

New Hampshire Land & Community Heritage Investment Program Authority
Proposal Instructions – Round 9

All potential applicants, who have not previously attended a workshop in 2009, must attend a mandatory application writing workshop on June 16, 2010.

Deadline for Grant Proposals: Proposals must be complete and received by LCHIP no later than 12:00 PM on August 20, 2010.

Proposals must be prepared according to these instructions; otherwise they 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, to determine project eligibility.
- Proposals must be completed on a computer with responses in text boxes where provided.
- Narratives should be brief and descriptive.
- All accompanying visual support, i.e. photographs, maps, plans, etc., should be clearly labeled with the project title and location.

Appropriate Authorization:

- Proposals must be signed by an official or individual authorized to bind the applicant organization in a contract with LCHIP.
- An Authority to Sign form must be included with application to specify the authorized signer for all contracts and agreements.

Photographs:

- All photos must be 4x6 photos or high quality color digital printouts or laser copies (2 photographs per 8 ½ x 11 page). Poor quality images will not be accepted.
- A Photo Release form must be completed for each photographer.

Submission Requirements:

In order to meet the submission requirement for the Program, proposals must:

- Include all the materials listed on the Checklist in the correct order.
- All proposals (including photographs and maps) must be submitted on a CD. (Please include project name in all file names on the CD.)
- **All projects** must submit 1 unbound original proposal with 7 unbound PAPER copies (8 total), in addition to being on CD. Binder clips or staples are acceptable. **NO RUBBER BANDS**
- Only materials submitted via US Mail, commercial delivery service or hand delivery will be considered. No email or faxed submissions can be accepted.

All Natural Resource projects must submit all of the following maps in color for all 8 copies:

- Topographical Map – 1:24,000 centered on an 8.5x11, showing the property location.
- Locus Map – 1:24,000 centered on an 11x17, showing state and local roads, water, municipal boundaries, and property location and boundaries (including any match property) and all protected conservation lands.
- Resource Map – no larger than 1:24,000 centered on an 11x17, showing all properties (including any match property) and their resource qualities (wetland, forest, agricultural land, etc.).

All Historic/Cultural Resource projects must submit:

- Locus Map or site plan showing physical address

Send Proposals To:

NH Land & Community Heritage Investment Program
13 West Street, Suite 3, Concord, NH 03301
[Click for Directions](#)

NOTE: Proposals that are: late; or incomplete; as of noon on August 20, 2010 will not be scored.

For hand delivered proposals, please call the LCHIP Office at (603) 224-4113 to confirm delivery location and office hours.

New Hampshire Land & Community Heritage Investment Program Authority
Project Proposal Checklist - Round 9

Project Name: _____

Town/City: _____

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

For *Historic Resource Projects* include the following in the project proposal: Attachments 1-7

For *Natural Resource Projects* include the following in the project proposal: Attachments 5-12

For projects with both *Historic and Natural Resource Components*, include attachments 1-12

* For Historic Structures Reports – please include one complete copy and 7 copies of applicable sections

In order to meet the *minimum* submission requirement for consideration for funding by LCHIP, proposal packet must include the following materials in the following order:

- Authority to Sign Form
- Photo Release Form
- Acknowledgement Form
- 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*
- Attachment #3 - 4x6 color photos of resource including general photos of resource in its immediate surroundings (for context), and general interior and exterior shots. Printed photos from digital images or high-quality photocopies will be accepted. Each photo must be labeled and a description attached
- Attachment #4 – Locus Map or Site Plan with resource identified
- 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 outline listing how stewardship will be undertaken over the long term; the extent of any existing or planned endowments or funds established for the purposes of perpetuating the resource, legal defense funds for easement holders, or similar funds designed for stewardship purposes; and how resolution of any violations or encroachment of the deed or easement on the resource will occur and how such resolution will be paid for. A detailed stewardship plan will be required as part of due diligence should your project be awarded funds. If easement holder and applicant are different, please attach stewardship plan of the easement holder. This is in addition to Section 14C of application
- Attachment #7 – Documentation for Total Project Value (i.e. Contractor estimates or bids, consultant estimates, and/or preliminary appraisals)
- Attachment #8 – Topographic map with all Target and Match Properties clearly outlined
- Attachment #9 – Locus map with all Target and Match Properties
- Attachment #10 – Resource map with all Target and Match Properties
- Attachment #11 – 4x6 color photos of Target Property, including any key natural resource features and/or historic/cultural resource elements
- Attachment #12 – 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 being on CD. Binder clips or staples are acceptable. **Proposals must be received by LCHIP no later than 12:00 PM on August 20, 2010.**



Project Name: _____

Town/City: _____

Authority To Sign

I, _____, Chairman/President of the Board of Directors, 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 she/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

LCHIP

Investing in New Hampshire's Heritage



LAND & COMMUNITY HERITAGE INVESTMENT PROGRAM

Project Name: _____

Town/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 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.

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)

If photograph(s) was taken by someone other than a LCHIP staff member or contract photographer, please fill out the information below.

