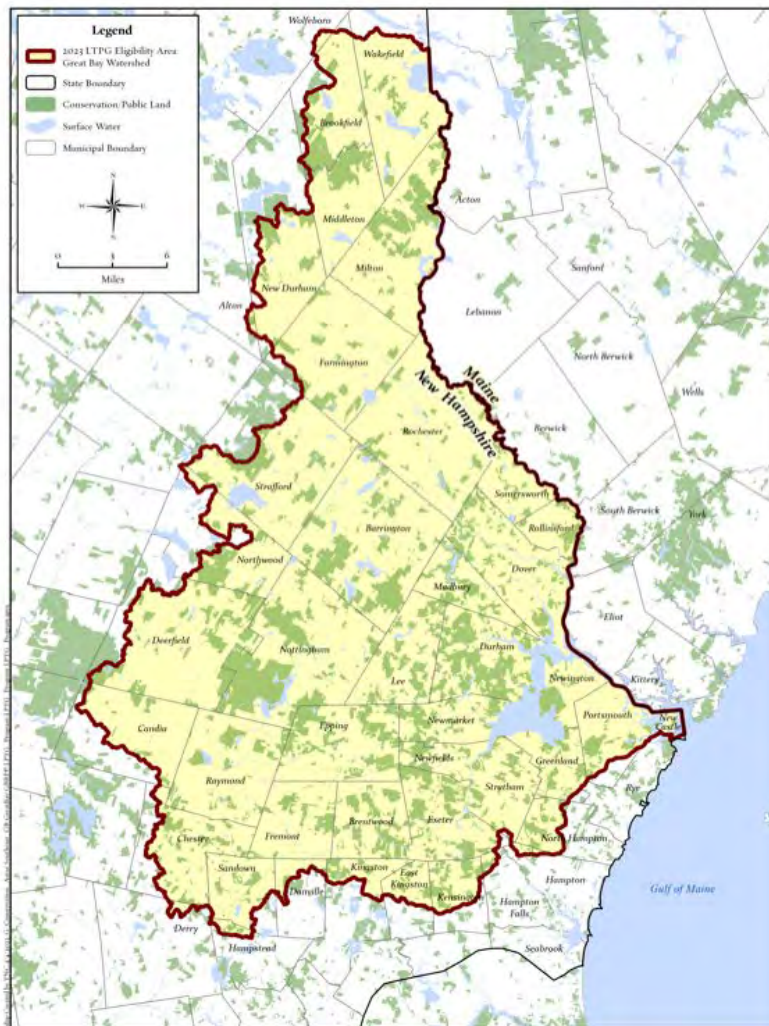
## 2. Executive Summary

Provide a 500 character high level summary of the project, stating the overall project goal(s) and deliverable(s).

## IV. Eligibility Criteria

**1. Geographic Eligibility.** A majority of the Property must be located within the NH Great Bay Watershed. Note that several of the 42 municipalities are partially in the watershed boundary.

**Municipalities** Barrington, Brentwood, Brookfield, Candia, Chester, Danville, Deerfield, Dover, Durham, East Kingston, Epping, Exeter, Farmington, Fremont, Greenland, Hampton, Hampton Falls, Kensington, Kingston, Lee, Madbury, Middleton, Milton, New Castle, New Durham, Newfields, Newington, Newmarket, North Hampton, Northwood, Nottingham, Portsmouth, Raymond, Rochester, Rollinsford, Rye, Sandown, Seabrook, Somersworth, Strafford, Stratham, Wakefield.





## 2. Property Eligibility

At least 25% of the Project site property(ies) must be located within at least one of three (A through C) priority conservation resource areas listed below. In the application document, check all that apply and complete the relevant information fields. See the Appendix 1 *Instructions for using the New Hampshire Coastal Viewer* to screen your project's eligibility (includes criteria A, B, and C). Eligibility Criteria A and B website links are provided below for reference.

### A. Coastal Conservation Focus Areas-2021

[New Hampshire Coastal Watershed Conservation Plan](#)

### B. Coastal Priority Agricultural Resources-2021

[New Hampshire Coastal Watershed Conservation Plan](#)

### C. Tidal Water Shoreline

*National Wetland Inventory*. Includes shoreline on Great Bay, Little Bay, Hampton-Seabrook Estuary, or any tidal river or stream. Provide the water body name, and the length of water body frontage to be protected (sum linear footage of both sides).

## 3. Property Conservation

Indicate the type of conservation land where the project will take place.

- For Fee-Ownership, please indicate the name of the conservation entity that owns the property.
- For Conservation Easement Properties, indicate the name of the conservation entity who holds the easement, and the name of the landowner (may be private or conservation organization) that owns the underlying fee.

Complete the table with the Property Name, Ownership (fee/easement), acres, and municipal Tax Map and Lot#. For projects that span multiple projects, list all properties in the table and add up the total acres of the project area.

Estimate the percent of the total acres listed that are within a Conservation Focus Area as identified in the Coastal Conservation Plan. Projects with greater overlap with Conservation Focus Areas will have higher priority for funding. Projects with less than 25% overlap with Conservation Focus Areas may not be selected.

## 4. Reimbursable Grant Transactions

Review dates in **Grant Program Description** for reimbursable grant and match expenses and select if both grant and match funds can be spent and invoiced within the required timeframe.

## 5. Project Completion

Indicate the project start date and anticipated completion date.

## 6. Project Authorization(s) and Due Diligence

Eligible implementation projects should indicate that permits and/or landowner/easement holder permissions are secured; property boundaries are understood and marked; and sensitive areas are known. Planning projects should indicate in Section IV Narrative if the proposal will help in securing this information for future implementation success.

For implementation projects – landowner permission is required to be documented in the **Landowner and Easement Holder Acknowledgement and Consent** form. See the *GBRPP website* for the template document to complete and submit with the application.

## V. Maps & Photos

See Appendix 1 Instructions for Map Questions.

Access the GRANIT online data viewer to view layers and develop map (See Appendix).

Trails Projects can find instructions on the use of the *Trails for People and Wildlife* tool at [this link](#).

If you have technical questions related to creating any map for this application, inquire NH Fish and Game / Great Bay National Estuarine Research Reserve, for assistance: [Veronique.F.Ludingto@wildlife.nh.gov](mailto:Veronique.F.Ludingto@wildlife.nh.gov)

Provide Maps in color.

### Required Maps

- Property Shapefile. Submit the property shapefiles with the Application.
- Eligibility Map. Project area in relation to applicable Focus Area(s):
  - *Conservation Focus Areas, NH Coastal Watershed Conservation Plan, 2021*
  - *Agricultural Resources NH Coastal Watershed Conservation Plan, 2021*
  - *Tidal Shoreline* – See National Wetlands Inventory
- USGS Topographical Map. Features to be displayed and labeled:
  - Project Area. In context of surrounding lands, including conservation data layer.
  - Property boundary(s) as relevant to the project.
  - Project Site boundary. Work area boundary, and/or start and end points.
  - Geographic features (e.g. label road, river, mountain).
  - Features such as bridges, gates, culverts, sign locations and trail names.
- Project Map.
  - Aerial base layer with road, waterways.
  - NWI wetlands and other water features.
  - Historic Resources.
  - Wildlife Action Plan Tier 1 and 2.

#### Trail Projects ONLY:

*Trails for People & Wildlife* analysis.

### Optional Map

Project Site Map. Check if there is a project site map is part of a plan. Provide Hyperlink or Document in Section VI Project Plans.

### Photos – Optional

Site photos are optional, but encouraged. Provide as an Attachment to the application.

## VI. Project Plans

### 1. Indicate existing plans relevant to this specific conservation area or property.

Indicate if the proposed action is implementing a recommended action in a relevant plan.

Projects are not required to have supporting plans for eligibility, but actions supporting priorities identified in plans may be prioritized for funding. Relevant plans are only those that address the specific property and proposed project, such as property management plans, habitat restoration plans, trail management plans, landscape scale management plans, and climate adaptation plan.

- Provide Plan Name.
- Provide hyperlink for online Plan documents.
- If the Plan does not exist online, submit as appendix with the online application.
- Indicate relevant page numbers or sections where proposed action(s) are described for ease of reviewing information.

**2. Briefly describe how this proposal supports implementation of existing plans.** 500 character limit.

**3. State-wide and regional resources used to guide proposed actions.** Consult the **Available Resources** document. Indicate the recommended resources that were used to guide the proposed project.

**4. How resources were used.** 500 character limit.

Provide a short narrative of how this resource helped shape the project. Priority will be given to fund projects that align with the goals, help implement recommendations, and advance priorities as noted in the Available Resources.

## **VII. Project Narrative**

**1. Project Description** (2,500 character limit).

Provide a brief description of the Project Goal(s) and outcomes(s).

Address the following (concise narrative or bulleted list)

- **Project Sustainability.** Describe the on-going stewardship after the grant is completed.
- **Organization Stewardship Goals.** Describe how the funding for this project helps your organization meet its stewardship goals and obligations.
- **Public Access.** Does the property allow for public access? If so, types of access and use.
- **Project Partners and Collaboration.** As applicable, describe Project Partner roles and responsibilities. Describe the benefits of collaboration if the project involves multiple landowners or the expertise of multiple partners, and/or if project scope is beyond the scale of one property, or the ownership of one conservation entity.
- **Resource Sharing.** As applicable, describe if the project advances collaboration and cooperation of resources across conservation entities and/or or advances mechanisms for resource sharing in the future. *Examples: Shared equipment, shared staff resources, collaborative projects to combine efforts at scale and avoid duplication, etc.*

## **VIII. Project Budget & Narrative**

**1. Budget Table.**

Provide project budget information as requested.

List Project Tasks and associated Grant Fund and Match Funds.

Provide a brief description for each Task and the Measurable Result – what will be accomplished as a result of completing the Task. Additional narrative space below the budget table is available if needed.

**2. Budget Narrative** (1,500 character limit)

Provide additional information, as needed, to explain budget costs.

## **Appendix 1**

### **Stewardship Grant Program Instructions NH Coastal Viewer to Determine Project Eligibility & Develop Maps**

The New Hampshire Coastal Viewer is an online mapping tool with a geographic focus on New Hampshire's coastal watershed communities. The Coastal Viewer can be used to screen your project's eligibility for this grant program.

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The following instructions are based on the April 2024 version of the Coastal Viewer. Users should refer to guidance on the Coastal Viewer for updates that may be introduced in subsequent releases of the website.

A layer theme entitled *Stewardship Grant Program*, on the Coastal Viewer was developed specifically to meet the screening needs of this program at <http://nhcoastalviewer-lptg.unh.edu/>. The Stewardship Grant program layer theme displays the data layers that are relevant to the grant program's eligibility; to view all the Coastal Viewer data layers use the dropdown on the left side of the screen under the "Layers" heading and select "All Layers".

There are a variety of getting started and training resources for the Coastal Viewer at <http://www.nhcoastalviewer.org/>. If you are new to the Coastal Viewer please consider watching the 9-minute [Get Started](#) video, which will help you to understand how to use the application. Basic navigation of the viewer and its tools are described.

