



**New Hampshire State Conservation Committee**  
**[www.agriculture.nh.gov/divisions/scc/](http://www.agriculture.nh.gov/divisions/scc/)**

**Conservation Moose Plate Grant Program**  
**Fiscal Year 2024**  
**Conservation Grant Application Instructions**

**Application Due Date: September 15, 2023**

# **NH State Conservation Committee Conservation Moose Plate Grant Program**

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## **Part 1: Program Information**

This document includes information about the New Hampshire State Conservation Committee Conservation Moose Plate Grant Program, and Instructions for submitting a fiscal year 2024 application.

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

- Application Form (PDF)
- Budget Tables (PDF): Task Budget, Total Project Expense & Total Project Revenue Budget
- Landowner Consent Form (PDF)
- Land Conservation Tables (PDF): Single Property, Multi-Property, and Property Resource

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

Instructions on how to complete the *Application Form* are found in this document, *Part 2: Application Instructions*. *Application Form* section numbers correspond with the *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  
[nh-conservation-committee@nh.gov](mailto:nh-conservation-committee@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
- 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

### A. Project Categories

Grants are awarded to projects that enhance New Hampshire's environment by promoting the sustainability of the state's natural resources. The SCC Conservation Grant Program supports projects that yield "on the ground" results. While program planning and design are eligible activities, project costs should primarily consist of implementation tasks. Projects that incorporate a long-term stewardship perspective will be given priority.

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

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

### B. Project and Category Specific Information

1. **Stream Restoration Projects.** Project Categories: 1. Water Quality & Quantity, 2. Wildlife Habitat, 3. Soil Conservation and 4. Flooding and Best Management Practices.

Applications for stream restoration projects (e.g. stream restoration, wood additions, barrier removals) *Section II Narrative 2. Project Description* should include information, as applicable, including existing stream conditions and project design impacts (see *Project Description* instructions).

2. **Water Quality and Quantity Improvement Projects.** Project Category 1

- Projects should address a water quality or quantity problem and contribute to restoration and improvement. Priority will be given to projects that focus on habitat restoration and benefit wildlife, and/or protect and improve agricultural or forestry resources.
- Priority sites may include High Priority Water Supply Lands, Source Water Protection Areas 5-mile Buffer, Source Water Protection Areas, Impaired Waters (classifies streams and wetland improvements), Prime Wetland protection, and nonpoint runoff.

- Projects are discouraged that seek to remediate stormwater and erosion issues due to development and/or lack of maintenance.
- 3. Conservation Planning for Watershed - Lake/Shoreline Assessment.** Project Category 5
- Eligible projects provide a comprehensive planning approach within a watershed context and detail clear deliverable outputs. Planning work should include relevant data, problem source(s) identification, priority setting, community and landowner outreach, and implementation strategies.
  - While there is not a match requirement, a watershed planning project will be considered more competitive if at least 50% funding is provided by other sources of funds.
  - Projects that undertake only data collection / survey work are not eligible.
  - Projects are discouraged that seek to remediate problems due to development impacts and erosion from motorized boats.
- 4. Land Conservation Projects.** Project Category 6
- Definitions of Single Property and Multi-Tract Projects. A Land Conservation project may include the permanent protection of a single property or multiple properties.  
Single Property projects are land conservation projects consisting of one property that will be permanently protected using SCC Grant Funds for eligible costs and Other Project Funds. The SCC grant funds will reimburse the Grantee (successful applicant) for eligible costs after the property has closed, unless otherwise determined.  
Multi-Tract projects are land conservation projects that present more than one property to be permanently protected. The SCC Grant Funds for eligible costs may be used to support the conservation of one or more of the project tracts. If the application claims the conservation benefits of all tracts in the project, the SCC grant funds will reimburse the Grantee (successful applicant) for eligible costs after all properties have closed, unless otherwise determined.
  - Budget. The total budget for a land conservation project should include all costs associated with completing the project including purchase, transaction costs and stewardship endowment.
  - Stewardship. Successful applicants will be required to provide documentation of the stewardship endowment contribution for the property(s), and submit the organization's stewardship policy at time of invoicing and project completion.
  - 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 Review – The SCC does not typically review and approve draft conservation easement language, but reserves the right to do so. For example, if energy installations are allowed (e.g. solar, wind), the Grantee will be required to submit for review and approval easement language addressing the regulation of installations. See Section II Project Narrative 9.A.1 Conservation Easement / Fee Deed Terms.

- **Closing Date.**

Land Conservation Projects: 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 Contract.

*For Example:*

*FY2024 Land Conservation applicants, eligible property closing dates from 1/1/2023 to 4/30/2026.*

If SCC grant funds are to be applied to a property that has closed prior to the application due date, explain in Section 9 why SCC grant funds are needed for this project.

