

New Hampshire Land and Community Heritage Investment Program

Proposal Instructions – Grant Round 10

All potential applicants who have not previously attended a workshop must attend a mandatory application writing workshop on August 12, 2011. Find workshop details at www.lchip.org and register by contacting info@lchip.org

Deadline for Grant Proposals: Complete proposals must be received by LCHIP no later than 12:00 noon on September 19, 2011. Proposals that are incomplete as of that date and time will not be reviewed or considered for funding.

Preparation of Proposal:

- LCH Register form must be completed online at www.lchip.org prior to applying.
- Proposals must be prepared on a computer with responses in text boxes where provided.
- Narratives should be brief and descriptive.
- All accompanying visual support (photos, maps, plans, etc.) should be clearly labeled with the project name and location.
- Best results will be achieved by completing the proposal in the most current version of Adobe Reader, available for free download at [Free Adobe Reader](#)
- We suggest applicants prepare the Project Summary after completing the entire application

Appropriate Authorization:

- Proposals must be signed by an official or individual authorized to bind the applicant organization in a contract with LCHIP.
- The Authority to Sign section of the proposal must be completed to specify the authorized signer for all contracts and agreements.

Photographs:

- All photos should be high quality 4"x 6" images, 2 photographs per 8 ½" x 11" page.
- A Photo Release form must be completed for each photographer and for each person recognizable in a photo.

Submission Requirements:

Each proposal must:

- Include all the materials listed on the Checklist in the correct order.
- Submit **1 unbound original proposal with 7 unbound paper copies (8 total)**. (Paper clips or binder clips may be used to hold pages together.)
- Submit all materials, including photographs and maps, on a CD. (Please include project name in all file names on the CD.)
- Be submitted via USPS, commercial delivery service or hand delivery. For hand delivered proposals, please call the LCHIP office at (603) 224-4113 to confirm delivery location and office hours. No email or faxed submissions can be accepted.
- Submit proposals to:

NH Land and Community Heritage Investment Program

13 West Street, Suite 3, Concord, NH 03301

[Click for Directions](#)

New Hampshire Land and Community Heritage Investment Program

Project Proposal Checklist – Grant Round 10

Project Name: _____ **Town/City:** _____

In order to meet the minimum submission requirement for consideration for funding by LCHIP, the proposal packet must include the required materials in order specified on the checklist below:

Historic Resource Project Proposals must include the Project Application and Attachments 1-7

Natural Resource Project Proposals must include Project Application and Attachments 4-11

Proposals for projects with both **Historic and Natural Resource Components** must include Project Application and Attachments 1-11

APPLICANTS: Please complete this checklist and attach to the front of your packet.

- Project Application
- Attachment #1 – Determination of Eligibility (DOE) from the National Park Service or NH Division of Historical Resources; or Proof of National/State Register Listing
- Attachment #2 – Historic Building Assessment with Preservation Guidelines or Historic Structures Report. For Historic Structures Reports – please include one complete copy and 7 copies of applicable sections
- Attachment #3 – Locus Map or Site Plan for Historic Resource Project with resource identified, and including physical address
- Attachment #4 - 4x6 color photos of resource. Historic resource images should include immediate surroundings (for context), and general interior and exterior shots, plus any specifics to application target. Natural resource images should show overview plus key and distinctive natural features of the property. Printed photos from digital images or high-quality photocopies will be accepted. Each photo must be labeled with a brief description
- Attachment #5 – 501(c) determination letter, organizations most recent financials (audited preferred), and list of Board of Directors with associations (Municipalities are exempt from this requirement)
- Attachment #6 – Stewardship Plan must provide details of the responses in question 17 and must meet the requirements of LCHIP [Criteria, Guidelines and Procedures](#) section 16A, as well as RSA 227-M:2 and 227-M:11
- Attachment #7 – Documentation for Total Project Value (i.e. Contractor estimates or bids, consultant estimates, and/or preliminary appraisals)

Maps for Natural Resource projects: At least one of the maps should be at 1:24,000 scale; each must show scale; maximum page size = 11" x 17"

- Attachment #8 – Locus map showing Target Property and any Match Property with state and local roads, water, municipal boundaries, and property location and boundaries (including any match property) and all protected conservation lands
- Attachment #9 – Topographic map with all Target and Match Properties clearly outlined
- Attachment #10 – Resource map showing wetland, forest, agricultural land etc for Target and Match Properties
- Attachment #11 – GIS shape file on clearly marked, separate CD, for all properties

Submit 1 unbound original proposal with 7 unbound paper copies (8 total),
in addition to CD.