Data layers in the Coastal Viewer are organized by folders, some of which you need to drill down through (clicking the check box along the way to activate them) to get to the data layer that you want to view. Folders are differentiated in the list below by **bold headings**, whereas data layers are shown below. When you turn on a **folder** you are not turning on a viewable data layer, but rather enabling the viewing of a data layer within the folder; the data layer needs to be turned on to view it (and all folders it is within also need to be activated—*this is a common pitfall and frustration for these types of applications*).

When you open the Coastal Viewer using this [link](#) you will see the following structure of **folders** and data layers available for viewing in the "Layers" list on the left side of the screen:

- Administrative and Political Boundaries** – This folder is activated when you open the Coastal Viewer. This is the folder that contains available tax parcel data.
- NH Parcel Mosaic- This is activated when you open the Coastal Viewer
  - Parcels** - Polygons  
This is the tax parcel data available for most of the NH towns—not all NH towns are available.
  - Additional lines  
A small number of NH towns that are not represented in the "Polygons" data layer above have line-based tax parcels in this layer.

*\*\* Important note: both the "Polygons" and "Additional lines" data layers are scale-dependent. That is, you must zoom into your area of interest far enough for these layers to draw. If you are zoomed out too far the data layer heading is greyed out and the data layer will not draw.*

**Biology and Ecology**

National Wetlands Inventory – Version 2

Referenced in eligibility criterion 2.C above for ***Tidal Water Shoreline***.

Once you are zoomed in to your area of interest (see *Important note* below), turn on this data layer. The layer will expand to show the colors of different wetland types displayed on the map.

***If your project overlaps or is adjacent to “Estuarine and Marine Deepwater” or “Estuarine and Marine Wetland” categories, your project is eligible.***

You can also use the identify feature tool from the “Home” toolbar tab (along the top of the map window) to click on a wetland area to identify its type. A table will pop up at the bottom of the screen (this might take a little time so please be patient). Look at the column under “NWI\_TYPE”.

***\*\* Important note: “National Wetlands Inventory – Version 2” data layer is scale-dependent.***

***That is, you must zoom into your area of interest far enough for this layer to draw.***

***If you are zoomed out too far the data layer heading is greyed out and the data layer will not draw.***

**Environment and Conservation** - This folder is activated when you open the Coastal Viewer.

Conservation and Public Lands

Wildlife Action Plan

Highest Ranked Wildlife Habitat

Other Wildlife Data

Planning Trails for People and Wildlife

Land Conservation Plan - This is activated when you open the Coastal Viewer.

Referenced in eligibility criterion 2.A above.

Coastal Conservation Focus Areas - 2021

Coastal Priority Agricultural Resources - 2021

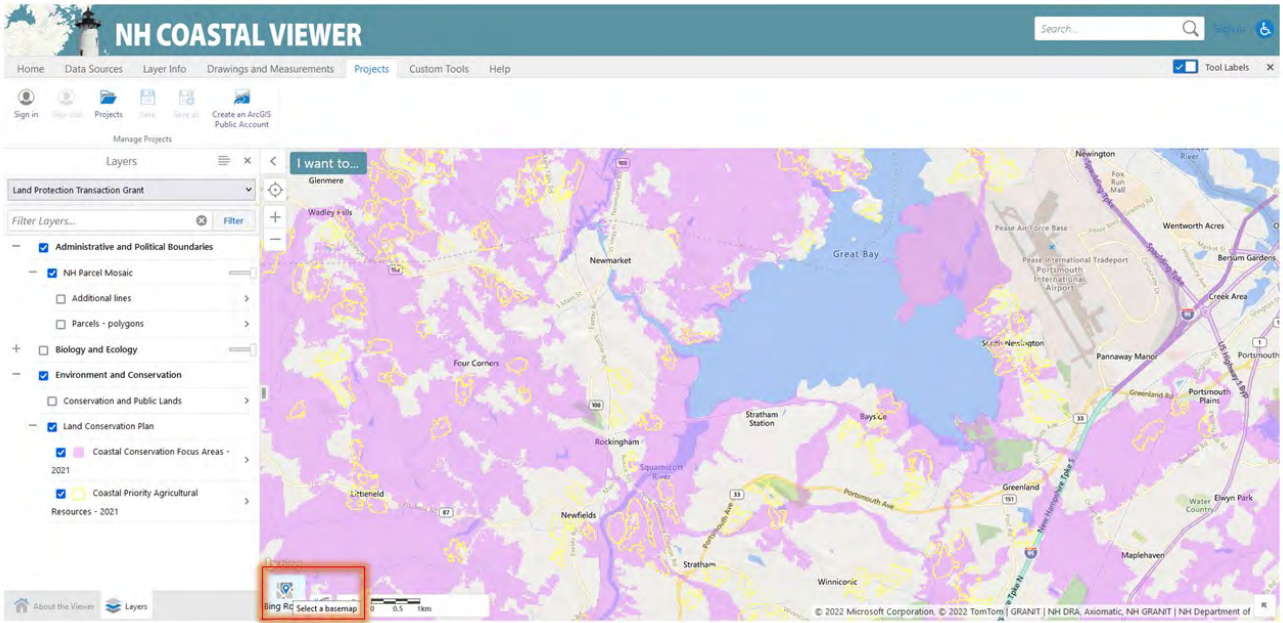
***\*\* Important note: The “Coastal Priority Agricultural Resources” layer is displayed in a yellow outline, so you may want to change your basemap from the default “Bing Roads” to the “Bing Aerial” for better contrast. Please see the step-by-step instructions to do this in the section below entitled “Selecting a Basemap”.***

**Selecting a Basemap** – The Coastal Viewer by default uses the “Bing Roads” basemap. You can change the default basemap to “Bing Aerial” by following the steps below:

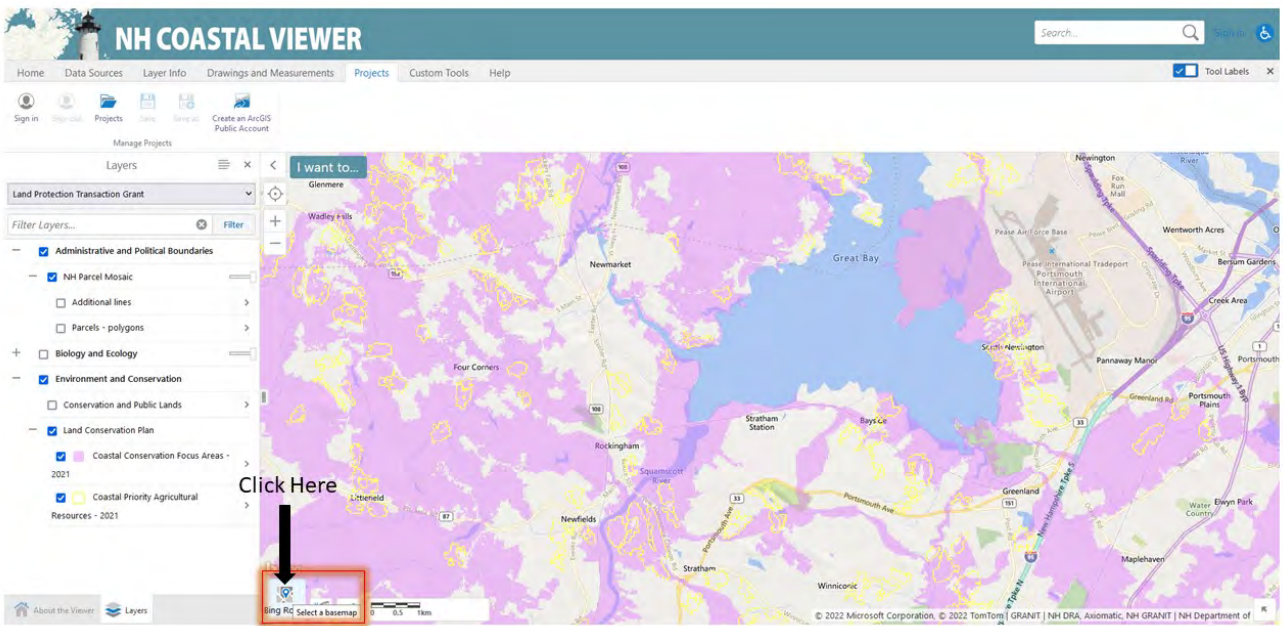
1. Locate the “Bing Roads” icon in the lower left-hand corner of the Coastal Viewer map extent.

See screen capture below for location represented in the red box.

