# Appendix A: Application

This is the application for Climate Smart Land Management – Capacity Building and Technical Assistance Grants. 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.

**Application instructions**

* Each application must contain all 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.
* Applications are due by May 8th at 11:59pm. Please submit all application materials to [cslmp@conservation.ca.gov](mailto:cslmp@conservation.ca.gov). You will receive an email confirming application receipt.

**Checklist, please insert an x next to each item included and return this checklist with application.**

Cover Sheet:

Executive Summary:

Application Questions:

Work Plan:

Budget:

Map (s:)

Authorizing Resolution from Governing Body:

Payee Data Record (STD 204):

Collaboration and Support Letters:

# Cover Sheet

**Project Information**

Project Title

Proposed Project Type(s)

Grant Request Amount

$

Match Amount

$

Matching Funds Source

*[i.e., NRCS, WCB, etc.]*

Total Estimated Project Cost

$

**Applicant Information**

Applicant Name

Department/Office

Federal Employer ID Number

Mailing Address

Contact Person

Title

Phone Number

Email Address

Grant Type (check one)

\_\_\_Block Grant

\_\_\_Tribal

# 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 build capacity or provide technical assistance.
* 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 build capacity to implement one or more priority-nature based solutions or cross-cutting priorities in the NWL Climate Smart Strategy or Pathways to 30 x 30 strategy? How does the proposal relate to the program goals identified above. Describe how the project supports the Natural and Working Lands Climate Smart Strategy and/or the Pathways to 30 x 30 strategy.
2. 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, sequestered, or avoided by the project, how will such reductions, sequestration, or avoidances be quantified?
3. How will the project’s outcomes be implemented and made durable? Over what period will outcomes remain effective?
4. Explain how the project will serve severely disadvantaged communities or socially disadvantaged communities (e.g., through provision of workforce education and training, contractor, and job opportunities for residents of disadvantaged communities). Describe the community or communities served and provide documentation supporting how the project serves that community or communities. 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.
5. 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?

# 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. 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** | **Program Request** | **Match Funding** | **Total Funding** |
| *Personnel (including staff, contractors, and consultants)* |  |  |  |  |  |
|  |  |  |  |  |  |
| *Travel* |  |  |  |  |  |
| *Education/Training (maximum of 2% of grant)* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **Subtotal** | $ | $ | $ |
| **INDIRECT COSTS *(maximum of 20% of grant\*)*** |  |  |  |  |  |
|  |  | **TOTAL** | **$** | **$** | **$** |

\*Indirect costs allowable up to 20% of grant or federally negotiated in direct cost rate.

# 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 evidence authority to submit the application and, if awarded funding, to enter into and perform under the terms of the Grant Agreement

# 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](https://www.conservation.ca.gov/dlrp) . Enter STD 204 into the Form # field and select “contains” for the current version.

# Collaboration and Support Letters

For proposals that include matching, provide letters from supporting entities. For proposals that include support from the region/community include available collaboration support letters. 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.”