### **Examples of Projects Eligible for SCC funds**

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

### **Examples of Ineligible Projects**

- New trail construction and interpretive signage.
- Classroom curriculum development.
- Preparation of educational brochures.
- Researching techniques to improve wildlife habitat.
- Natural resource inventories not likely to result in on-the-ground improvements.
- Outreach materials that are not directly connected to on-the-ground conservation projects.
- Remediation of stormwater and erosion issues due to development and/or lack of regular maintenance.
- Removal of structures from the project site
- Data collection and survey work not part of a comprehensive planning project.

#### **4. Grant Funds, Other Project Funds, Project Timeline & Grant Award Process**

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

The total SCC grant fund request per application cannot exceed \$30,000.

Depending on the amount of grant program funds available and grant cycle competitiveness, the SCC may award partial funding for an application. Partial funding may require modification to the project.

##### **B. Other Project Funds**

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: <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. Documentation of employee and volunteer time will need to be submitted with invoicing.

##### **C. Project Timeframe**

Projects are to be completed within two years. The 2024 Grants are to be completed and final invoice and documents as per the Grant Contract submitted by April 30, 2026.

##### **D. 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 12/15/2023.

##### **E. Steps in the Process**

Application available SCC website	July, 2023
Applications Due	9/15/2023
SCC application evaluation. Applicants may be contacted	9/2023 - 11/2023
SCC Board approves Grants	11/2023
Applicants notified of funding decision. SCC announces Grant Awards	by 12/8/2023
SCC provides Grantee Grant Contract, documents, instructions	2/2024
Grantee submits to SCC executed Grant Contract & documents	2/2024 - 3/2024
Grant Contract approval Department of Agriculture, Governor & Executive Council	5/2024 - 6/2024
SCC notifies Grantee of executed Grant Contract.	6/2024
Grant Funds available to be invoiced per Grant Contract	7/2024

## 5. Application Electronic Submittal Instructions

**Applications must be submitted electronically, received no later than 9/15/2023.**

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 Consent Form 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 are available on the SCC on the website.

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

A complete Application Packet consists of the following:

- **Application Form.** Required. See Part 2 Requirements per Project Category.
- **Budget Tables: Task Budget(s), Total Project Expense Budget, Total Project Revenue Budget.** Required.
- **Land Conservation Tables: Single Property or Multi-Tract** (as applicable) and **Property Resource Table.** For Project Category 6 Land Conservation applications.
- **Landowner Consent Form.** As Applicable. Electronic signature(s) accepted. Landowner permission is required for project site(s) identified in the application. If the project includes a planning task to identify project site(s), landowner consent form permission will be required at Task invoicing.
- **Appendices.** Required and As Applicable.
  - Letters of Support should be included as part of the Application Appendix.
  - Letters received separate from the Application will not be considered.
  - Letters may be addressed to the “NH State Conservation Committee”.

### **C. Application File Naming**

1) Single File. It is preferred that the documents in the Application Packet be submitted as a single PDF file. If this is not feasible see “2) Multiple Files”.

**Single File Naming:** Complete the **red font** information.

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

The “Project Name” should be the first 1 to 2 words representing the project’s name (e.g. ‘JonesFarm’).

**OrganizationName\_ProjectName\_SCC2024\_Application**

GBLT\_ JonesFarm\_ SCC2024\_ Application



2) Multiple Files. If the applicant is not able to create a single PDF file, follow the file naming protocol for each file:

OrganizationName\_ProjectName\_SCC2024\_Application  
GBLT\_JonesFarm\_SCC2024\_Application  
OrganizationName\_ProjectName\_SCC2024\_Task Budget  
GBLT\_JonesFarm\_SCC2024\_Task Budget  
OrganizationName\_ProjectName\_SCC2024\_Rev-Exp Budget  
GBLT\_JonesFarm\_SCC2024\_Rev-Exp Budget  
OrganizationName\_ProjectName\_SCC2024\_LC Property Table  
GBLT\_JonesFarm\_SCC2024\_LC PropertyTable  
OrganizationName\_ProjectName\_SCC2024\_LC NatRes Table  
GBLT\_JonesFarm\_SCC2024\_LC NatRes Table  
OrganizationName\_ProjectName\_SCC2024\_LandownerConsent  
GBLT\_JonesFarm\_SCC2024\_LandownerConsent  
OrganizationName\_ProjectName\_SCC2024\_Appendix#  
GBLT\_JonesFarm\_SCC2024\_Appendix1

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

1. Email Application Packet to SCC “Box” account

Send one email including the Application Packet, either a single PDF file or multiple files (see Section 5.C) to the following email address: [SCC\\_Gra.07hg151jz4m34f11@u.box.com](mailto:SCC_Gra.07hg151jz4m34f11@u.box.com)

- Subject line: OrganizationName\_2024\_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”.

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 9/29/2024.