***\*\*Note:*** If you hover your cursor over the icon, a pop-up text will say “Select a basmap”

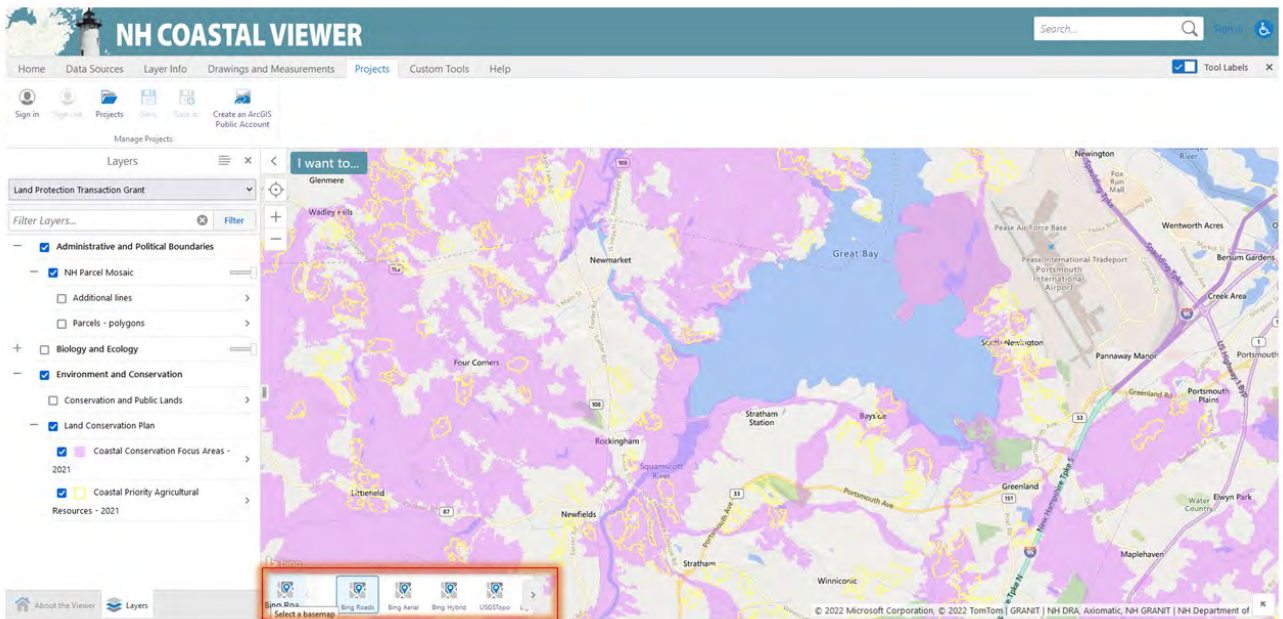


2. Click on the “Bing Roads” icon to expand your basemap options.

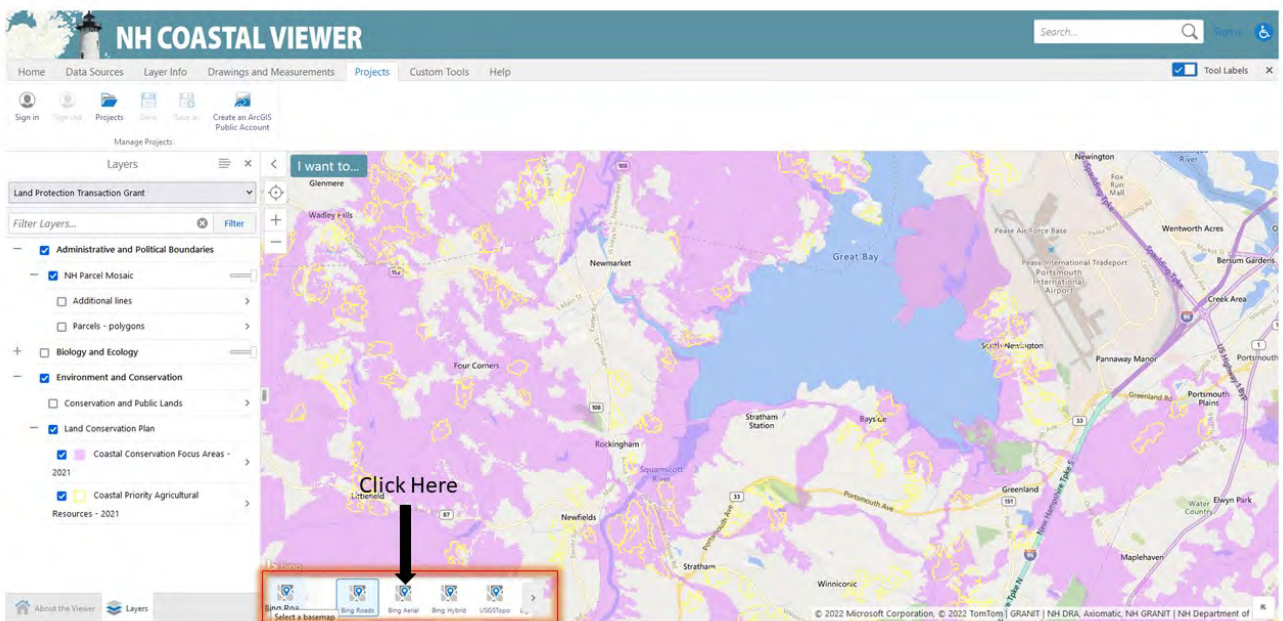


The screen capture below shows you the expanded list of basemap options. Note that the activated basemap has a blue box around it.



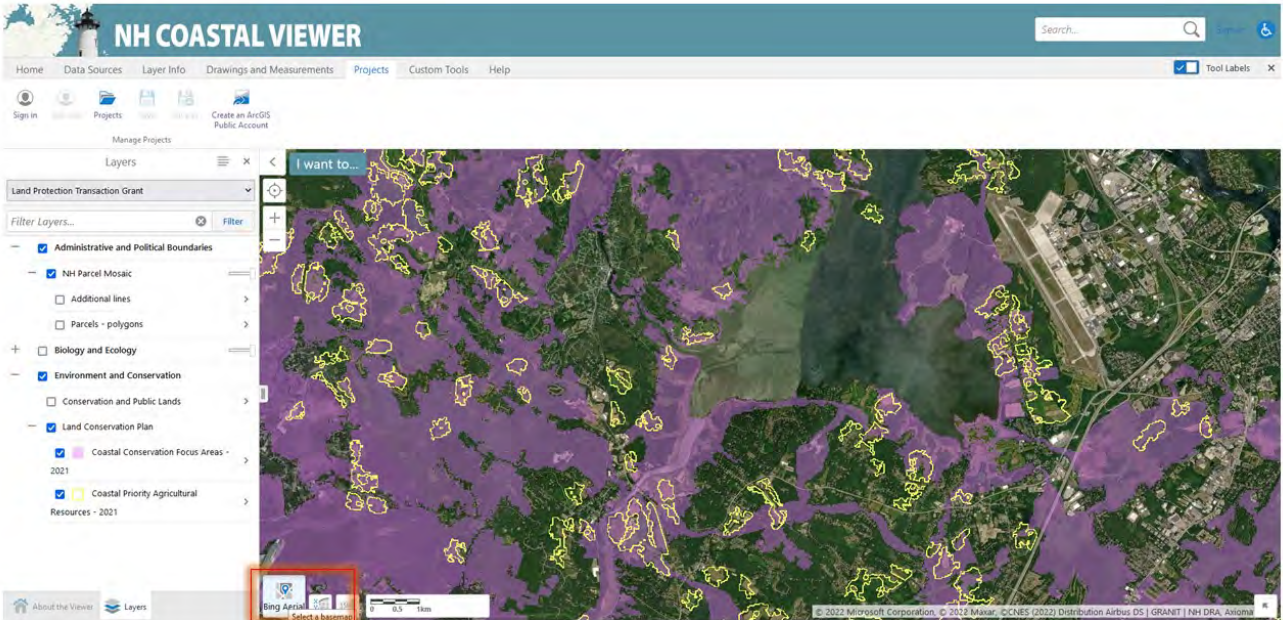


3. Click on the “Bing Aerial” icon to switch the default basemap to the “Bing Aerial” option. See screen capture below.



The basemap icon now should say “Bing Aerial” and there should be aerial imagery within the Coastal Viewer map extent (see screen capture below). You have now successfully switched to the “Bing Aerial” basemap.





### Instructions on How to Make the Application Maps

- Eligibility Map. Project area in relation to applicable Focus Area(s):
  - *Conservation Focus Areas, NH Coastal Watershed Conservation Plan, 2021*
  - *Agricultural Resources NH Coastal Watershed Conservation Plan, 2021*
  - *Tidal Shoreline* – See National Wetlands Inventory

- USGS Topographic Map. Features to be displayed and labeled:
  - Project Area. In context of surrounding lands, including conservation data layer.
  - Property boundary(s) as relevant to the project.
  - Project Site boundary. Work area boundary, and/or start and end points.
  - Geographic features (e.g. label road, river, mountain).

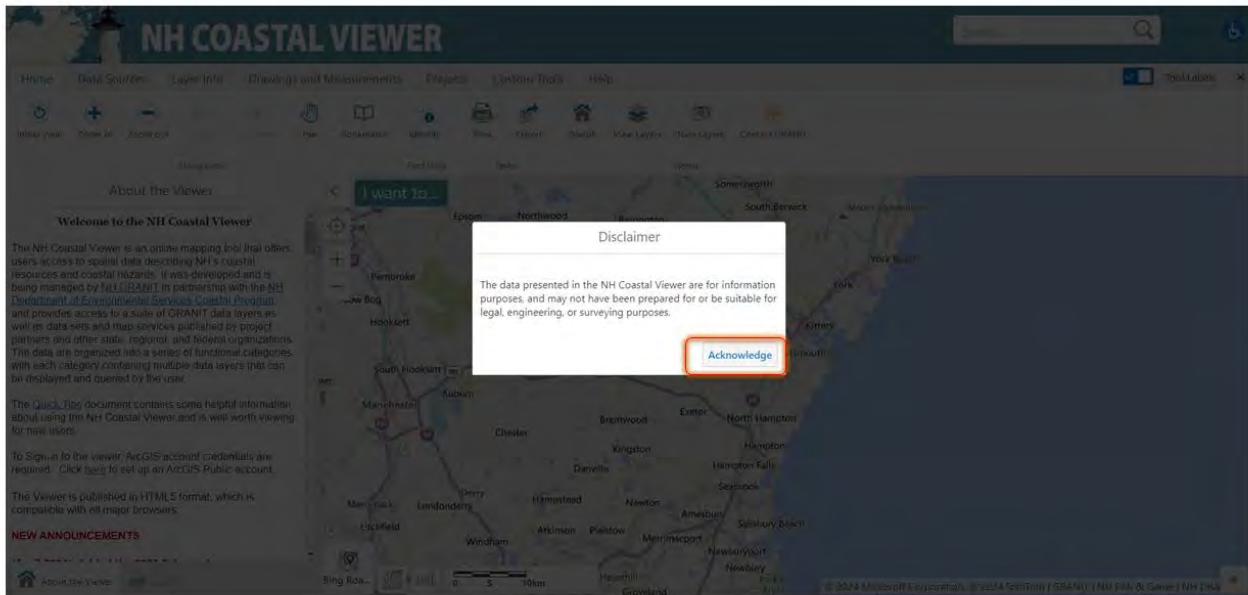
- Project Map
  - Property boundary
  - Project Site boundary
  - Aerial base layer with road, waterways.
  - Wildlife Action Plan Tier 1 and 2.

For Trails projects ONLY:

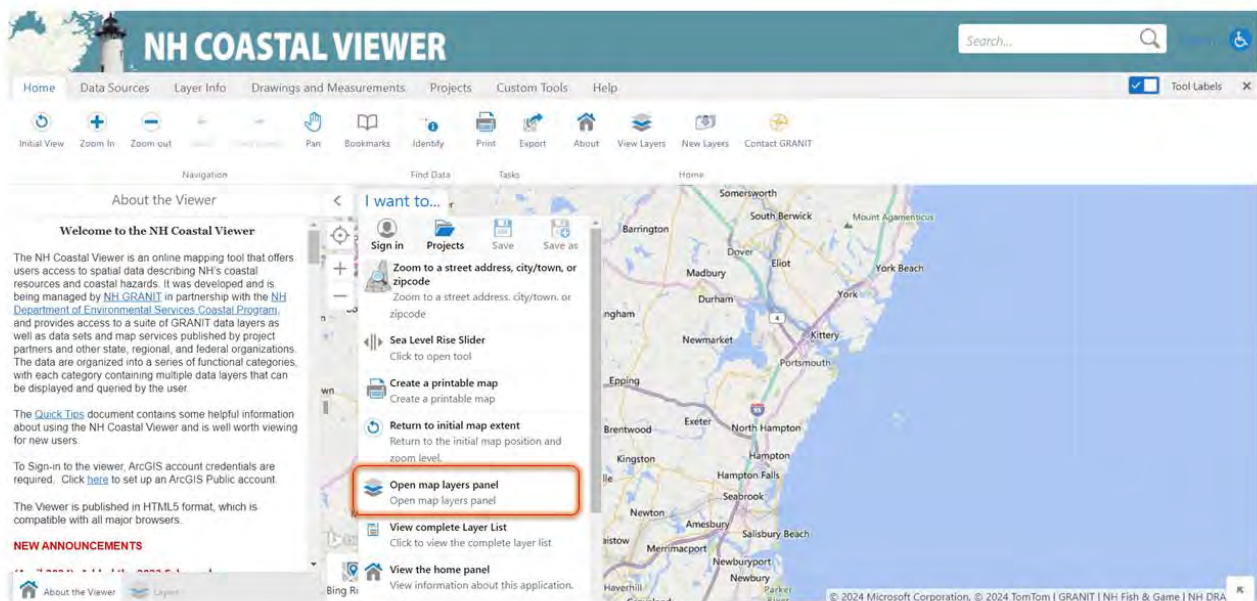
- Trails for People & Wildlife* analysis (Please see webinar for how to interpret the data: <https://www.wildlife.nh.gov/get-outside/trails-people-and-wildlife> it)

