# Land Trust Capacity and Project Development Grant Application

This is the application for Land Trust Capacity and Project Development Grants under the Working Lands and Riparian Corridors Program. The grant application is composed of a Cover Sheet, Executive Summary, Application Question Responses, Work Plan, Budget, Project Area Map, and Resolution from Governing Body, and a Payee Data Record. Applicants applying for the Priority/Strategic Planning project type must also submit Collaboration and Support Letters.

Prior to July 1, 2019, interested applicants may contact staff with questions pertaining to the application. The Department will post responses to all questions to the program website by July 8, 2019.

**Application instructions**

* Each application must contain all of the materials listed in the checklist below.
* Materials should be presented in the order indicated on the checklist.
* Please complete all materials using an easy-to-read font, 11 point or larger.
* In the header or footer of each page of the application, applicants must include: (1) name of applicant and (2) sequential page numbers.
* Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

|  |  |
| --- | --- |
|  | 1. Cover Sheet |
|  | 2. Executive Summary |
|  | 3. Application Questions |
|  | 4. Work Plan |
|  | 5. Budget |
|  | 6. Map(s) |
|  | 7. Authorizing Resolution from Governing Body |
|  | 8. Payee Data Record (STD 204) |
|  | 9. Collaboration and Support Letters   *(Priority/Strategic Planning project type only)* |

# Cover Sheet

|  |  |
| --- | --- |
| **Project Information** | |
| Project Title |  |
| Proposed Project Type(s) |  |
| Grant Request Amount | $[Maximum is $XXX] |
| Match Amount | $ |
| Matching Funds Source | *[i.e., NRCS-ACEP, WCB-CAPP, etc.]* |
| Total Estimated Project Cost |  |
| **Applicant Information** | |
| Applicant Name |  |
| Department/Office |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
|  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

# Executive Summary

This section (**2-page** maximum) will provide a brief overview of:

* The project types being proposed.
* How funding for the proposed project types will meet an organizational need.
* If applicable, any participating collaborators or partners and what role they will play.
* Any critical deadlines.

# Application Questions

The questions below are designed to solicit specific facts about the proposal. Please respond to all questions in the order listed and clearly label each question and answer. Points will be attributed to each section and not to individual questions. If a question does not apply to your proposed work, indicate that it is not applicable (“N/A”).

1. Describe the proposed project. Which project type(s) are proposed? How will the proposal fill an organizational need of the applicant? How does the proposal relate to the objectives identified in the Working Lands and Riparian Corridors Program Guidelines and the Land Trust Capacity and Project Development solicitation?
2. Describe the agricultural land base and agricultural conservation efforts within the applicant’s jurisdiction. How does the proposal increase the applicant’s ability to conserve agricultural lands within their jurisdiction?
3. Describe how the proposed project contributes to climate change adaptation and resilience within the applicant’s jurisdiction. If greenhouse gas emissions are likely to be reduced or avoided by the project, how will such reductions or avoidances be quantified?
4. How will the project’s outcomes be implemented and made durable? Over what period will outcomes remain effective?
5. Describe your organization’s experience developing and implementing similar projects. Describe any internal resources and capacity available to complete the proposed work, including any professional staff qualified to develop and successfully implement the proposed project. If your organization lacks the resources or capacity to complete the proposed project, describe your plan to acquire the expertise necessary to complete the proposed work.
6. Explain how the project will serve severely disadvantaged communities or socially disadvantaged farmers or ranchers (e.g., through provision of workforce education and training, contractor, and job opportunities for residents of disadvantaged communities). Describe the community, farmers, or ranchers served, and provide documentation supporting how the project serves that community. Documentation supporting how the project serves the community may include letters or emails of support from local community-based organizations and/or residents supporting the proposed project, public comments from meetings attended by local residents and/or community groups supporting the proposed project, or other documentation that demonstrates the proposed project addresses a community need.
7. Identify any stakeholders or partners expected to participate in the project. How will these stakeholders or collaborators be engaged? What is their expected involvement in the project? For the Priority/Strategic Planning project type, provide letters of support from collaborators as an attachment to the application.

# Work Plan

Applicants must provide a detailed work plan that specifies the tasks, subtasks, and performance measures that will be performed during the grant term. A separate work plan should be provided for each project type proposed within this application.

The work plan will also include a schedule of target completion dates, cost estimates, and a list of deliverables to be provided as proof of project completion. The schedule should be of sufficient detail to allow assessment of the progress through the work plan at regular intervals. Cost estimates should be consistent with the budget. If awarded funding, this work plan will be incorporated into the Grant Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK 1** | **Timeline [Start and End Date]** | **Deliverables** | **Total Requested Grant Funds** |
| **Subtask A:**  **Subtask B:**  **Subtask …:** |  |  | $ |
| **TASK 2** |  |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …:** |  |  | $ |
| **TASK 3** |  |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …:** |  |  | $ |
| **TASK …** |  |  |  |
| **Subtask A:**  **Subtask B:**  **Subtask …:** |  |  | $ |
|  |  | **GRAND TOTAL** |  |

# Budget

Applicants must provide a budget broken down by cost type and by task. Cost estimates should be consistent with the work plan. All costs must be eligible. If awarded funding, this Budget will be incorporated into the Grant Agreement.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DIRECT COSTS** | **Hourly Rate/**  **Unit Cost** | **Number of hours/units** | **Task 1** | **Task 2** | **Task…** | **Program Request** | **Match Funding** | **Total Funding** |
| *Personnel (including staff, contractors, and consultants)* |  |  |  |  |  |  |  |  |
| *Travel* |  |  |  |  |  |  |  |  |
| *Education/Training (maximum of 2% of grant)* |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
| **INDIRECT COSTS *(maximum of 10% of grant)*** |  |  |  |  |  |  |  |  |
| Example: Office space (prorated) |  |  |  |  |  |  |  |  |
| Example: Supplies |  |  |  |  |  |  |  |  |
| Example: Legal or Management staff |  |  |  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ | $ | $ | $ |
|  |  | **TOTAL** | **$** | **$** | **$** | **$** | **$** | **$** |

# Map(s)

A map or maps of the project area must be included in the application. Depending on the project type(s) selected, a map may encompass a single property, group of properties, or the applicant’s jurisdiction. Additional maps that further describe or otherwise support the proposal may be included. All maps must be of sufficient resolution to be legible if printed on an 8 ½” x 11” sheet of paper.

The applicant may submit geographic information system (GIS) data along with any maps.

# Authorizing Resolution from Governing Body

Applicants must submit a signed Resolution of Support adopted by the entity’s governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the template Grant Agreement ([Appendix B](#_Appendix_B:_Grant)).

The resolution must:

* Authorize the submittal of the grant application for a Working Lands and Riparian Corridors Program land trust capacity and project development grant.
* Certify that the Applicant understands the assurances and certification in the application,
* Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.
* Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, payment requests, and so on if the project is awarded funding.

# Payee Data Record

Applicants must complete the payee data record (fillable PDF format) with all appropriate tax information.

Form can be found at: <https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx> . Enter STD 204 into the Form # field and select “contains” for the current version.

# Collaboration and Support Letters *(Priority/Strategic Planning project type only)*

For proposals that include the Priority/Strategic Planning project type, provide letters from collaborating entities and/or from the local community. Collaboration letters should include:

* + An explanation of the entity’s relationship with the applicant.
  + A description of the entity’s jurisdiction as it relates to the applicant’s jurisdiction.
  + A description of any intended contributions (e.g. financial contributions, donated staff time or resources) to support the project.
  + A description of the entity’s role in the collaboration or planning process.

Letters of support should be addressed to “Department of Conservation.”