## **6. Frequently Asked Questions**

### **⇒ What makes an application more competitive?**

- Projects that are part of a comprehensive plan and address long-term protection and /or restoration measures.
- Projects that provide a resolution for a natural resource concern are more competitive than projects designed to remedy an aesthetic concern.
- Projects that implement sustainable practices, and clearly describe the sustainability and maintenance of the site after the grant is completed.
- Projects that highlight how the proposal addresses multiple resource concerns and / or promotes new conservation initiatives.
- Site specific designs and plans should be included in applications, as applicable.

### **⇒ What project costs are eligible for SCC grant funding?**

Eligible costs are listed in the Budget Tables. Project costs should be reasonable and necessary for the completion of the project. Include cost justifications, as appropriate.

- It is recommended that Other Project Funds be used to provide food and honorariums for outreach and education events.
- Guidelines for project tool and equipment purchases: Other Project Funds should be utilized first to purchase tools and equipment needed for project implementation. The use of Grant Funds to purchasing tools and equipment must be reasonable and justified as necessary for completing the project tasks and outcomes.

### **⇒ Guidelines for purchases of Agricultural Equipment**

- Equipment purchased with SCC Grant Funds for the purpose of establishing an Equipment Rental and Loan Program must provide program details such as an equipment maintenance plan, rental program logistics, equipment storage, intended users, demonstration of need (such as a survey and/or letters of support) and conservation benefit.
- Equipment programs should address in Section II Project Narrative how invasive species controls will be incorporated in rental program protocols (such as utilizing best management practices, cleaning of equipment, etc).
- The successful applicant will be required to enter into an Equipment Inventory Agreement with the Department of Agriculture Markets and Foods, and submit annually an inventory report including the extent of equipment use, maintenance and location. Reporting will be required for 10 years from date of purchase.

### **⇒ Does the SCC fund improvements on public lands, including Municipal, County, State (such as State Parks), and Federal (such as National Forests)?**

Yes, public lands are eligible project sites. Considerations for submitting a competitive application (Project Categories 1 through 5):

- Provide substantial leverage for applications with project sites on State and Federally owned lands. While there is not a match requirement, a competitive application with a State or Federally owned project site typically includes at least a 75% match in other funds (cash and in-kind resources).
- Routine maintenance and capital improvement projects on public roads and lands will not be considered a competitive application.

⇒ **Does the SCC fund improvements on private properties?**

Yes, private properties are eligible project sites. Considerations for submitting a competitive application (Project Categories 1 through 5):

- If the project site is permanently protected.  
*For example: A conservation easement held by a qualified entity.*
- Projects that benefit agricultural resources and/or operations, resulting in measurable environmental benefits.
- Applications will not be competitive if addressing stormwater and erosion issues due to development and/or lack of maintenance.
- While there is not a match requirement, a project site on privately held lands will be considered more competitive if at least 50% funding is provided by private landowner(s) and other sources of funds.

⇒ **Is public access required for Land Conservation projects? (Project Category 6)**

Land Conservation applications should address the conservation property's allowable public access uses. Public access is not required, however, after evaluating conservation benefits, priority will be given to projects that provide appropriate public access. If the conservation property does not include pedestrian public access, the application should explain why public access is not a reserved right. The application should address if ATV / ORV use and/or trails are an allowable use; if motorized uses are allowed, the application should address the extent and impact of the use.

⇒ **Does the State Conservation Committee take an executory interest in Land Conservation projects? (Project Category 6)**

The SCC does not take an executory interest or affirmative rights.

⇒ **Does the SCC approve draft conservation easement deed language? (Project Category 6)**

The SCC does not typically review and approve draft conservation easement language, but reserves the right to do so.

⇒ **Does the SCC fund Invasive Species projects?**

Yes, the SCC does fund invasive species projects. Competitive applications include the following:

- The project site has been identified in a landscape scale management plan, and the project tasks and outcomes are part of a long-term strategy for management and control.
- Demonstrates the proposed strategy has a high probability of success.
- Articulates the conservation merits of the selected site, and demonstrates need.
- Employs early detection and action strategies.
- Priority will be given to sites providing public benefit, particularly sites that are publicly owned and/or are permanently protected (fee and/or conservation easement), and provide appropriate public access.
- Total project budget includes significant leverage of other funds, including cash and in-kind, and community involvement and support.

## ***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.

### **The Application Packet requirements by Project Category:**

**Applicants in Project Categories 2. Wildlife Habitat, 3. Soil Conservation & Flooding, 4. Best Management Practices, and 5. Conservation Planning must complete:**

- Section I Applicant Information
- Section II Project Narrative, Questions 1 through 7
- Section III Budget Tables
- Section IV Appendices
- Landowner Consent Form

**Applicants in Project Category 1. Water Quality and Quantity must complete:**

- Section I Applicant Information
- Section II Project Narrative, Questions 1 through 8
- Section III Budget Tables
- Section IV Appendices
- Landowner Consent Form

**Applicants in Project Category 6. Land Conservation Projects must complete:**

- Section I Applicant Information
- Section II Project Narrative, Questions 1, 2, 3, 5, 7 and 9 (do not answer questions 4, 6 and 8)
- Section III Budget Tables
- Section IV Appendices
- Land Conservation Tract Table (either for a Single Property or a Multi-Tract projects), and Property Resource Table
- Landowner Consent Form

### **Section I: Application Information**

#### **1. Applicant**

Provide the Applicant name. The Applicant is the legal entity that would enter into a Grant Contract 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
- 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 III Total Project Expense Budget*.