## Eligibility Map Instructions

1. Go to NH Coastal Viewer and click the acknowledge button on the Disclaimer:

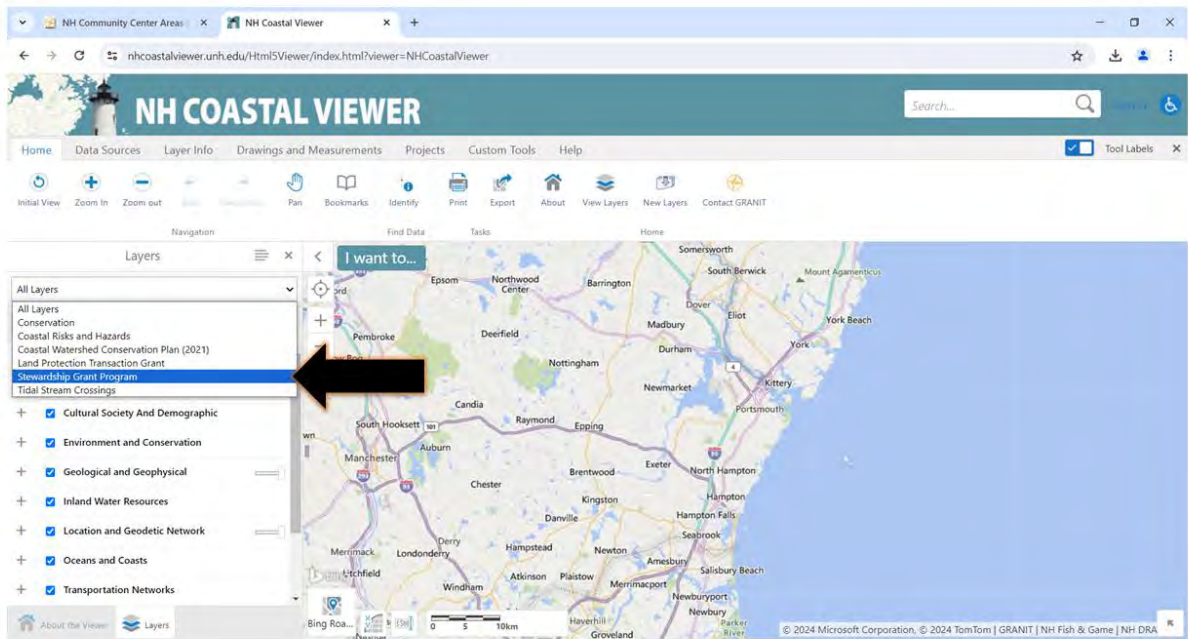


2. Navigate to the Stewardship Grant Program Layer Theme by clicking the blue "I want to ..." icon and select "Open map layers panel" in the drop-down menu:





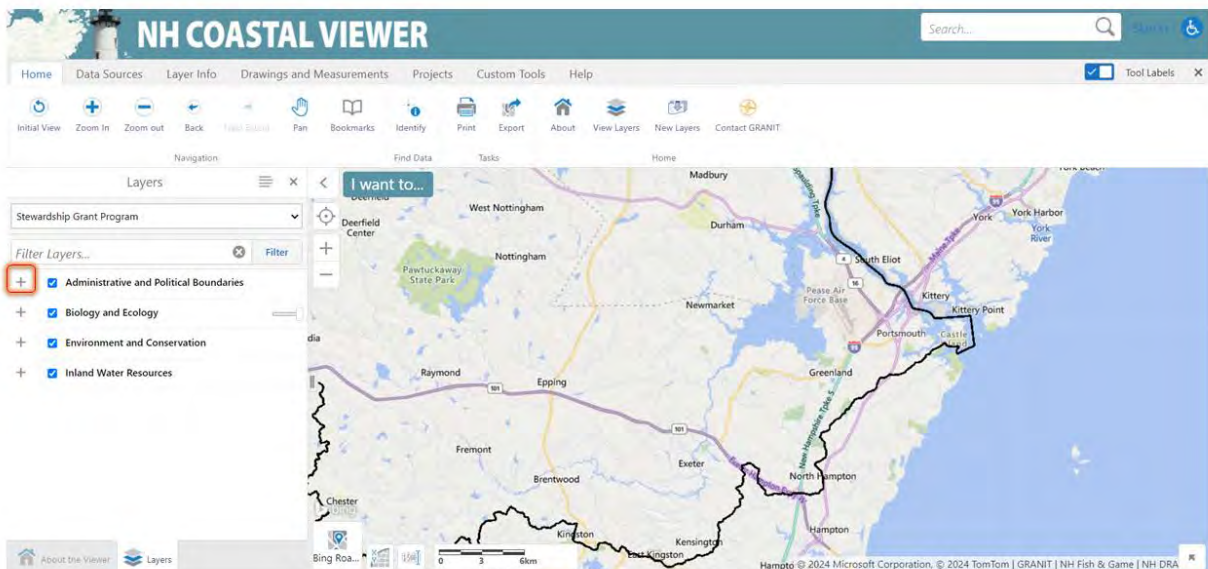
3. Then under the Layers the panel select the “Stewardship Grant Program” layer theme in the drop-down menu:



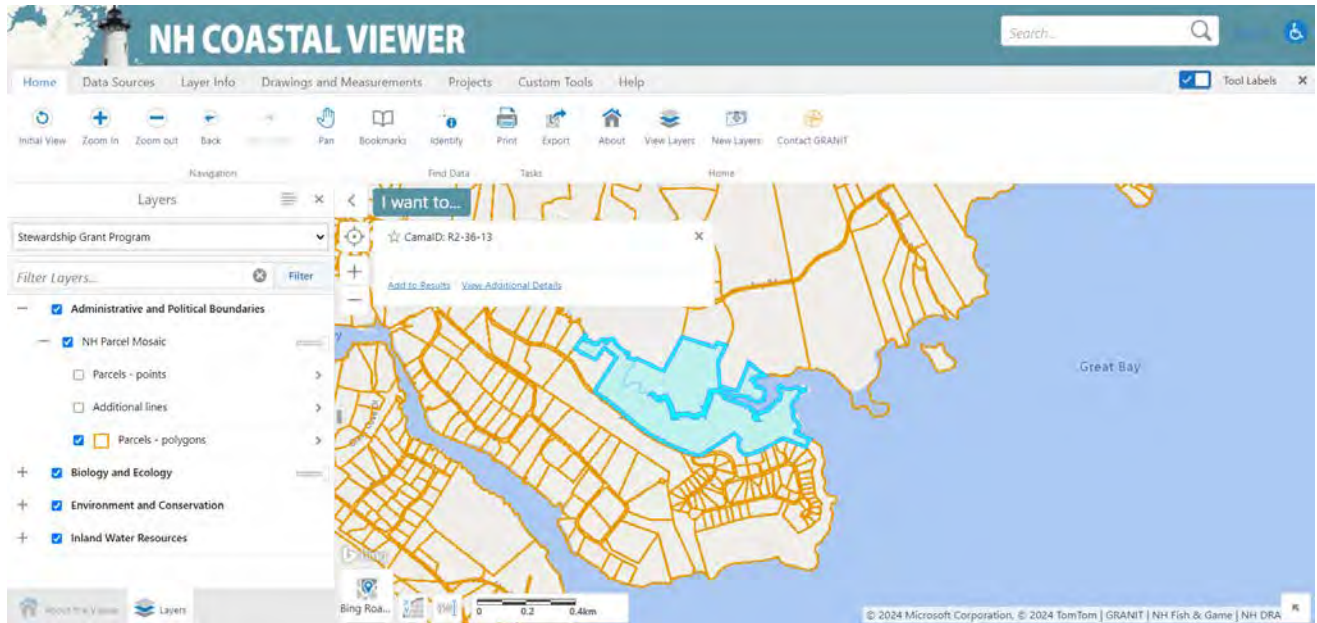
4. If you have 1 parcel to screen, please find and select it in the parcel dataset within the map frame. Follow Step 4a. If you have multiple parcels that need to be screen. you will need to upload your shapefile to the mapper. See Step 4b.

a. Selecting a parcel through the parcel dataset on the viewer (best for screening 1 parcel).

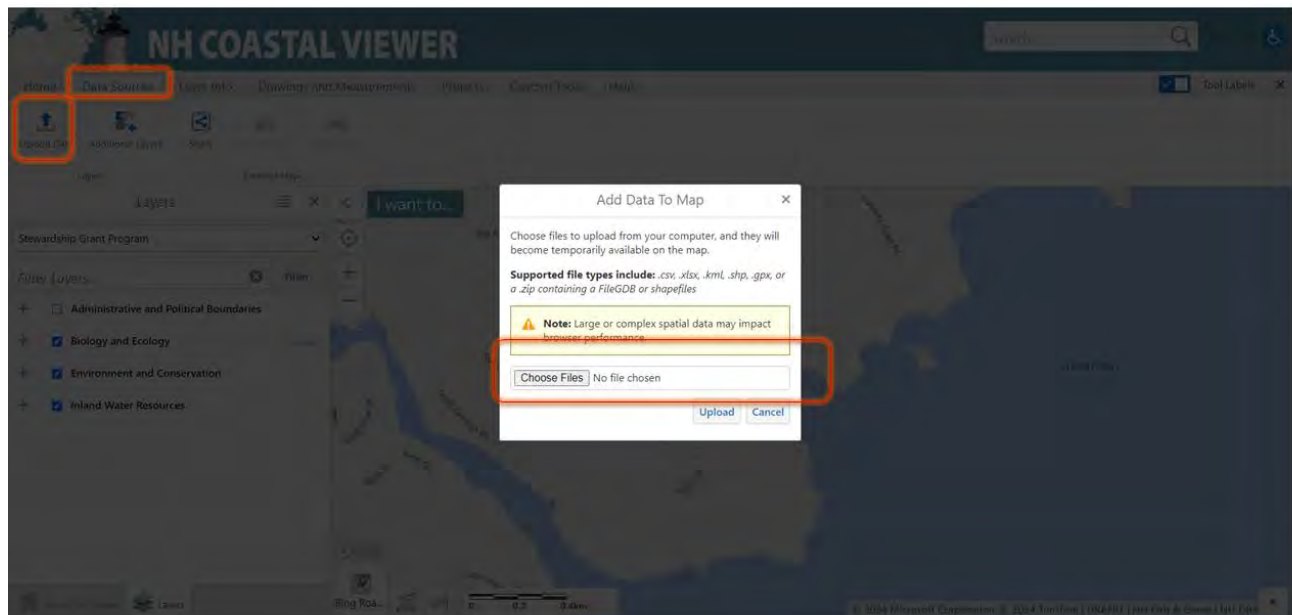
Turn on the Administrative and Political Boundaries by clicking the “+” sign next to in the layers panel.