Proposals must be received by LCHIP no later than 12:00 noon on September 19, 2011.

Project Name _____

Town or City _____

LCHIP Project Application – Grant Round 10

To insure best agreement between this Project Summary and the application content,
LCHIP advises that you complete this page after the entire rest of the application

1. Project Summary

Project Name			
Primary Applicant			
Town/City		County	
Resource Type	<input type="checkbox"/> Natural	<input type="checkbox"/> Historic	<input type="checkbox"/> Cultural
Year Structure Built			
Total Acres		Wetland Acres	
Forest Acres		Agriculture Acres	
Waterbody Acres		River Frontage (linear feet)	
Grant Request			
Total Project Value (Same value as Item 16a, page 10)		Non-LCHIP funding secured as of 9/19/11	
Brief project description (50 word max) :			

Match Property Name*			
Distance from Target Property			
Total Acres		Wetland Acres	
Forest Acres		Waterbody Acres	
Agriculture Acres		River Frontage (linear feet)	

*Match properties are described in LCHIP [Criteria, Guidelines and Procedures](#) section 8 C and D

For LCHIP staff use only:

<input type="checkbox"/> Checklist	<input type="checkbox"/> Attachment #5 (501(c))	<input type="checkbox"/> Attachment #10 (resource map)
<input type="checkbox"/> Application	<input type="checkbox"/> Attachment #6 (stewardship)	<input type="checkbox"/> Attachment #11(shape file)
<input type="checkbox"/> Attachment #1 (DOE)	<input type="checkbox"/> Attachment #7 (document \$)	<input type="checkbox"/> Paper & CD copies
<input type="checkbox"/> Attachment #2 (HBA)	<input type="checkbox"/> Attachment #8 (locus map +)	<input type="checkbox"/> LCH Form completed
<input type="checkbox"/> Attachment #3 (site plan)	<input type="checkbox"/> Attachment #9 (topo map)	<input type="checkbox"/> Workshop attended
<input type="checkbox"/> Attachment #4 (photos)		

Project Name _____

Town or City _____

2. Type of Project (Please check the appropriate box (es))

- Historic Resource Acquisition, Rehabilitation or Restoration
- Natural Resource Project (What interest will LCHIP funds be used for?)
 - Conservation Easement Fee Acquisition
- Combined Natural and Historic Resource
- Planning Study
- Project includes a Cultural Resource element (should match questions 1 and 19)

3. Project Name: _____

Physical address of the resource: _____

City: _____ State: _____ Zip: _____

4. Applicant Organization/Community: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Tax ID #: _____

5. Key Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

6. Should materials mailed by USPS go to Applicant or Key Contact Person?

7. Property Owner (if multiple owners, please list key contact): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

8. Proposed Easement Holder (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Project Name _____

Town or City _____

- d. How will the project be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (<http://www.nps.gov/history/hps/tps/standguide/>)

- e. Please check one (or more) of the following:

- National Historic Landmark
 Listed/eligible for the National Register
 Listed/eligible for the State Register

10. Resource Significance for Natural Resource Projects

(25 points)

(For Historic Resource Projects, please skip to question 11, page 6):

- a. Briefly describe what you are seeking to accomplish with LCHIP funds:

- b. Please describe the current ownership of the property and what interests will be conveyed as a result of the proposed project:

Project Name _____

Town or City _____

c. Please address the conservation values of the land including its present use:

d. Please describe ecological significance including wildlife values and any rare or endangered species present:

e. Please describe any agricultural values present:

f. Please describe any working forest values present:

Project Name _____

Town or City _____

g. Please describe any public water supply values present:

11. Resource Significance for both Historic and Natural Resource Projects (10 points)

Check the applicable item(s) under each criterion and provide brief details for each checked item in the space provided.