The total SCC grant request cannot exceed \$30,000.

#### **6. Project Category** Select one

It is acknowledged that a project may achieve more than one conservation goal and therefore may address more than one project category. The *Section II Project Narrative* questions provide an opportunity to address the project's additional conservation benefits.

Select the primary Project Category:

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.
6. Land Conservation: Permanent land protection through conservation easement and/or fee acquisition or donation, and associated transaction and stewardship costs.

#### **7. Project Location**

Provide street address, municipal and county location, as applicable.

Provide the name of the landowner for the project site, as applicable.

#### **8. Legal Contact**

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

#### **9. 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".

#### **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.

#### **11. Authorization**

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

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

## Section II: Project Narrative

Applicants may include hyperlinks to sources referenced in the narrative.

See Instructions page 11 for application sections to be completed by Project Category.

### **1. Executive Summary** (Character Limit 500) Project Categories 1, 2, 3, 4, 5 and 6

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 restore 10 acres of floodplain along the Z River located in the Town of Y.*

### **2. Project Description** (Character Limit 2,500) Project Categories 1, 2, 3, 4, 5 and 6

Describe the project – the problem or need to be met, and what will be accomplished.

**For Stream Restoration Projects:** Project Description Instructions for stream restoration applicants in Project Categories 1. Water Quality & Quantity, 2. Wildlife Habitat, 3. Soil Conservation & Flooding and 4. Best Management Practices:

Applications for stream restoration projects (e.g. stream restoration, wood additions, barrier removals) should include the following information, as applicable, in the Project Description:

- The current condition of the stream and what activities have impacted its function.
- Summarize the aquatic resources to be restored or enhanced, and the actions taken to improve the ecological integrity and wildlife habitat of the aquatic resource.
- Summarize how the project design will improve aquatic organism passage, instream habitat, and water quality and natural stream processes. Note the linear feet of stream improved so a cost estimate can be measured per linear foot of restoration.
- For culvert replacements, include information on aquatic organism passage, geomorphic compatibility and hydraulic capacity of the current structure, and how these conditions will be improved with the new design. A linear measurement of the improved passage due to the removal of the restriction should be noted for upstream and downstream of the culvert.
- If the project is for bank stabilization, bio-engineering solutions should be considered over hard armor approaches. The methods would include native bank planting for natural revegetation.

### **3. Project Tasks** (Character Limit 4,500) Project Categories 1, 2, 3, 4, 5 and 6

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

Tasks are the actions taken to complete the project. The project may have one task or multiple tasks. Include all Tasks required to complete the project – including those Tasks that do and do not include SCC grant funds.

The Tasks listed in the Project Task Section must correspond with the *Section III Budget: Task Budget(s)*. Successful applicants will be reimbursed based on the completion of Tasks outlined in this narrative section and the Task Budgets.

Budget Description and Justification should include how the costs were determined for the Task.

*For example:*

*Supplies and Materials; Equipment; Contract Services: Vender estimates*

*Purchases: Appraised conservation easement and/or fee value (for land conservation)*

*Administrative Staff & Indirect: Staff salary and/or indirect / administrative rate*

*Other: As per project.*

For each Project Task, provide the following information in outline form A through D:

- A. Task Number & Name.** Identify Task.
- B. Timeframe.** Provide Task beginning and end dates.
- C. Measurable Results.** Describe what will be accomplished as a result of completing the Task.
- D. Budget Description and Justification.**
  - Provide for the Task Total Task Budget; SCC Funds; Other Funds.
  - How budget costs were determined

**Example:**

- A. *Task 1: Stream Assessment*
- B. *Timeframe: July – October. Year 1*
- C. *Measurable Results: Complete stream assessment for 0.8 miles of Somuch River*
- D. *Budget Total: \$5,000*  
*SCC Grant Funds: \$2,500*  
*Other Project Funds: \$2,500*  
*Consulting services, as per site assessment bid received from XYZ Engineering (8/2023)*

**4. Conservation Priorities** (Character Limit 4,000) Project Categories 1, 2, 3, 4 and 5

Describe how the project will result in the protection, creation, restoration, enhancement, and/or management of one or more conservation resource. Only address those conservation resources that specifically apply to the project.

Suggested data links are provided. You may also access data for multiple Conservation Priorities through the State's One Stop Data Mapper

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

NH GRANIT is New Hampshire's Statewide Geographic Information System (GIS) Clearinghouse of geospatial services, including data and online mapping: <http://www.granit.unh.edu>

NH Coastal Viewer: [New Hampshire Coastal Viewer \(nhcoastalviewer.org\)](http://nhcoastalviewer.org)

**A. Soil**

Projects that protect and/or improve agricultural or forestry resources will be given priority.

