



New Hampshire State Conservation Committee

**Conservation Moose Plate Grant Program
Fiscal Year 2025**

Application Instructions - Conservation Projects

Water Quality and Quantity

Wildlife Habitat

Soil Conservation and Flooding

Best Management Practices

Conservation Planning

Application Due Date: September 13, 2024

www.agriculture.nh.gov/divisions/scc/

NH State Conservation Committee Conservation Moose Plate Grant Program
FY2025 Application Instructions – Conservation Projects

Water Quality and Quantity
Wildlife Habitat
Soil Conservation and Flooding
Best Management Practices
Conservation Planning

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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 2025 application for the five Conservation Project categories: Water Quality and Quantity; Wildlife Habitat; Soil Conservation and Flooding; Best Management Practices; and Conservation Planning

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

Conservation Project

- Application Form
- Budget: Task(s)
- Budget: Project Expense and Revenue
- Landowner Consent Form

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

Instructions on how to complete the *Conservation Project Application Form* are found in this document, *Part 2: Application Instructions*.

Application Form section numbers correspond with the *Conservation Project 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). 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
Dea.A.Bricknerwood@agr.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. Conservation Projects: 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 five 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.

For Land Conservation Projects, see SCC website for separate Application Instructions and Form - Land Conservation

4. Project Category Information for Application Narrative

A. 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 the following information, as applicable:

- 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.

B. 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.

C. 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.

5. Grant Funds, Project Timeline & Grant Award Process

A. Grant Application Fund Request

The total SCC grant fund request per application cannot exceed \$40,000. Depending on the amount of grant program funds available and grant cycle competitiveness, the SCC may award partial funding for an application.

B. Project Timeframe

The grant award for successful applicants requires a fully executed Grant Agreement by the Grantee and the State of New Hampshire (see *Part 3 Successful Applicants*). This is a reimbursement grant program, requiring project task completion to invoice grant funds. Grant funds will be available for invoicing after 7/1/2025. Projects are to be completed within two years. The FY2025 Grants are to be completed and final invoice and documents as per the Grant Agreement submitted by April 30, 2027.

C. 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 12/13/2024.

D. Steps in the Process

Application available SCC website	July, 2024
Applications Due	9/13/2024
SCC application evaluation. Applicants may be contacted	9/2024 - 11/2024
SCC Board approves Grants	11/2024
Applicants notified of funding decision. SCC announces Grant Awards	by 12/13/2024
SCC provides Grantee Grant Agreement, documents, instructions	2/2025
Grantee submits to SCC executed Grant Agreement & documents	3/2025
Grant Agreement approval Department of Agriculture, Governor & Executive Council	6/2025
SCC notifies Grantee of executed Grant Agreement	6/2025
Grant Funds available to be invoiced per Grant Agreement	7/1/2025

6. Application Electronic Submittal Instructions

Applications must be submitted electronically, received no later than 9/13/2024.

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 (PDF format) are available on the SCC on the website.

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

To receive the forms in Word and Excel format, contact the Grant Administrator:

Dea.A.Bricknerwood@agr.nh.gov

A complete Application Packet consists of the following:

- **Application Form**
- **Budget: Task(s)**
- **Budget: Project Expense and Budget**
- **Appendices: Landowner Consent, Maps, Permits, Photos, Other**

C. Application Submittal and File Naming

Submit Forms as Single Files.

Files Naming. Follow the file naming protocol for each file:

OrganizationName_ProjectName_SCC2025_Application

GBLT_JonesStream_SCC2025_Application

OrganizationName_ProjectName_SCC2025_BudgetTask

GBLT_JonesStream_SCC2025_BudgetTask

OrganizationName_ProjectName_SCC2025_BudgetProject

GBLT_JonesStream_SCC2025_BudgetProject
OrganizationName_ProjectName_SCC2025_Appendix#-Name
GBLT_JonesStream_SCC2025_Appendix1-Consent-Landowner
GBLT_JonesStream_SCC2025_Appendix2-TopoMap
GBLT_JonesStream_SCC2025_Appendix3-AerialMap

D. Email Submittal & Receipt Verification

1. Email Application Packet to SCC “Box” account
Send one email including the Application Packet (including multiple files) to the following email address: SCC_Gra.07hg151jz4m34f11@u.box.com
 - Subject line: OrganizationName_ProjectName_SCC2025_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 9/27/2025.

7. 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.

⇒ **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.

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.

See Separate Application: Land Conservation

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.

Conservation Project

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 Category 1. Water Quality and Quantity must complete:

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

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 6
- Section III Budget Tables
- Section IV Appendices including 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 Agreement 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 Project Expense and Revenue Budgets*.

The total SCC grant request cannot exceed \$40,000.

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.

7. Legal Contact

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

8. 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*)

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. Project Location

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

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

Section II: Project Narrative

Applicants may include hyperlinks to sources referenced in the narrative.

1. Executive Summary (Character Limit 500)

Provide a statement that describes the project's overall goal and intended result.

Note: The SCC will also use this statement for public distribution in media and reporting.

For Example: The XYZ organization will complete a river and wetland restoration project planned on the ABC property on the mainstem of the Sage River in the Town of Sage. The project will restore 8 acres of floodplain and riparian forest to native riparian forest and temporarily flooded wetlands.