- a. This project is one component or phase of a larger project (if checked, explain the overall larger project and its status):
- b. Recreational/educational/interpretive use occurs on the property
- c. This property defines the community, enhance the village center, downtown or urban fabric or is near other protected resources
- d. This project includes a resource which is the last or one of the last remaining examples of its type, the loss of which would diminish the community's ability to define itself and its history and heritage.
- e. This project protects a setting or viewscape that is valued by a community for its sense of place.
- f. This project represents an exemplary resource with especially distinctive features having unusual historical, cultural, ecological or geological significance.

Details:

Project Name _____

Town or City _____

12. Imminence of Threat

(10 points)

Check the applicable item(s) under each criterion and provide brief details for each checked item in the space provided.

a. Historic Resource

- An application for demolition of the resource is pending.
- The sale of the property is pending.
- Use of the resource is marginal (seasonal, underused, inaccessible).
- A structural evaluation shows the structural integrity is compromised or at risk.
- Listed on NH Preservation Alliance's [Seven to Save](#).

b. Natural Resource

- Subdivision or development permit approved.
- Option to purchase expires on or before – Date: _____
- Resource is in a rapidly growing area of the state.
- Opportunity to purchase property is limited.
- Resource will be sold, subdivided or developed within the next year.

Details:

Project Name _____

Town or City _____

CURRENT CAPACITY

Check the applicable item(s) under each criterion and provide brief details for each checked item in the space provided. Please be prepared to provide supporting documentation for answers and explanations if requested.

13. Planning and Community Support

(5 points)

- Project has been identified through a planning process that identified important and defining resources (i.e. Cornerstones Project, Master Plan, Preservation Plan, Historic District designation and planning, Historic Architectural Survey, etc).
- Project is part of an organization's initiative to conserve target or priority areas (i.e. Conservation Plan).
- Project involves cooperation between or among communities ("community" can mean organizations; list all partners).
- Project has been endorsed by local officials or at town meeting.
- Project has received private donations.

Details:

Project Name _____

Town or City _____

14. Capacity to Implement Project through to Completion

(5 points)

- Applicant has demonstrated capacity in the form of committed volunteers or paid staff to implement the project.
- Applicant can demonstrate the availability of financial resources to implement the project.
- Applicant teams with other governmental or non-governmental organizations to assist with project implementation as needed.
- Project will be completed within 18 months for Natural Resource projects or 24 months for Historic Resource projects.

Details:

15. Financial Need

(5 points)

- Project has explored other sources of funds (list sources below).
- Project requires LCHIP funds to move forward and could not be completed otherwise (explain below).

Details:

Project Name _____

Town or City _____

1. Project Budget Round values to nearest dollar. **(10 points)**

a. Estimated Total Project Value (TPV) \$ _____

b. Amount requested from LCHIP \$ _____

(LCHIP can fund up to 50% of eligible expenses. See Part 7B of LCHIP *Criteria, Guidelines and Procedures*)

a. Provide documentation of values in Attachment 7.

Project Income

Cash	Non-Cash	Source	Secured Y/N (if yes, give date)
\$	\$ xxxx	Amount requested from LCHIP	No
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$		
\$	\$	TOTALS (Must match Total Project Expense on next page)	

Project Name _____

Town or City _____

FUTURE STRENGTH

17. Stewardship

(15 points)

(Please check the appropriate box(es) and provide details in Attachment #6)

- An endowment or dedicated stewardship fund has been established.
- Interest holder has a proven track record for stewardship.
- Interest holder has adopted the applicable principles of the [LTA's Standards and Practices](#).
Date adopted _____
- Applicant has a contingency plan to ensure protection of the resource if the organization dissolves.
- Applicant has a plan to fulfill public access requirement.

Provide details in Attachment #6

18. Future Activities

(10 points)

(Please use the space below to provide details of any items(s) checked.)

- Recreational/educational/interpretive activities will expand as a result of funding.
- This project is a catalyst for further resource protection
- This project may/will stimulate new or increased economic activity

Details:

Project Name _____

Town or City _____

ADDITIONAL INFORMATION

(5 points)

(Please use the spaces below to provide details of any items(s) checked.)

19. Meets Multiple LCHIP Objectives

- Project includes both Natural and Historic Resource components.
- Project includes a Cultural Resource component.