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

Soil resource information links:

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

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

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

NRCS Soil Health Awareness - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

## **B. Water**

- Addresses a water quality or quantity problem, and/or contributes to protection, restoration and improvement of water resources.
- Improvements support habitat restoration and benefit wildlife, and/or agricultural and forestry resources.
- Priority sites include High Priority Water Supply Lands, Source Water Protection Areas 5-mile Buffer, Source Water Protection Areas, Impaired Waters (Classifies streams and wetland improvements), Prime Wetland protection, and Nonpoint runoff.

Information links:

One Stop Data and Information, DES - See Section D. Wildlife and Fisheries for ARM Mapper link <http://www2.des.state.nh.us/onestopdatamapper/onestopmapper.aspx>

Surface Water Quality Assessment Viewer (2018) [\*Surface WQ Assessment Viewer\*](#).

New Hampshire Nonpoint Source Management Plan

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/r-wd-19-22.pdf>

## **C. Plants**

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

Plant resource information Natural Heritage Bureau website:

<https://www.nh.gov/nhdf/about-us/natural-heritage-bureau.htm>

## **D. Wildlife and Fisheries**

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

Wildlife and Fisheries resource information WAP links:

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

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

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

NH Wildlife Corridors

<https://nhfg.maps.arcgis.com/apps/View/index.html?appid=316c11aceca34c1f8e1c927feac59441>

Aquatic Resource Mitigation Program's Aquatic Restoration Web Mapper link:

<https://www.arcgis.com/apps/webappviewer/index.html?id=21173c9556be4c52bc20ea706e1c9f5a>

## **E. Air**

- Addresses air quality on site and in surrounding areas.  
Air resource information on local, regional and national collaborations, data gathering, analysis, and control efforts:  
<https://www.des.nh.gov/air>

## **F. Climate Adaptation and Resiliency**

- Addresses climate resiliency issues.
- Energy conservation.

Climate resource information link to NH State Climate Action Plan

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/r-ard-09-1.pdf>



The Nature Conservancy, Resilient Lands Mapping Tool <https://maps.tnc.org/resilientland/>

NH Coastal Risks and Hazards Commission Final Report and Recommendations.

<https://www.nhcrhc.org/final-report/>

#### **G. Other Conservation Resources**

Address other conservation resources supported by the project, such as:

- Community outreach, education and public participation activities.
- Local food system viability.
- Historic and cultural resources and the need to protect them. (e.g. burial grounds, historic mill sites).
- Invasive species control. Invasive resource information link:

<https://www.agriculture.nh.gov/publications-forms/plant-industry.htm>

<https://www.agriculture.nh.gov/divisions/plant-industry/invasive-plants.htm>

<https://www.invasivespeciesinfo.gov/unitedstates/nh.shtml#int>

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/nh/newsroom/?cid=nrcs144p2\\_015815](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/nh/newsroom/?cid=nrcs144p2_015815)

<http://des.nh.gov/organization/divisions/water/wmb/coastal/cwipp/index.htm>

[https://bugwoodcloud.org/mura/mipn/assets/File/New\\_Hampshire\\_Coastal\\_Watershed\\_Invasives\\_Partnership.pdf](https://bugwoodcloud.org/mura/mipn/assets/File/New_Hampshire_Coastal_Watershed_Invasives_Partnership.pdf)

<https://www.nhbugs.org/damaging-insects-diseases/jumping-worms>

- Other

#### **5. Regional Context** (Character Limit 3,000) Project Categories 1, 2, 3, 4, 5 and 6

As applicable to the project, provide the following information about the project's regional context.

*Region* may be defined as a watershed, sub-watershed, or other landscape scale designation.

**A. Regional Impact.** Address how the project will contribute to resolving the problem or need (identified in *Section II. Project Narrative, 2. Project Description*) in the geographic region and/or watershed. If applicable, describe the project's relationship to other conservation initiatives, and collaboration with other public, private and non-profit entities in the region and/or state.

**B. Natural Resource Connectivity.** Describe how the project contributes to natural resources connectivity.

**For Example:** *NH Wildlife Action Plan, NH GRANIT Conservation/Public Lands data layer, Eastern Brook Trout Joint Venture, Municipal Plans, Regional Greenway or other Conservation Plans.*

Information regarding the location of other existing protected lands <http://granitview.unh.edu/>

**C. Documentation.** Cite local, regional or statewide plans and studies that identify the issue and support the project's actions. Provide the plan name and website link (if available) for plans such as watershed management, conservation, comprehensive invasive species management.

**For Example:**

*Water Quality improvement project site is included in a Watershed Plan*

*Land Conservation project is identified in a local, regional, state and/or federal conservation priority plan.*

Provide a citation as applicable. Do not include entire conservation or management plans as an Appendix.

