

## **APPENDIX A – Agricultural Conservation Capacity and Project Development Grants**

### **Applying**

This is the application form for Agricultural Conservation Capacity and Project Development (Capacity) Grants under the Round 8 Guidelines for the Sustainable Agricultural Lands Conservation Program (Guidelines). The Guidelines detail the background and eligibility requirements for funding. Applicants should familiarize themselves with the Round 8 Guidelines prior to completing this grant application and refer to them for questions regarding this form. SALC staff are available prior to the application deadline to provide technical assistance to eligible applicants interested in applying.

### **Grant Application Submission**

Please use the Grant Application Checklist to ensure that all necessary materials are submitted. Incomplete applications may not be evaluated or considered for funding at the sole discretion of the State. Early consultation with SALC staff regarding proposed projects is strongly encouraged to achieve the most efficient review process possible. The application process and requirements for Capacity grants is detailed in Section 2 of the Guidelines. Applications must be submitted electronically by 11:59 p.m. on the deadlines specified in “At-a-Glance,” to be considered for funding. Instructions for submitting your application are located on the [SALC application website](#).

Receipt of the digital application by the Department determines the official submittal date and time. SALC will acknowledge receipt of the digital application by email to the Contact Person listed on the Grant Application Cover Sheet.

## Acquisition Grant Application Checklist

### REQUIRED COMPONENTS

#### **ALL GRANT APPLICATIONS MUST INCLUDE THE FOLLOWING:**

- Application Cover Sheet
- Executive Summary (1/2-page maximum)
- Narrative Questions
- Applicant Resolution of Support
- Work Plan
- Budget
- Documentation of Organizational Eligibility
- Project Boundary Maps (*if available*)
- Priority Population Benefits Table (*if applying for priority population status*)
- Documentation of Organizational Capacity (*Tier 2 funding applications only*)

## Acquisition Grant Application Cover Sheet

### Basic Information

Project Title	
Location (County)	
Project Activities	
Priority Population Status	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> <i>[If yes, attach Priority Population Benefits Table]</i>

### Project Funding

Requested Funding Tier	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2
A: SALC Request Amount	\$ <i>[Maximum is \$100,000 for Tier 1 and \$250,000 for Tier 2]</i>
B: Match Amount	\$
Matching Funds Source	<i>[i.e., NRCS-ACEP, WCB-CAPP, etc.]</i>
Does all or a portion of the match come from another CCI program?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> List:
Total Estimated Project Cost (A + B)	\$

### Applicant Information

Applicant	
Federal Employer ID Number	
Mailing Address	
Contact Person	
Title	
Phone Number	
Email Address	

Applicants for which this would be their first capacity grant with the Department or who have 0 - 2 paid staff may apply for funding Tier 1 (\$100,000 maximum grant request).

Applicants who have 3 or more paid staff or have received a capacity grant from the Department previously, and who can demonstrate the organizational and fiscal capacity to complete the work outlined in their work plan may apply for Tier 2 (\$250,000 maximum grant request).

Has the applicant received capacity funding from the Department of Conservation previously?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b> <i>[If yes, when?]</i>
How many paid staff does the applicant employee?	

## Executive Summary

This section (**1/2-page** maximum), will provide a brief overview of:

- A brief description of the proposed work
- How funding will meet an organizational need
- If applicable, any participating collaborators or partners and what role they will play
- Any critical deadlines.

## Narrative 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").

- A. Describe the proposed project. How will the funding be used to do one or more of the following:
  - a. build organizational and financial capacity to develop agricultural conservation acquisition projects?
  - b. develop agricultural conservation easement and fee acquisition projects in preparation for submitting such projects for acquisition funding in future rounds?
  - c. cover associated costs to help close agricultural conservation acquisition projects where the cost of the acquisition is covered by an alternate source of funding?
  
- B. How will the funding increase the applicant's capacity to initiate and conduct agricultural land conservation activities?
  
- C. Describe how the project meets one or more of the following program goals:
  - a. contributes to carbon neutrality
  - b. supports sustainable land management
  - c. supports coordinated land use planning
  - d. builds climate resilience
  - e. reduces risk from extreme climate events
  - f. contributes to the State's effort to combat climate change
  - g. safeguards the State's economic sustainability and food security
  - h. protects biodiversity

- D. Describe how the project will advance equity and opportunity by [providing meaningful benefits to a priority population](#) or increasing new or Veteran farmer or rancher access or tribal access to State funding for agricultural conservation acquisitions. Provide a completed copy of the linked Priority Population Benefits Table for Technical Assistance and Capacity Building and relevant supplemental documentation to support your claim.
- E. How will the project's outcomes be implemented and made durable? Over what period will outcomes remain effective?

### Tier 1 Applicants only

- F. 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.