Details:

20. Acquisition

- Resource can only be protected or conserved through acquisition because easement interest is not possible

Details:

21. Other Please explain any other important aspects of the project that have not already been addressed in this application (in fewer than 200 words)

Project Name _____

Town or City _____

Authority to Sign

I, _____, Chairman/President of the Board of Directors/Board of Selectmen, do hereby certify that: the Board of Directors of _____ ; (1) further authorizes (Name and Title of Officer) _____ to enter into a contract with the New Hampshire Land & Community Heritage Investment Program (LCHIP) to execute any documents which may be necessary to effectuate this contract; (2) this authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and (3) the following person has been appointed to and now occupies the office indicated under item (1) above:

Signature and Title of Officer Authorized to Sign

IN WITNESS WHEREOF, I have hereunto set my hand as the Chairman/President this _____ day of _____, 20____.

Chairman/President

State of New Hampshire, County of _____

On this the _____ day of _____, 20 ____, before me _____ [Notary Public/Justice of the Peace], the undersigned officer, personally appeared _____ who acknowledged herself/himself to be the Chairman/President of _____, and that s/he, as such, being authorized so to do, executed the foregoing instrument for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.

Justice of the Peace/Notary Public

COMMISSION EXPIRATION DATE

SEAL

Project Name _____

Town or City _____

Acknowledgement Form

All applicable sections must be signed.

All projects funded through LCHIP are subject to the conditions and requirements as found in the LCHIP [Criteria, Guidelines and Procedures](#) (CGP).

As **Project Applicant**, I the undersigned, hereby acknowledge that I have read and understand the LCHIP Criteria, Guidelines, and Procedures (CGP). I further acknowledge that *any change in the scope of this project*, or failure to comply with the terms as set forth in the CGP, may result in withdrawal of funding.

Signature: _____

Date: _____

Print Name: _____

As **Owner of the Property (if applicable)**, I the undersigned, hereby acknowledge that I have read and understand the LCHIP Criteria, Guidelines, and Procedures (CGP). I further acknowledge that *any change in the scope of this project*, or failure to comply with the terms as set forth in the CGP, may result in withdrawal of funding.

Signature: _____

Date: _____

Print Name: _____

As a duly authorized **Elected Municipal Official (if applicable)**, I the undersigned, hereby acknowledge that I have read and understand the LCHIP Criteria, Guidelines, and Procedures (CGP). I further acknowledge that *any change in the scope of this project*, or failure to comply with the terms as set forth in the CGP, may result in withdrawal of funding.

Signature: _____

Date: _____

Print Name: _____

As **Easement Holder (if applicable)**, I the undersigned, hereby acknowledge that I have read and understand the LCHIP Criteria, Guidelines, and Procedures (CGP). I further acknowledge that *any change in the scope of this project*, or failure to comply with the terms as set forth in the CGP, may result in withdrawal of funding.

Signature: _____

Date: _____

Print Name: _____

Project Name _____

Town or City _____

Photo Release Form

I hereby grant permission to the NH Land & Community Heritage Investment Program (LCHIP) of Concord, New Hampshire to use my image(s) and photograph(s) for its marketing, promotions, and trainings. The image(s) may be cropped and/or manipulated for use in any publication, marketing effort (including its website), or trainings – print or electronic – for the purpose of promoting the Land & Community Heritage Investment Program. I acknowledge that the Land & Community Heritage Investment Program may choose not to use my photo at this time, but may do so at its own discretion at a later date.

Photograph description (i.e. name of event, building, people, landmark etc. and date taken)

Print photographer's name: _____

Address: _____

Phone: _____

Email: _____

Photo Credit Requested: YES NO

If YES print preferred photo credit text: _____

Photographer's signature: _____ Date: _____

Print name of person in photograph (if any): _____

Signature of person in photograph Date

(If under 18 years of age – parent or legal guardian must sign)

Applicant: Make more copies of this page if necessary to provide one photo release form for each photographer/recognizable person in photo

Project Name _____

Town or City _____

Send Completed Proposals To:

NH Land & Community Heritage Investment Program
13 West Street, Suite 3
Concord, NH 03301

**Proposals must be received by LCHIP no later than 12:00 noon
on September 19, 2010.**

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