- D. Map.** All projects are required to provide a map that shows the location of the project within a regional context, Section IV Appendix 2.

**6. Long-Term Project Management and Stewardship** (Character Limit 2,000)

Project Categories 1, 2, 3, 4 and 5

Describe how the project will provide lasting benefits. When the grant has been completed, describe how regular maintenance, long-term implementation, monitoring and stewardship will be accomplished. Projects that incorporate a management and stewardship strategy will be given priority.

***For Example:***

- *Best Management Practice projects should describe the regular maintenance and monitoring plan for the improved site.*
- *Water Quality improvement projects should describe the project's Operations and Maintenance Plan, the monitoring and reporting success or need for remedial measures during the two-year grant period and post grant period.*

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

Project Categories 1, 2, 3, 4, 5 and 6

- Describe the applicant's institutional capacity to successfully implement the project.
- Describe the roles and extent of participation by other project partners.
- Letters of Support / Documentation via Email from project partners, confirming their roles and contributions, are required, and should be provided in Section IV Appendix 8. Letters of Support.
- For Land Conservation Projects: If the conservation easement or fee interest is to be held by an entity other than an applicant, documentation is required (either a letter or email communication) from the entity stating a willingness to accept the interest in the property. Section IV Appendix 8. Letters of Support.

**8. Water Quality and Quantity Projects Only – Additional Narrative.** Project Category 1

Complete the following information, as applicable, for water quality improvement projects.

**A. Best Management Practices** (Character Limit 1,000)

Describe the recommended site specific and/or landscape level improvements, and as appropriate, the use Low Impact Development approaches, such as Green Infrastructure techniques.

**B. 319 Projects** (Character Limit 1,000)

Provide, if applicable, if the project is eligible for or has applied and/or received Clean Water Act Section 319 grant funds. If so, state the amount of 319 funding and the use of SCC Grant funds in the project.

**C. Pollution Estimate Reductions** (Character Limit 1,000)

Provide, if available, the estimated pollutant load reductions achieved through implementation of the project.

**9. Land Conservation Projects Only - Additional Narrative, Property Project Table and Property Resource Table.** Project Category 6

**A. Land Conservation Project Narrative**

Complete the following information for land conservation projects:

- 1. Conservation Easement and/or Fee Deed: Reserved Rights, Other Unique terms** (Character Limit 1,300)  
Explain the project structure and interests to be conveyed. Provide a list and brief explanation of any reserved or affirmative rights.
- 2. Conversion Threat and/or Opportunity, Closing Date** (Character Limit 1,000)  
Describe the specific urgency and/or opportunity to protect the Property.  
Describe the threat(s) to conversion from a natural resource use.  
If the property is permanently protected through fee and/or conservation easement purchase or donation prior to the application due date, explain why SCC grant funds are needed for this project.
- 3. Additional Information - optional** (Character Limit 1,000)  
Extra space to address or expand on the information about the project.

**B. Property Project Table**

The *Land Conservation Tables* are separate PDF forms from the *Application Form* and available for downloading from the SCC website. Land Conservation Projects with one property must complete the *Single Property Table* and *Natural Resource Table*. Land Conservation Projects with multiple separate tracts must complete the *Multi-Tract Table* and *Property Resource Table*. The completed PDF tables should be submitted with the *Application Form*.

Definitions of ‘Single Property’ and ‘Multi-Tracts’ see *Part 1: Program Information, 3. Project Eligibility, B.3) Land Conservation Projects*.

- **Single Property Projects.** Land conservation projects consisting of one property that will be permanently protected using SCC Grant Funds for the purchase of the property’s fee interest and/or conservation easement, and/or the transaction expenses. Complete the Single Property table.
  1. Property Name.
  2. Conservation Action. Indicate if this is a Conservation Easement and/or Fee project: the property will be protected though fee interest (purchase or donation) and/or conservation easement (purchase or donation).
  3. Acres. Provide the total property acres; the total fee acres to be conserved; and the total conservation easement acres to be conserved.
  4. Property Landowner and Easement Holder. Provide the landowner name for the property’s fee ownership and / or the entity that will hold the conservation easement.
  5. Purchase and Sale or Option Agreement. Identify if there is a written landowner agreement for the property’s sale or donation, and the term (expiration date) of that agreement. If there is not an agreement at the time of the grant application, provide an explanation of the landowner’s commitment.
  6. Appraisal – Property Assessment
    - Select “Yes” if an appraisal has been completed for the property, and provide the appraisal report date.
    - Select “No” if an appraisal has not been completed, and provide the completion date if pending. Provide the assessment method used to determine values for the application.