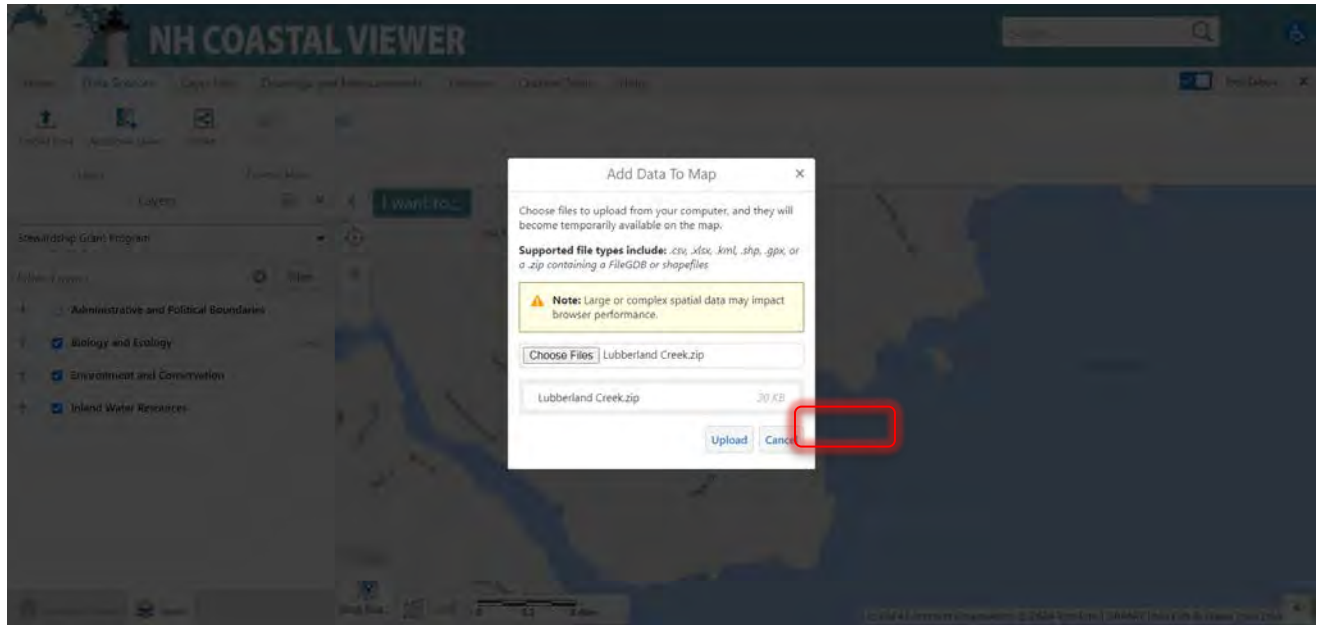
Then turn on the NH Parcel Mosaic layer by clicking the blank box next to the layer name “NH Parcel Mosaic”. A blue box with a white indicates that this layer is now turned on. Expand the layer by clicking the plus sign. And click on “Parcels-polygons” sublayer. If this layer is grayed out you’ll need to zoom in on the map until it appears. Click on your parcel in the map frame and it’s boundary will become a highlighted blue boundary.



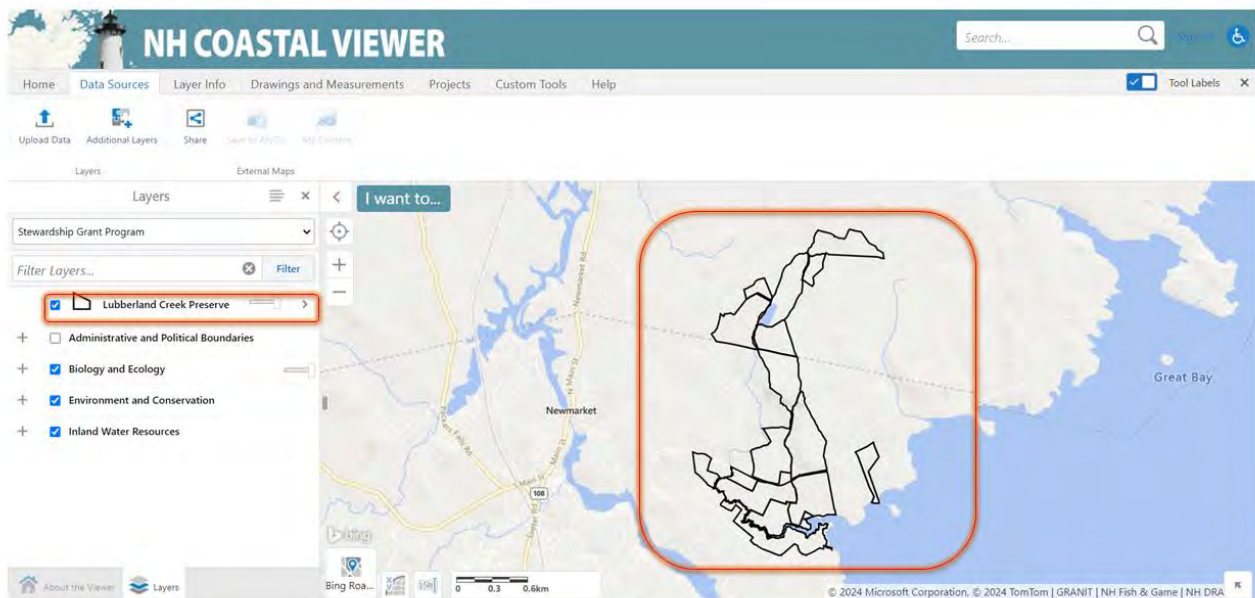
- a. Uploading shapefile to coastal viewer from file (best for 1 or more parcels). In the ribbon above the map and layers panel, click on Data Sources and select “Upload Data”. Choose your files – if your shapefile is not in a zipped folder make sure to include all associated files for this to work.



Once your files have been selected, click upload:

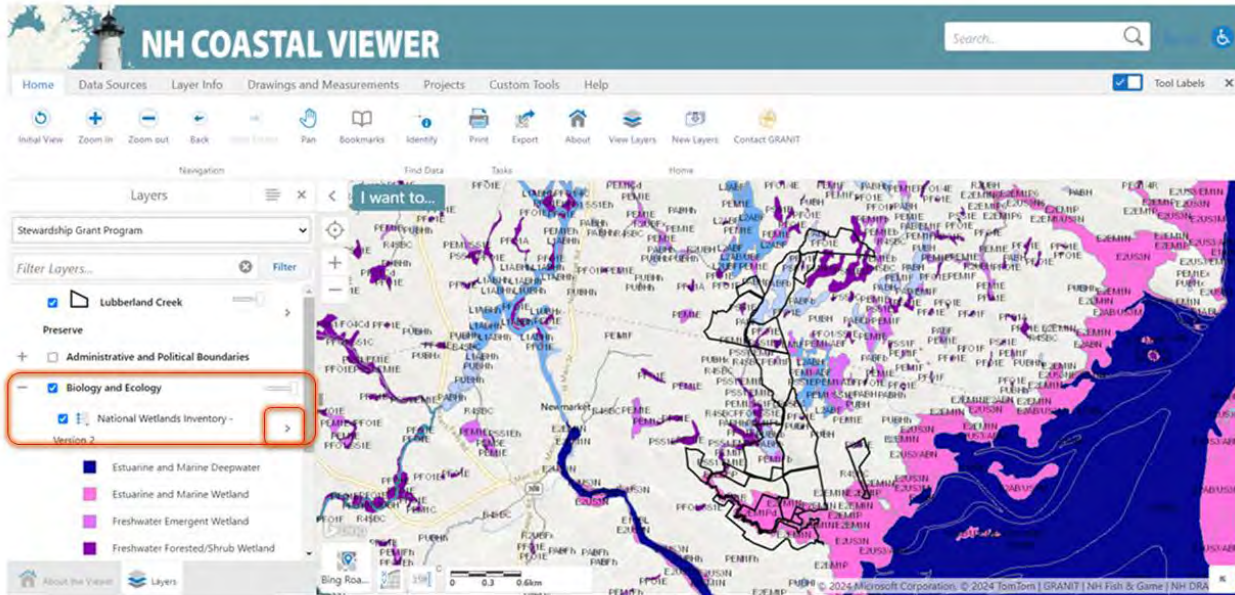


Name your layer and click proceed. Click Symbolize data. Try a transparent fill and a black outline. Click Proceed. Your layer should be uploaded to the map and you will see the name of your layer in the Layers Panel.