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

Print photographer's Name: _____

Photographer's Signature: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Photo Credit Requested: YES NO

If YES print name of photo credit to be listed: _____

Project Name: _____

Town/City: _____

ACKNOWLEDGEMENT FORM

All applicable sections must be signed for all LCHIP Projects

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/City: _____

LCHIP Project Application

1. Project Name: _____

Physical address of the resource: _____

City: _____ State: _____ Zip: _____

2. Applicant Organization/Community: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Tax ID #: _____

3. Key Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

5. Easement Holder (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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

Historic Resource Acquisition, Rehabilitation or Restoration

Historic Resource project with a Cultural Resource element

Natural Resource Project

easement fee simple

Natural Resource project with a Cultural Resource element

Combined Natural and Historic Resource

Planning Study

Project Name: _____
Town/City: _____

7. Project Narrative

(60 points)

For Historic Resource Projects (For Natural Resource Projects, please skip to page 4):

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

Please give a brief history of the building and its historical significance:

Please describe the needs of the building, how they have been identified, and how those needs will be addressed:

Project Name: _____

Town/City: _____

How will the project be consistent with the *Secretary of the Interior's Standards*:

Please check one of the following:

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

Please address if this proposed project is one component or phase of a larger project and what the status of the overall larger project is:

Please describe how you plan to fulfill the public access requirement:

Project Name: _____

Town/City: _____

For Natural Resource Projects:

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

Please address the conservation values of the land including current use:

Please describe the current ownership of the property and what interests will be conveyed as a result of LCHIP funding:

Project Name: _____

Town/City: _____

Please describe the agricultural values present:

Please describe the working forest values present:

Please describe the source water values present:

Project Name: _____

Town/City: _____

Please describe any significance ecologically (include any rare or endangered species present):

Please describe current recreational use and any expansion or change of that recreational use as a result of funding:

Please describe any wildlife corridors:

Project Name: _____

Town/City: _____

Please address if this project is one component or phase of a larger project and what the status of the overall larger project is:

Please describe how you plan to fulfill the public access requirement:

Project Name: _____
Town/City: _____

13. Key Criteria. Please check on the appropriate item(s) under each criterion and briefly detail each checked item in the box provided. Supporting documentation may be required for answers and explanations. Please be prepared to provide such documentation, upon request.

A. Planning

(20 points)

- Community has undergone a planning process through which important and defining resources have been identified (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).

B. Community Support

(10 points)

- Project has "community" partners ("community" can mean organizations, please be sure to list all partners).
- Project has been endorsed by local officials or at town meeting.
- Project has received private donations.

Project Name: _____
Town/City: _____

C. Stewardship (this is in addition to attachment #6) **(25 points)**

- An endowment or dedicated stewardship fund has been established.
- Interest holder has a proven track record for stewardship.
- Has adopted the applicable principles of the [*LTA's Standards and Practices*](#). (Please list date adopted)
- A contingency plan has been developed for the resource. (In the space below, please explain your organization's transfer of assets if your organization dissolves).

D. Financial Need **(15 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).

Project Name: _____

Town/City: _____

E. Imminence of Threat

(10 points)

1. 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*](#).

2. Natural Resource (Please provide documentation to substantiate threat)

- Subdivision or development permit approved.
- Option 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.

3. Acquisition

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

Please explain:

Project Name: _____

Town/City: _____

F. Capacity to Implement Project through to Completion

(20 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 (explain timeframe below).

Please explain:

G. Meets Multiple LCHIP Objectives

(10 points)

- 1. Project includes both Natural and Historic Resource components (please describe the relationship between the resources in the box below).
- 2. Project includes a Cultural Resource component (please describe below).
 - 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.
 - Project protects a setting or viewscape that is valued by a community for its sense of place.
 - Project includes an exemplary structure that supports community cultural activities.
 - Project includes an exemplary resource with especially distinctive features having historical, cultural or geological significance.
 - Project creates, expands, or retains passive recreation opportunities.

Project Name: _____

Town/City: _____

Please explain:

H. Economic activity will/may result from the project

(10 points)

Yes

No

Please explain:

14. Additional Information (please limit your response to 250 words)

(10 points)

This is a community defining resource, which has value to the community and can demonstrate broad-based support.

Is the project a catalyst for further resource protection? Please describe in the box below.

Resource is in close proximity to other protected resources.

Project enhances the village center, downtown or urban fabric. Please describe in the box below.

Other important aspects of the project that have not already been addressed in this application.

Project Name: _____

Town/City: _____

Please explain:

Send Proposals To:

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

NOTE: Proposals must be received by LCHIP no later than 12:00 PM on August 20, 2010.

Proposals that are: late; incomplete; or are not compiled correctly, will be returned to the applicant without review.

For hand delivered proposals, please call the LCHIP Office at (603) 224-4113 to confirm delivery location and office hours. No fax or email submissions will be accepted.

For Staff Use only:

- | | | |
|---|---|---|
| <input type="checkbox"/> Authority to Sign | <input type="checkbox"/> Attachment #5 | <input type="checkbox"/> LCH Form completed |
| <input type="checkbox"/> Photo Release | <input type="checkbox"/> Attachment #6 | <input type="checkbox"/> Workshop attended |
| <input type="checkbox"/> Acknowledgement Form | <input type="checkbox"/> Attachment #7 | <input type="checkbox"/> 6 Month site visit |
| <input type="checkbox"/> Project Application | <input type="checkbox"/> Attachment #8 | |
| <input type="checkbox"/> Attachment #1 | <input type="checkbox"/> Attachment #9 | |
| <input type="checkbox"/> Attachment #2 | <input type="checkbox"/> Attachment #10 | |
| <input type="checkbox"/> Attachment #3 | <input type="checkbox"/> Attachment #11 | |
| <input type="checkbox"/> Attachment #4 | <input type="checkbox"/> Attachment #12 | |