- Provide the appraised conservation easement value.
  - Provide the appraised property fee interest value.
7. Donation and/or Bargain Sale.
- Select “Yes” if a portion or all of the property’s fee interest and/or conservation easement value will be donated or purchased at a bargain sale.
  - Select “No” if there will not be a donation or bargain sale.
  - Select “To Be Determined” if a donation or bargain sale has not yet been determined.
8. Purchase Price.
- Provide the property fee interest purchase price, if applicable.
  - Provide the property conservation easement purchase price, if applicable.
  - Provide the amount of SCC Grant Funds requested for the acquisition.
9. Stewardship
- Does the organization holding the conservation easement or fee interest have a Stewardship Policy. Yes/ No
  - Does the organization holding the conservation easement and/or fee interest have a dedicated Stewardship fund. Yes/ No
  - If a Land Trust is a conservation easement holder or the fee owner, is it accredited by the Land Trust Alliance. Yes / No / Not Applicable
10. Transaction Costs
- Provide the total project transaction costs - such as title, survey, legal, baseline documentation report, environmental hazard assessment, staff time and stewardship endowment.
  - Provide the amount of SCC Grant Funds requested for transaction costs.
11. Completion Date. Provide the estimated property closing date – month/year.
- **Multi-Tract Projects.** Land conservation projects that present more than one property to be permanently protected must complete a Multi-Tract Project Table.  
Provide the Property Names for the tracts that comprise the project.
1. SCC Grant Property. Indicate Yes / No if SCC Grant Funds will be used to conserve this property. The SCC Grant Funds may be used to support the conservation of one or more of the project tracts.
- 2 through 11. See instructions above for Single Property project and provide the information for each project tract.

### **C. Natural Resource Table**

All Land Conservation Projects must complete a Property Resource Table

1. Acres. For Single or Multiple-Tracts
  - a. Total Property Acres
  - b. Total Conservation Easement Acres or Fee Acres
  - c. Zoning District
2. Agriculture
  - a. Significant Agricultural Soils by Local, State and Prime: Yes/No; Acres; Percent of Total Property
  - b. Actively Managed Agricultural Land: Yes / No; Acres; Percent of Total Property
  - c. Other Open Land: Yes / No; Acres; Percent of Total Property
  - d. Property is operated as a commercial farm: Yes/No
  - e. Property is non-commercial farmland or managed for wildlife: Yes/No

3. Forests
  - a. Total Forest Acres: Yes/No; Acres; Percent of Total Property
  - b. Forest Type (list)
  - c. Forest Soils - Group 1. *Optional information.* Yes / No; Acres; Percent of Total Property.
  - d. Forest is Actively Managed: Yes /No
  - e. Forest Management Plan: Yes/No; Year plan was prepared.
4. Water Resources
  - a. Wetlands (NWI - National Wetlands Inventory).  
Yes / No; Acres; Percent of Total Property.
  - b. Floodplain (FEMA - Federal Emergency Management Agency 100-year floodplain)  
Yes / No; Acres; Percent of Total Property
  - c. Shoreline / Surface Water: Yes/No, Linear Feet.
  - d. Aquifer: Yes/ No; Acres
  - e. Public Drinking Water: Yes/ No; Type Water Supply
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 (NH Fish and Game Department)  
Yes / No; Acres; Percent of Total Property for  
Tier 1 Highest Ranked Habitat in NH  
Tier 2 Highest Ranked Habitat in Biological Region  
Tier 3 Supporting Landscape
6. Resilient Landscape & Connectivity
  - a. Climate Resiliency (Resilient Landscape, The Nature Conservancy)  
Yes/No - Property is identified as a resilient landscape
  - b. Wildlife Connectivity  
Yes/No; Provide Source. Property is identified as a wildlife connectivity area
  - c. Abuts to Conservation Land  
Yes/No: Does the property abut conserved land.
7. Conservation Priority Area
  - a. Conservation Priority Area  
Yes/No, Provide Source (e.g. Plan name). Property is located in a priority conservation focus area as identified by a municipal, regional, state and/or national plan
8. Public Access, Scenic, Historic and Cultural Resources
  - a. Public Access: Yes/ No; Describe type of access & recreation uses
  - b. Trails – existing and/or proposed: Yes/ No
  - c. Public Water Access for recreation: Yes/ No
  - d. Scenic vista, viewshed: Yes/ No
  - e. Historic, cultural resources: Yes/ No; describe resource

### Section III. Budgets: Task, Total Project Expense and Total Project Revenue

- The *Budget Tables* (PDF) are separate from the *Application Form* and available for downloading from the SCC website.
- Complete the *Task Budget(s)*. The *Task Budget* may be copied as required for multiple project tasks.
- Complete the *Project Expense-Revenue*, including the *Total Project Expense Budget* and *Total Project Revenue Budget*.
- Even if the project has one task, complete both a Task Budget and Total Project Expense Budget.
- The budget tables include formula-based cells to provide totals, rounded to the nearest \$1.