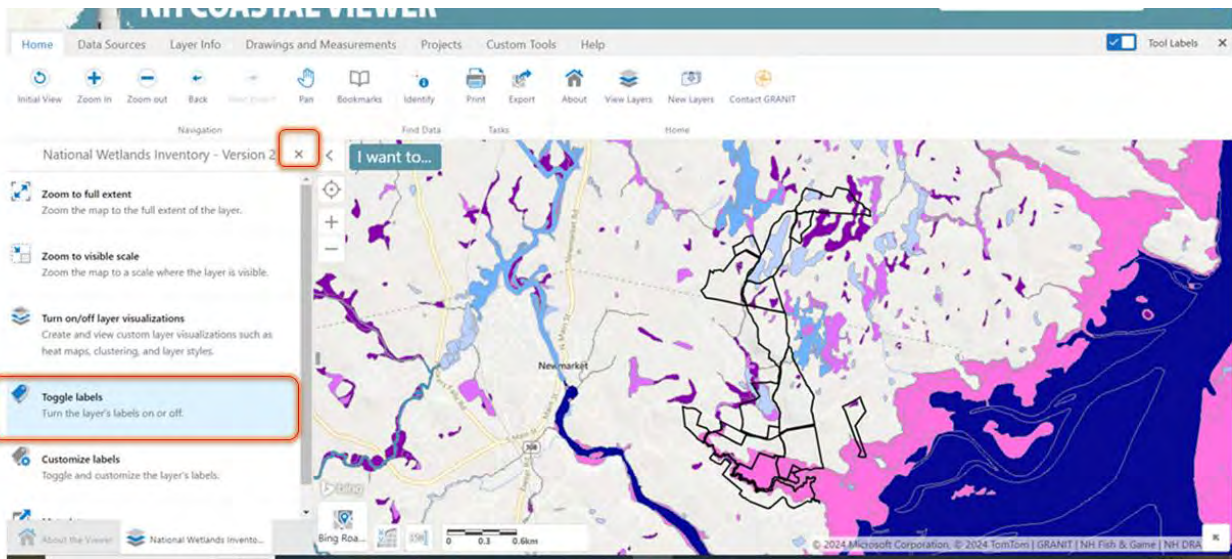




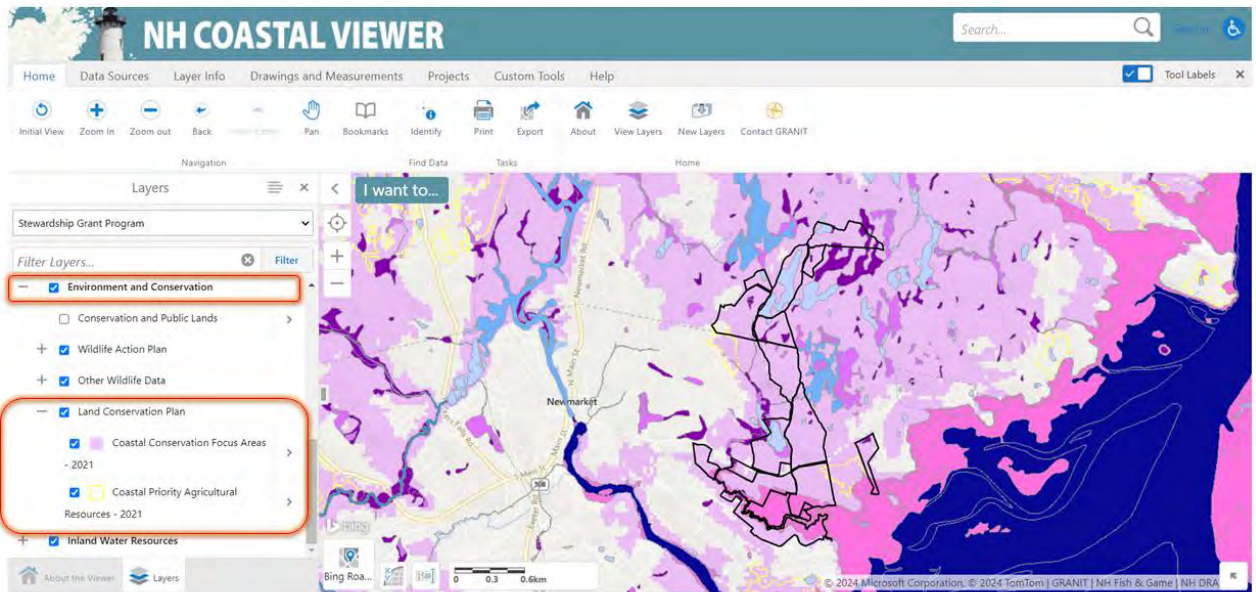
- Click on Biology and Ecology layer and turn on the National Wetlands Inventory – Version 2 sublayer. Then click on the arrow next to the sublayer name.



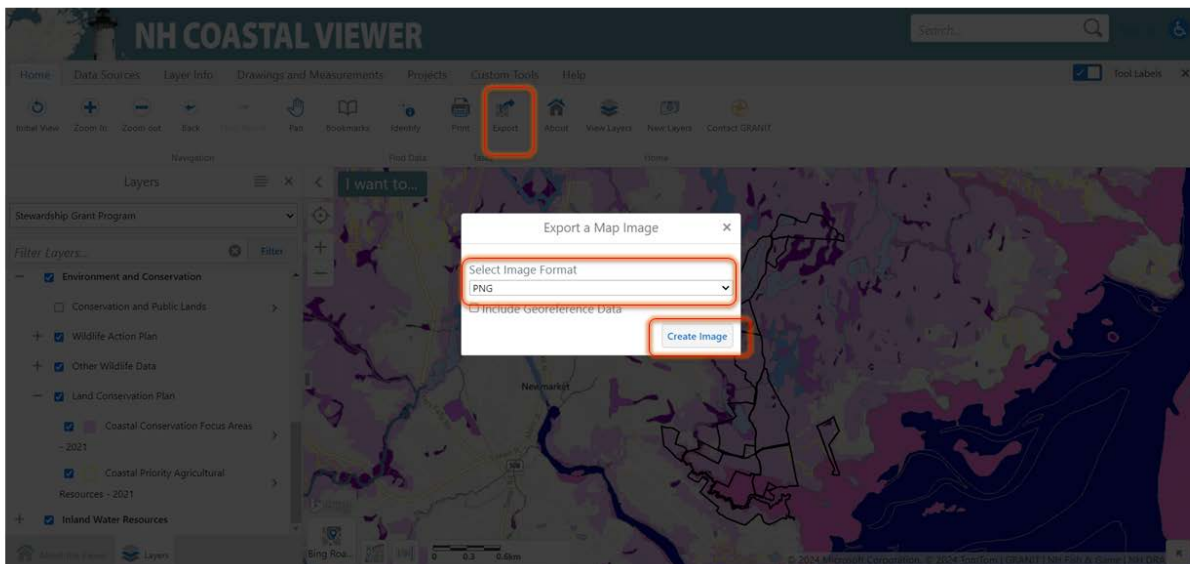
- Click toggle off labels (4<sup>th</sup> option down) and then click the “x” next to “National Wetlands Inventory – Version 2”.



- Expand Environment and Conservation Layer and expand the Land Conservation sub layer. Turn on the sublayers : Coastal Conservation Focus Areas – 2021 and Coastal Priority Agricultural Resource -2021.

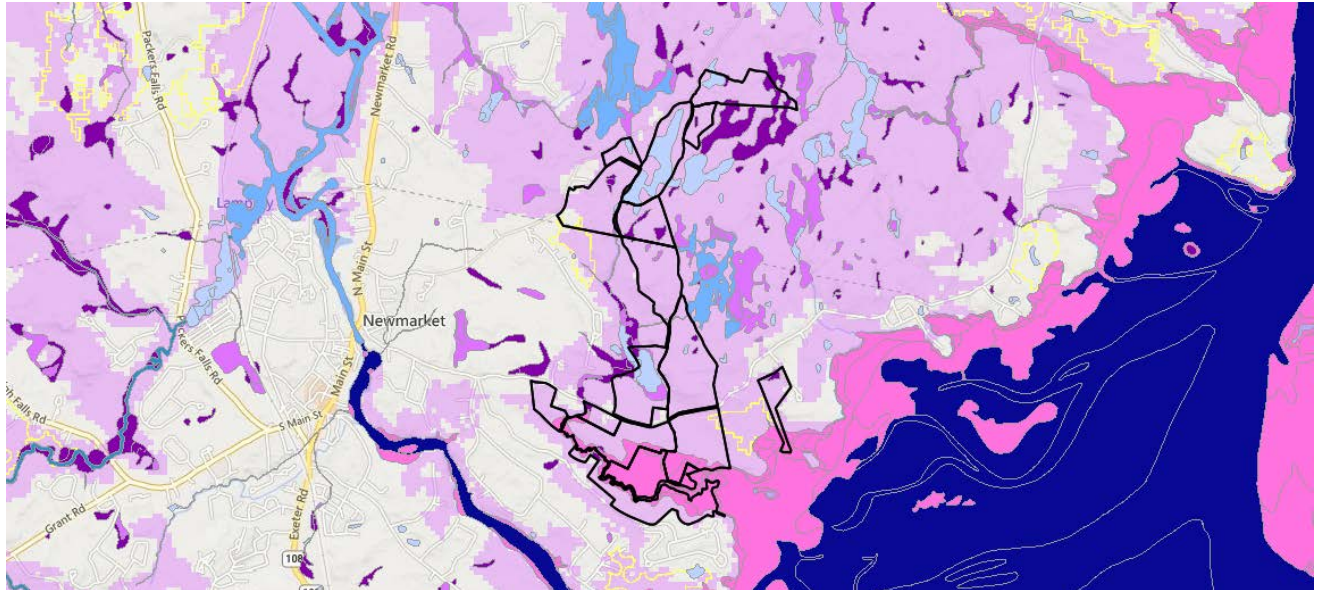


7. Now click export in the ribbon above the map and layers panel to export map as an image. Select image format (PNG or JPEG will work well) and click create image.



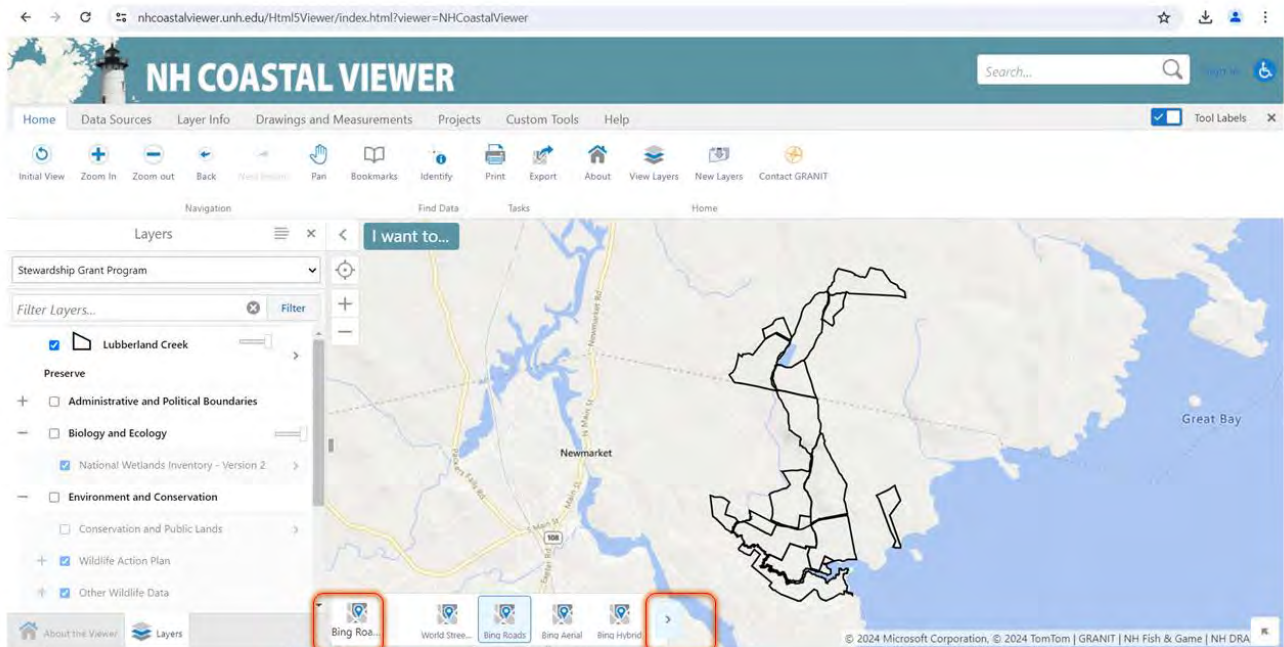


Here is the final image of the example Eligibility Map.