2. Project Description (Character Limit 4,500)

Describe the problem or need to be met, and what will be accomplished. Describe how the project will be accomplished through specific and measurable outcomes.

See *Part 1 Program Information 4. Project Category Information for Application Narrative* (page 4) for additional direction for Stream Restoration Projects, Water Quality and Quantity Improvement Projects, and Conservation Planning & Shoreline Assessment Projects,

3. Regional Context (Character Limit 3,000)

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 in the geographic Region.
- B. Connectivity.** Describe how the Project contributes to natural resources connectivity.
- C. Planning.** Describe the Project's relationship to conservation initiatives, and collaboration with other public, private and non-profit entities in the region and/or state.

Provide citations as applicable to 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 plans, and comprehensive invasive species management. Do not include entire conservation or management plans as an Appendix.

4. Conservation Priorities (Character Limit 4,000)

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.

- A. Soil**
- B. Water**
- C. Plants**
- D. Wildlife and Fisheries**
- E. Air**
- F. Climate Resiliency**
- G. Other Conservation Resources**

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

<https://www4.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://www.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/>

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-Fisheries for ARM Mapper link
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:

<https://www.wildlife.nh.gov/wildlife-and-habitat/nh-wildlife-action-plan>

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.nhrhc.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://bugwoodcloud.org/mura/mipn/assets/File/New_Hampshire_Coastal_Watershed_Invasives_Partnership.pdf
<https://www.nhbugs.org/damaging-insects-diseases/jumping-worms>

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

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.*

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

- 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 Letters of Support.

7. Water Quality and Quantity Projects Only 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.

Section III. Budgets

The Conservation Project Budget PDF forms, *Task Budget* and *Project Expense and Revenue Budget*, are available for downloading from the SCC website. The budget tables include formula-based cells to provide totals. Contact the Grant Administrator for Excel Budget forms.

Grant Funds: SCC Grant Request.

Other Project Funds: Cash and In-Kind

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: <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.

1. Task Budget

Tasks are the actions taken to complete the project. The project may have one task or multiple tasks. Successful applicants will be reimbursed based on the completion of Tasks outlined in the Task Budgets.

Prepare a *Task Budget* for each project task. 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.

Task Narrative

In the budget table, provide a brief description:

Task Description Results. Describe what will be accomplished through the specific and measurable results.

Budget Justification. Describe how budget costs were determined.

Conservation Project					
Task Budget					
Task #:	Task Title:				
Will SCC Grant Funds be used for this task?			Task Completion Date		
Project Expense	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: In-kind	Total: SCC + Other Project Funds	Budget Justification
Supplies, Materials				\$0	
Equipment				\$0	
Purchases				\$0	
Contract Services				\$0	
Staff & Administrative Indirect				\$0	
Other (describe)				\$0	
				\$0	
Total	\$0	\$0	\$0	\$0	
<i>Task Description - Measurable Results: Describe what will be accomplished as a result of completing the Task.</i>					

2. Total Project Expense and Revenue Budgets

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.

The Total Project Expense Budget includes SCC Grant Funds and Other Project Funds for costs associated with completing the project.

- Expense Categories.
 - Complete, as applicable, the expense items for the entire project. Include additional expense categories to the table as needed.
 - Complete Budget Notes and Justification per expense line item. Briefly note how budget costs were determined.
 - Reasonable wages, salary and associated administrative and overhead costs are eligible if clearly demonstrated as a necessary component of the project's implementation. Note Staff hours and rate, and Administration/Indirect rate.
- Other Project Funds. Include the Other Project Funds necessary to complete the project, including both cash and in-kind sources.

The Total Project Revenue Budget includes the source and status of Other Project Funds.

Total Project Expense Budget				
Project Expense Description	SCC Grant Funds Requested	Other Project Funds: Cash	Other Project Funds: In-kind	Total: SCC + Other Project Funds
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff & Administrative Indirect				
Other				
Total				
Total Project Revenue Budget				
Cash Funds				
Funding Source	Amount	Funding Status: Secure; Pending (date); To Be Determined		
SCC Grant Request		December, 2023		
Total Cash				
In-Kind Funds				
Type of Volunteer	Amount	How value was determined		
Total In-kind				
Total Cash and In-kind				

Section IV. Appendices

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

- 1. 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). Download Consent Form from SCC website.
- 2. USGS Topographic Map: Project Location – Regional Context.** Required.
USGS Location Map at 1:24,000 scale (or greater) showing Project Boundary in a regional context.
- 3. Aerial Map: Project Boundary.** Required.
- 4. Natural Resource Maps.** As Applicable. 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.
- 5. Photographs.** Optional - as Applicable to project site. No more than 5 photos.
- 6. Project Site Plan.** Optional - as Applicable. Plan showing details of construction, plantings, grading, and/or NRCS property conservation plan. If original is color, color copies are required.
- 7. Permits and Approvals.** Optional - as Applicable. List of permits and approvals that have been received or may be required.
- 8. Letters of Support.** Required from project partners, confirming their roles and contributions. Documentation submitted in this application may be in letter format or email format.
- 9. Other Supporting Documentation.** Optional - as Applicable. 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 Agreement (also referred to as ‘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 Agreement.** The Grantee enters into a Grant Agreement provided by the SCC. The Grant Agreement 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 2025 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 Agreement. 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 Agreement.

**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 Agreement

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

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