

Division of Regulatory Services

Agricultural Nutrient Management Grant Program Application Guide and Checklist

Thank you for your interest in the Agricultural Nutrient Management (ANM) Grant Program. The Department of Agriculture, Markets & Food (DAMF) aims to foster and enhance environmental sustainability among NH farmers through assisting agricultural land and livestock owners with efforts to minimize adverse effects to waters of the state by better managing agricultural nutrients including commercial fertilizers, animal manures and agricultural composts.

To help you more successfully address those values in your application responses, and to ensure the most complete and effective application possible, we have prepared the following guide and checklist.

PLAN AHEAD

Successful ANM grant applications demonstrate advance planning, including a detailed schedule of activities, participants, costs and environmental benefits. If you have not received quotes from contractors or material providers, then you may not be able to accurately show how the grant monies will be used, which may result in the denial of your grant request.

MAKE SURE ALL QUESTIONS ARE PROPERLY ANSWERED

Do not leave any question on the grant application unanswered. Review each response to ensure it is relevant to the language and criteria of the question. Succinct and coherent answers are appreciated. However, if you must continue a response on a separate attachment, write "See attached" under your answer on the application form and repeat the question on the attachment.

DO THE MATH

Every grant application includes a question regarding your expenses and contributions (Question 6). A project budget not itemized, not well explained, not forthcoming, or not accurate, may cause your grant request to be denied. Please provide a realistic breakdown of all your expenses, even if what you are requesting is only a portion of those expenses.

DON'T GIVE UP!

In most cases, if your proposed project meets the objectives of the ANM grant program, but your grant application is denied, DAMF will offer suggestions for improvement and encourage you to resubmit it for the following year. But understand that resubmission doesn't mean automatic approval of your project.

PROCESS OVERVIEW

Submit Grant Application (6 copies) by **April 1st**

Grant Review Committee meets to select projects

Committee recommends selection to the Commissioner for his final approval

Letters are sent to all applicants with the department's decision

Grantees read, sign and submit the **Grant Agreement** by the noted deadline

6-7 months is provided to implement proposed project

Grantee submits **Final Report** one month prior to end of the grant agreement

Upon receipt, Agricultural Inspector contacts grantee to schedule the **on-site inspection**

Final Report and Inspector Report is reviewed by the Director for final approval

Accounting is notified to **process payment** to the Grantee

Final Checklist

Please use the checklist to confirm completeness and attach to your grant application:

- Project Title**
- Applicant Information**
- Project Location**
 - Provide detailed directions from Concord to project site
- Grant Amount Requested**
- Project Description**
 - Describe what you intend to accomplish and how
 - Description must include: (1) a topographic map, (2) project site map and (3) drawing or sketch of project design. Be sure to highlight water bodies that will be protected.
- Itemized Budget**
 - Only expenses with matching receipts are eligible for reimbursement
 - Receipts must be dated during the grant period (do not include prior expenses)
 - Provide quotes if applicable
- Applicant Background Information**
 - Please include work experience, and relevant information on the operation and scope of the farm
- Objectives**
 - How does this project meet program goals relative to water quality concerns; be very specific
- Signature and Date**

NOTICE: NHDAMF may deny a grant request if any of the information listed on the final checklist is missing.