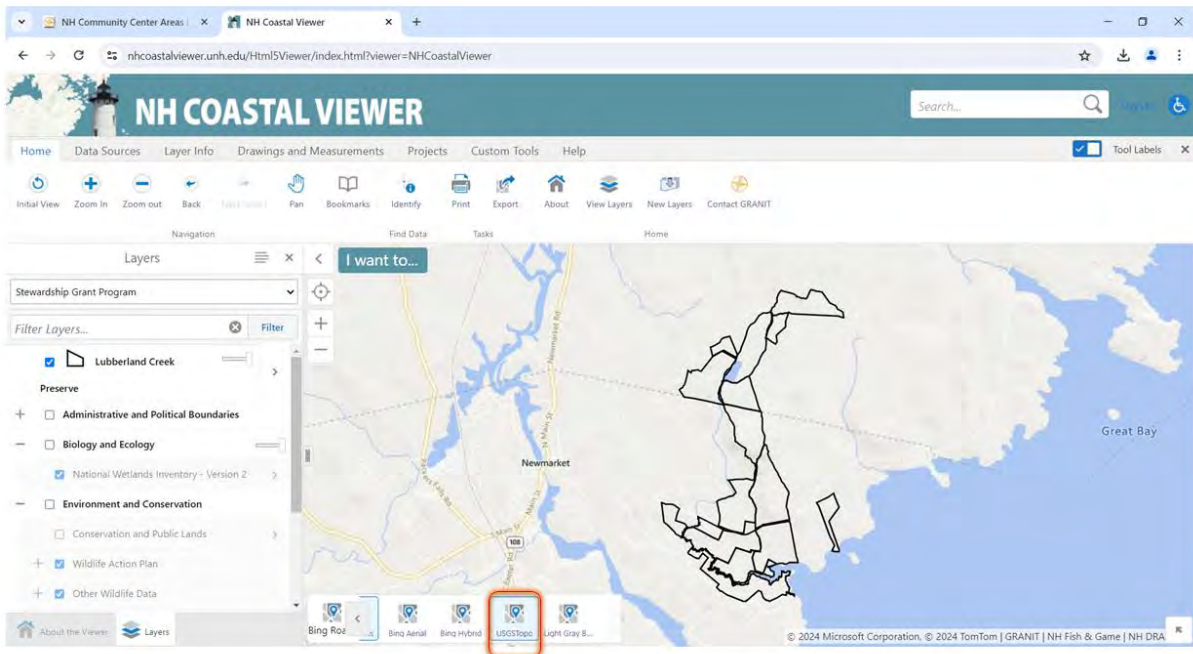


### **USGS Topographic Map Instructions**

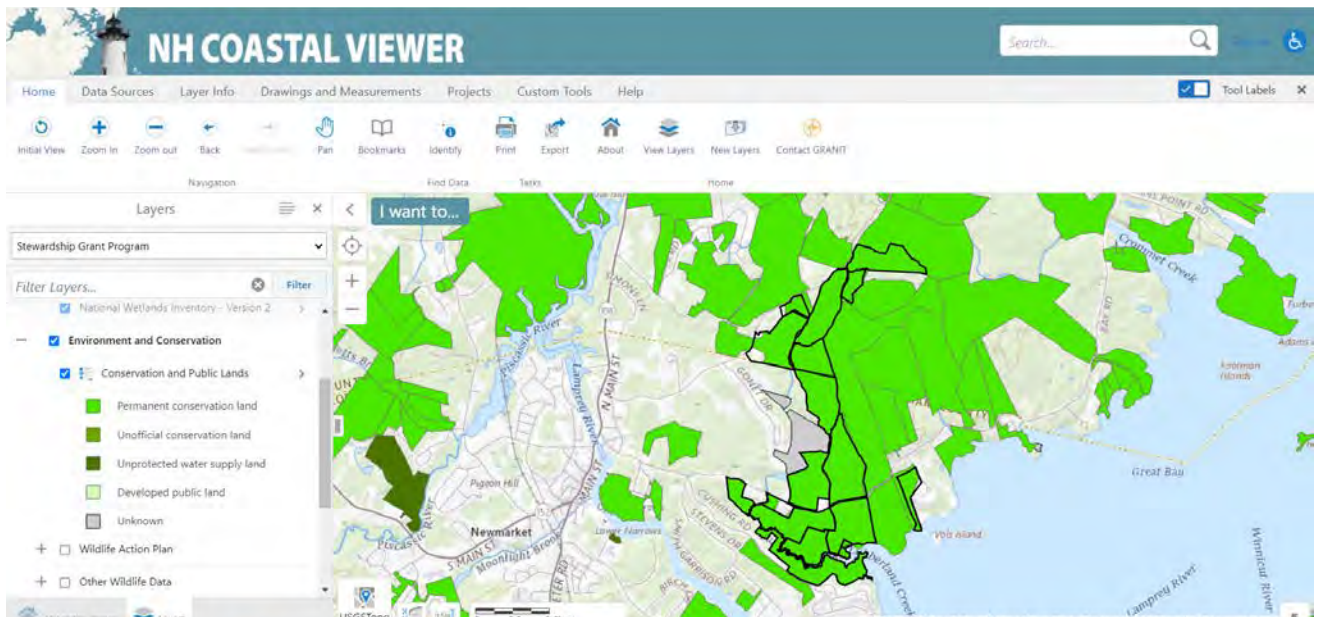
1. Follow Step 4 from the Eligibility Map if you need to select your or upload your property boundary.
2. Switch to USGS topo base map:
  - a. Go down to the icon that says “Bing Roads” (this is the default base map for the NH Coastal viewer and click on it. Click on the arrow to expand your base map options.



b. Then click on USGS topo.

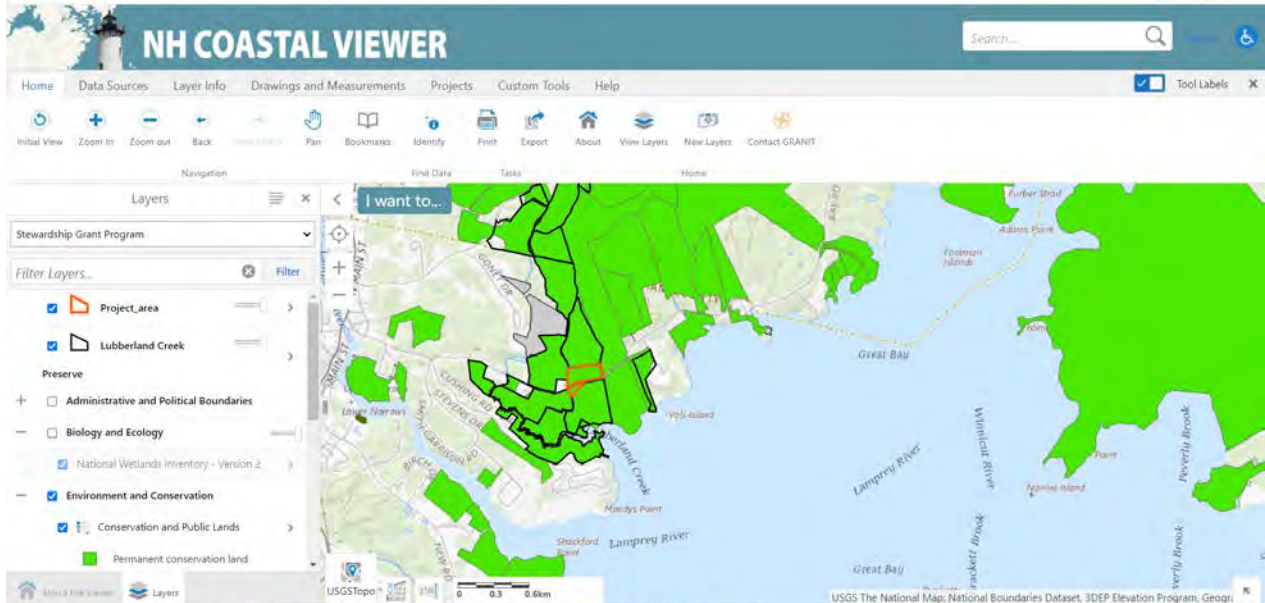


3. Turn on the Conservation and Public Lands Layer:
  - a. Under the Layers panel turn on the Layer Environment and Conservation and then turn on Conservation and Public Lands sub layer.
  - b. Toggle off labels by following Step 6 in the Eligibility Map instructions





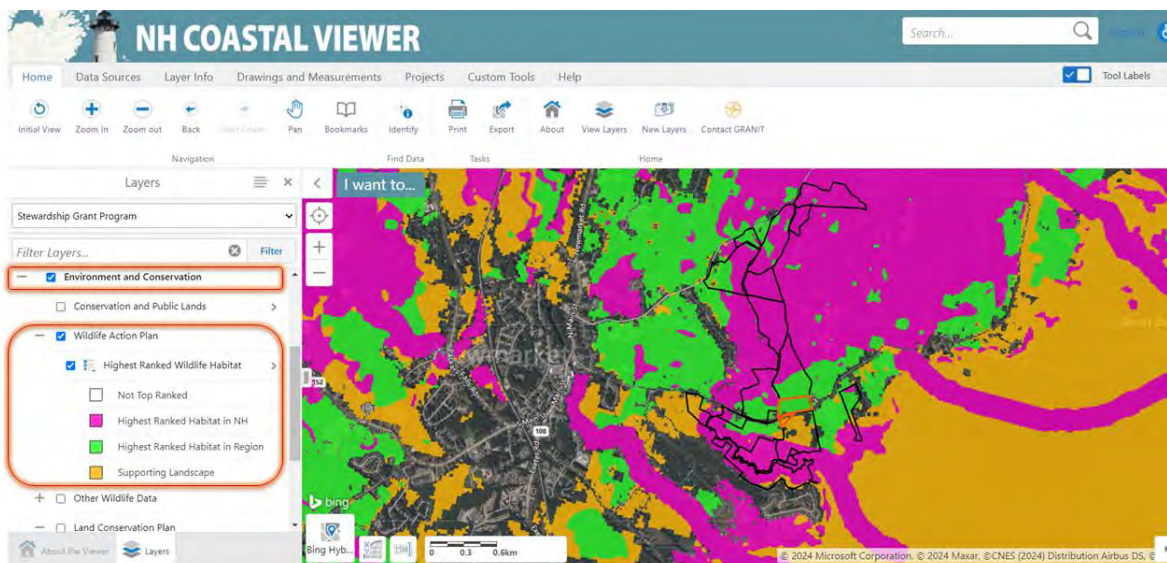
4. Upload the Project Site boundary by following steps on how to upload a shapefile. This can be found under Step 4b for the Eligibility Map instructions. Recommendation: Use a transparent fill and a different boundary color to help reviewers distinguish from the property boundary and project site boundary.