### Tier 2 Applicants only

- G. Describe your organization's board and/or management structure and explain how this structure provides oversight over staff work.
- H. Does your organization have access to resources and/or tools to track projects and the expenditure of grant funds (e.g., grant management software, spreadsheets, financial tracking systems, geographic information systems, etc.)? If so, describe.
- I. Does your organization have professional staff within it's employ who have the knowledge and expertise to successfully develop conservation acquisition projects? If so, provide a brief overview of relevant staff's knowledge and expertise.
- J. Describe your organization's experience developing and implementing similar projects within the last three (3) years.
- K. Does your organization have a staff time-keeping system with the capacity to generate reports that break time down by grant task and person? If so, describe.
- L. Does your organization have staff or a contractor sufficiently skilled to track project financials in a way that allows for efficient and accurate invoice submission? If so, describe.

## **Applicant Resolution of Support**

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 H).

The resolution must:

- Authorize the submittal of the grant application for a Sustainable Agricultural Lands Program agricultural conservation capacity 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.

## 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.

<b>TASK 1</b>	<b>Timeline [Start and End Date]</b>	<b>Deliverables</b>	<b>Total Requested Grant Funds</b>
Subtask A: Subtask B: Subtask ...:			\$
<b>TASK 2</b>			
Subtask A: Subtask B: Subtask ...:			\$
<b>TASK 3</b>			
Subtask A: Subtask B: Subtask ...:			\$
<b>TASK ...</b>			
Subtask A: Subtask B: Subtask ...:			\$
<b>GRAND TOTAL</b>			

## 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.

<b>DIRECT COSTS</b>	<b>Hourly Rate/ Unit Cost</b>	<b>Number of hours/units</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task...</b>	<b>Program Request</b>	<b>Match Funding</b>	<b>Total Funding</b>
<i>Personnel (including staff, contractors, and consultants)</i>								
<i>Travel</i>								
<i>Education/Training (maximum of 2% of grant)</i>								
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
<b>INDIRECT COSTS (maximum of 20% of grant)</b>								
Example: Office space (prorated)								
Example: Supplies								
Example: Legal or Management staff								
		<b>Subtotal</b>	\$	\$	\$	\$	\$	\$
		<b>TOTAL</b>	\$	\$	\$	\$	\$	\$



## Documentation of Organizational Eligibility

Non-profit applicants and proposed interest holders must submit the following documentation:

- Internal Revenue Service 501 (c)3 status as a charitable non-profit;
- Articles of Incorporation and by-laws documenting the principal charitable or public purposes of the nonprofit organization; and,
- Adopted policy that details the organization's goals and purposes, including the organization's commitment to conservation of agriculture, rangeland, or farmland.

Governmental applicants and proposed interest holders should submit a copy of the relevant statute or other policy outlining their purpose and authority regarding the conservation of agricultural land.

Applicants and proposed interest holders that have submitted documentation of organizational eligibility through a previous application may certify that the most current versions of these documents are on file with the Department in lieu of submitting the documents themselves (see next page).

### Documentation of Organizational Eligibility

*I certify here that the most current versions of the documents below are on record at the Department or attached:*

[Print Name, Title]

Date

- IRS 501 (c)3 status
- Articles of Incorporation
- Bylaws
- Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, or farmland *(if different from above)*
- Copy of relevant statute *(governmental applicants only)*

### **Project Boundary Maps** *(if available)*

Applicants should submit legible pdf maps of project boundaries for projects they intend to develop using this funding, if available.

### **Documentation of Organizational Capacity** *(Tier 2 applicants only)*

Tier 2 applicants and proposed interest holders must provide proof of organizational capacity to acquire and steward conservation acquisitions for their agricultural conservation values as part of their application. Applicants may meet this requirement by:

- Providing proof of LTAC accreditation; or,
- Providing copies of the following documents, as relevant:
  - Conflict of Interest Policy

- Easement Amendment Policy
- Monitoring Policy
- Stewardship Endowment Policy
- Easement Enforcement Policy

Applicants and proposed interest holders that have submitted documentation of organizational capacity through a previous application may certify that the most current versions of these documents are on file with the Department in lieu of submitting the documents themselves (see next page).

Documentation of Organizational Capacity

*I certify here that the most current versions of the documents below are on record at the Department or attached:*

[Print Name, Title]

Date

- Proof of Land Trust Accreditation Commission Accreditation **OR**

Copies of all policies listed below:

- Easement Amendment Policy
- Monitoring Policy
- Conflict of Interest Policy
- Easement Enforcement Policy
- Stewardship Endowment Policy

**Priority Population (AB 1550) Benefits Table**

Applicants interested in being considered for priority population status must complete the [Priority Population Benefits Table for Technical Assistance and Capacity Building](#). This information will be used to help the grantee determine whether the project meets an important community or household need and provides direct, meaningful, and assured benefits to a priority population, should the project be funded.

**Documentation of Fiscal Capacity (Tier 2 applicants only)**

Tier 2 applicants must attach the following to demonstrate fiscal capacity to administer a grant:

- A copy of the current annual organizational budget.
- A copy of the most recent financial audit (if an audit is not available, a copy of the organization's recent financial statements).