#### 1. Task Budget

Prepare for each project task a separate *Task Budget*. The *Task Budget* must correspond to the task(s) as outlined in *Section II: Project Narrative, Question 3 Project Tasks*. Add *Task Budget* tables as needed. A *Task Budget* should be completed for all project tasks that are necessary for the completion of the project, including those project tasks being completed with SCC Grant Funds, SCC Grant Funds and Other Project Funds combined, or with only Other Project Funds.

#### Budget Categories.

- Expense Categories. Include additional expense categories to the table as needed. Reasonable wages, salary and associated administrative and overhead costs are eligible if clearly demonstrated as a necessary component of the project's implementation.
- Other Project Funds. Other Project Funds include those resources necessary to complete the project, including both cash and in-kind sources (see *Part 1: Program Information, 4 Grant funds, Other Project Funds*). Other Project Funds must be included in the Budget Tables if the funds are necessary to complete the project.

#### *Task Budget Example*

<b>Task Number &amp; Title: 1. Site Excavation</b>			<b>Task Budget</b>	\$9,000.00
<b>Will SCC Grant Funds be used for this task?</b>	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No		<b>Task Completion Date</b>	8/2024
<b>Project Expense</b>	<b>SCC Grant Funds Requested</b>	<b>Other Project Funds: Cash</b>	<b>Other Project Funds: Inkind</b>	<b>Total: SCC + Other Project Funds</b>
Supplies, Materials				\$0
Equipment				\$0
Purchases				\$0
Contract Services	\$4,000	\$4,000		\$8,000
Staff & Administrative / Indirect	\$500			\$500
Other (describe)				\$0
				\$0
<b>Total</b>	<b>\$4,500</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$8,500</b>

## 2. Total Project Expense Budget

Complete the Total Project Expense Budget, combining all Task Budget(s). If the project has only one task, the Total Project Budget table will contain the same information as the Project Task Budget. Include the percentage SCC Grant Funds are of the Total Project Budget.

Total Project Expense Budget		Example		
Project Expense Description	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: Inkind	Total: SCC + Other Project Funds
Supplies, Materials		\$2,000		\$2,000
Equipment				\$0
Purchases	\$800	\$1,500		\$2,300
Contract Services	\$10,000	\$5,000		\$15,000
Staff & Administrative / Indirect	\$1,500	\$1,500		\$3,000
Other - Volunteer			\$2,385	\$2,385
<b>Total</b>	<b>\$12,300</b>	<b>\$10,000</b>	<b>\$2,385</b>	<b>\$24,685</b>
<b>SCC Grant Funds Percentage of Total Budget:</b>				<b>50.0%</b>

## 3. Total Project Revenue Budget: SCC Grant & Other Project Funds

Complete Total Project Revenue Budget. Include source and status of Other Funds.

Total Project Revenue Budget - Example		
Cash Funds		
Funding Source	Amount	Funding Status: Secure; Pending (date); To Be Determined
SCC Grant Request	\$12,300	December, 2023
Foundation X	\$5,000	Secure. August, 2023
Municipal funds	\$5,000	Pending - March 2024
<b>Total Cash</b>	<b>\$22,300</b>	
In-Kind Funds		
Type of Volunteer	Amount	How value was determined
Land Stewards	\$2,385	75 hours @ \$31.80/hr. per Independent Sector rates
<b>Total In kind</b>	<b>\$2,385</b>	
<b>Total Cash and In kind</b>	<b>\$24,685</b>	

## Section IV. Appendices

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

1. **Project Site Map.** Project site location on USGS quadrangle map (required). Provide a color map.
2. **Regional Map.** Location of the proposed conservation project in a regional context. Provide a color map (required).
3. **Natural Resource Maps.** Provide natural resource maps, as appropriate to the project. Maps may include the Wildlife Action Plan Highest Ranked Wildlife Habitat Map; Soil Maps; Regional or Local Conservation Map; other natural resource maps (if applicable). Provide a color map.
4. **Photographs.** Dated, colored photographs of the site of the proposed conservation project (if applicable).
5. **Landowner Consent.** Required except for projects that are not parcel specific. Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Attach SCC Landowner Consent Form (download from SCC website).
6. **Project Site Plan.** Plan showing details of construction, plantings, grading, and/or NRCS property conservation plan. If original is color, color copies are required (if applicable).
7. **Permits and Approvals.** List of permits and approvals that have been received or may be required (if applicable).
8. **Letters of Support.** Required from project partners, confirming their roles and contributions. Required for Land Conservation Projects from entities holding conservation easement or fee interest. Documentation submitted in this application may be in letter format or email format.
9. **Other Supporting Documentation.** Provide supporting documents such as project designs, as applicable. Do not attach entire documents such as appraisal reports and management plans. Provide reference to documentation in Section II Narrative.

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### ***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 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 Contract.** The Grantee enters into a Grant Contract provided by the SCC. The Grant Contract 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 2024 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 Contract. 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 Contract.

**D. 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.

**E. 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.

**F. 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.

**G. 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 Contract.

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

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