5. Export Map to image. See Step 8 in Eligibility Map Instructions.

### **Project Map Instructions.**

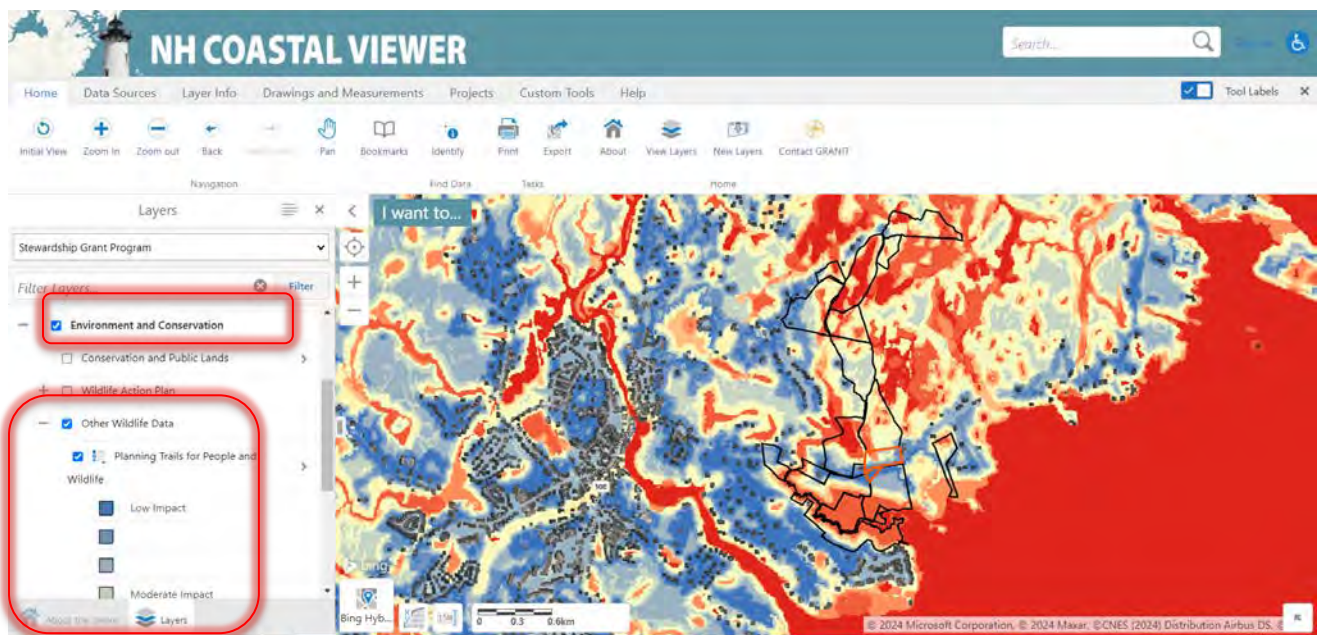
1. Add Property boundary and Project Site boundary. See Eligibility Map for detailed instructions on how to do this. (Step 4)
2. Change Base Map to Bing Hybrid. This will be an aerial base map with labels. See step 2 of USGS Topographic Map on how to change base maps,
3. Turn on the Environment and Conservation layer and expand and then turn on Wildlife Action Plan sub layer. Turn on the Highest Ranked Wildlife Habitat sub layer.



4. Export Map to image. See Step 8 in Eligibility Map Instructions.

## **For Trails projects ONLY: Trails for People & Wildlife Map Instructions**

1. Add Property boundary and Project Site boundary. See Eligibility Map for detailed instructions on how to do this. (Step 4)
2. Change Base Map to Bing Hybrid. This will be an aerial base map with labels. See step 2 of USGS Topographic Map on how to change base maps,
3. Turn on the Environment and Conservation layer and expand and then turn on Other Wildlife Data sub layer. Then Turn on Planning Trails for People and Wildlife sub layer. Blue to red color gradient indicates the level of impact (low to high) that trails will have on wildlife. Blue is the lowest impact and red is the highest.



4. Export Map to image. See Step 8 in Eligibility Map Instructions

**Appendix 2**  
**Available Resources to Help with Stewardship Project Planning**  
**in the NH Great Bay Watershed**

**Management Planning Resources** - Resources to help set priorities, and assessing property or project within larger landscape context.

- [NH WAP Maps \(Tier 1 and Tier 2\)](#) – Identify high priority habitat on your site
- [NHFG Habitat Types and Associated Species](#) - Identify wildlife associated with the habitats on your site
- [NH DataCheck Tool](#) – Identify if rare species occur on your site
- [NH Coastal Viewer](#) – Access to a wide variety of watershed-wide spatial data
- [Connect the Coast](#) – Wildlife connectivity across the watershed
- [NH Coastal Conservation Plan](#) – Land protection priorities in the Coastal Watershed

**Wildlife Species of Management Concern Resources** - Resources to help guide management of conserved lands in the Coastal Watershed to help wildlife species of conservation concern identified in the NH-WAP.

- Blanding’s Turtle
  - [Working Lands for Northeast Turtles \(NRCS\)](#)
  - [Focus on Wildlife Brochures](#)
  - [WAP Blanding's turtle profile](#)
- Pollinators
  - [NHFG Non-game](#)
  - [UNH Pollinator Habitat Resources](#)
  - [Pollinator practices in New England \(NRCS\)](#)
- Brook Trout
  - [NHFG Non-game resources](#)
- Bats
  - [NHFG Non-game](#)
- New England Cottontail
  - [Landowner Guide to managing for NE Cottontail](#)
- Black Racers
  - [Focus on Wildlife Brochures](#)
- Reptiles and Amphibians
  - [NHFG Non-game resources](#)
- Woodland and song birds
  - [Silvicultural Guide for birds, VT Audubon](#)

**Wildlife Habitat Management Resources** – Resources to help manage habitat more generally for a broad suite of wildlife species.

- Habitats of the NH Wildlife Action Plan
  - [Habitat Stewardship Brochures](#)
  - [Taking Action for Wildlife \(UNH Cooperative Extension\)](#)
- Habitats and their wildlife associates (forest focused)
  - New England Wildlife, habitat distribution and wildlife (DeGraaf, 1986)
- Wildlife Corridors
  - [NHFG Non-game resources](#)
- Agricultural lands for wildlife
  - NRCS Resources

**Salt marshes and estuarine habitat** – A habitat of particular concern in the Coastal Watershed due to climate change – also see *Water Quality Resources* for buffer protection management actions.

- [Sea-Level Affecting Marsh Migration \(SLAMM\)](#) – presentation on access and use of SLAMM data by NH CAW
- [NH Salt Marsh Plan, Great Bay National Estuarine Research Reserve/NOAA](#) – identify management strategies to sustain salt marshes

**Water Quality Resources** - to help guide water quality management goals

- [Buffer Options for the Bay](#) – developed for the Great Bay Watershed to help municipalities and other landowners understand how best to protect shoreland buffers and water quality
- [Protected Shorelands, NHDES](#) – understand what the rules are and where they apply
- [Erosion control in the Protected shoreline, NHDES](#)
- [Living shorelands, NHDES](#) – measures to help coastal shoreland properties with storm surge and extreme weather erosion
- [Erosion control during extreme weather events \(Forestry focused\). UNH Cooperative Extension](#)
- NRCS resources related to Agricultural practices to reduce impacts to water resources

**Trails and Wildlife**

- [Trails for People and Wildlife](#) – NHFG resource for managing trails on conservation land with wildlife use of the lands in mind
- [Best Management Practices for Erosion Control during Trail Maintenance and Construction](#) – NH Trails Bureau recommended practices

**Forest Management and Climate Adaptation Resources** – when planning for timber harvest

- [Good Forestry in the Granite State](#) – general best management practices
- [Erosion control during extreme weather events, Forestry. UNH Cooperative Extension](#) – updated guidance to address increase in extreme weather events in the northeast due to climate change
- [Climate Change Response Framework - New England](#) – overview of climate projections and vulnerability assessment for New England forests
- [Northern Institute of Applied Climate Science, Climate Adaptation Workbooks](#) – resource to help develop management strategies to improve forest health, adaptation and resilience



- [NH Forest Health Issues - Forest Health Program, Division of Forests and Lands](#) – updated info on forest pests, pathogens, and other forest health concerns in the state

### **Invasive Species**

- [Picking Our Battles](#) – guidance for planning successful invasive plant projects
- [Invasive Plants in the Granite State](#) – training guides provided by NatureGroupie to help volunteers and community groups host invasive plant control work days
- [NH's Comprehensive Invasive Plant List](#) – maintained by the NH Department of Agriculture. Lists the official prohibited and Early Detection species for the state.
- [Invasive Plant Resources, NH Department of Ag](#) – includes guidance and funding for control actions

### **Professional Services and Additional Funding Opportunities to Help with Stewardship Project Planning and Implementation in the NH Great Bay Watershed**

#### **Professional Services List**

- [Nature Groupie Training Guides](#) – to develop stewardship skills for professional staff and volunteers
- County Conservation Districts– environmental planning services, tool loan programs
  - [Strafford County Conservation District](#)
  - [Rockingham County Conservation District](#)
- NRCS – consultation services and funding
  - [NRCS Technical Services - including Technical Service Providers](#)
  - [NRCS, Epping NH Field Office](#) – contact info for local services and funding programs
- [County Foresters](#) – contact info to request consultation/services

#### **Contractors who can be hired to help with Natural Resource Inventories or Property Management Plans**

- Jeff Littleton, Moosewood Ecological, Chesterfield, NH  
<https://www.moosewoodecological.com>
- Ellen Snyder, Ibis Wildlife Consulting, Newmarket NH. <https://ibiswildlife.com>
- Pete Steckler, Northeast Conservation Services <https://www.northeastconservation.com>
- Rick Van de Poll, Ecosystems Management consultants <https://www.rickvandepoll.com/meet-rick/>
- Mark West, West Environmental <http://www.westenv.net/about.html#nr>
- Jen Weimer, Forest Health & Natural Resources Consultant. Hillsborough, NH
- NRCS, Technical Service Providers <https://www.nrcs.usda.gov/getting-assistance/technical-assistance/technical-service-providers>

#### **Other Funding Sources or Capacity help**

- [NHFG Small Grants Program](#) - funds select types of habitat management actions, reimburses set rate per acre on lands greater than 10-acres and open to hunting
- State Conservation Committee Conservation Moose Plate Grants.  
<https://www.agriculture.nh.gov/divisions/scc/grant-program.htm> Competitive grant program supports environmental projects that protect, restore and enhance natural resources, such as implementation of best management practices, habitat management and restoration, equipment rental programs.



- [Invasive Plant Funding Sources](#) – list maintained by the NH Department of Agriculture
- [Lamprey River Advisory Committee](#) – Community Grant Program to help implement the actions of the Lamprey River Management Plan
- [NatureGroupie](#)
  - hire Interns each summer and offer their time to organizations in need of extra trained field help
  - recruit, advertise, and help with logistics for planning and hosting volunteer work days
- [NRCS](#) – has lots of funding available to private landowners for various land management practices reimbursable at set per/acre rates, contact the local Field Office for information