



**Great Bay Resource Protection Partnership  
Land Protection Transaction Grant Program  
April 2022  
Grant Program Information & Application Instructions**

The Great Bay Resource Protection Partnership (GBRPP) is offering matching grants to assist with land transaction costs for the permanent land protection projects in the Piscataqua region coastal watershed area of New Hampshire and Maine.

The Great Bay Resource Protection Partnership is a collaboration of conservation organizations in the coastal region that promotes landscape-scale land conservation and stewardship. Funding for the Land Protection Transaction Grant program is provided by the New Hampshire Charitable Foundation. The Nature Conservancy serves as the fiscal agent for the GBRPP grant program.

<http://www.greatbaypartnership.org>

**Grant Program Instructions Table of Contents**

**Section 1: Grant Program Information**

I. Application Due Date, Program Contact

1. Due Date
2. Program Contact

II. Grant Guidelines and Program Options

1. Eligibility
2. Grant Award Limits
3. Grant Program 1 Prospective Project Appraisals
4. Grant Program 2 Completed Project Transaction Costs

III. Grant Submission and Award Process

1. Application Form
2. Due Date & Submission Requirements
3. Limits to Funding
4. Award Process

IV. Invoice Procedures

1. Forms and Process
2. Grant Program 1
3. Grant Program 2

V. Match Guidance

1. Grant Program 1
2. Grant Program 2

VI. Grant Submission

1. File Organization & File Naming
2. Application Signature
3. Electronic Email & Receipt Verification

## **Section 2: Application Instructions**

- I. [Contact Information and Applicant Certification](#)
- II. [Parcel Information](#)
- III. [Eligibility Criteria.](#)
  - 1. Geographic Eligibility
  - 2. Property Eligibility
    - A. Conservation Focus Area, 2021 Plan
    - B. Agricultural Resources, 2021 Plan
    - C. Tidal Water Shoreline
  - 3. Project Completion & Reimbursable Grant Transaction Expenses
- IV. [Maps](#)
- V. [Project Narrative](#)
  - 1. Grant Program 1
    - A. Resource and Community Values
    - B. Prospective Project Circumstances
    - C. Property appraisal completion date.
  - 2. Grant Program 2
    - A. Resource and Community Values
    - B. Applicant, Partners, Stewardship
    - C. Project completion date
- VI. [Project Budget & Narrative](#)
  - 1. Grant Program 1 Project Budget
    - A. Budget Table.
    - B. Budget Narrative
  - 2. Grant Program 2 Project Budget
    - A. Budget Table
    - B. Provide additional information, as needed, to explain budget costs.

## [Appendix](#)

Instructions: NH Coastal Viewer to Determine Project Eligibility

## Section 1: Grant Program Information

### I. Application Due Date, Program Contact

#### 1. Application Due Date

Applications are due *April 29, 2022*. Electronic Submittal (VI. Grant Submission).

#### 2. Program Contact

For questions about the grant application contact Dea Brickner-Wood, Great Bay Coordinator  
603-868-6112 ~ [info@greatbaypartnership.org](mailto:info@greatbaypartnership.org)

### II. Grant Guidelines and Program Options

#### 1. Eligibility

- **Applicant.** Qualified nonprofit tax-exempt 501(c)(3) conservation organizations or units of government may apply for a grant.
- **Project.** Permanent land protection projects, including the donation and/or acquisition of full fee and conservation easements.
- **Geographic Eligibility.** The property must be located wholly within the Piscataqua Region coastal watershed area of New Hampshire and Maine (see attached map and municipality list).
- **Property Eligibility**

**See Section B Application Instructions and the Appendix Instructions: NH Coastal Viewer to Determine Project Eligibility for details on determining eligibility.**

The property must coincide with at least one of the three priority conservation resource areas listed below. The application will be considered more competitive if the property includes more than one priority conservation resource area.

- A. Conservation Focus Area, *2021 NH Coastal Watershed Conservation Plan*
- B. Agricultural Resources, *2021 NH Coastal Watershed Conservation Plan*
- C. Tidal Water Shoreline, *See National Wetlands Inventory*

While most projects that meet one or more of the eligibility criteria are eligible for funding, certain situations are generally not a good fit with the intent of the grant program. For example, easement agreements associated with permit requirements, projects involved in legal disputes, parcels with substantial contamination, or easements with dam maintenance provisions are examples of projects that are not considered a good fit for this program.

#### 2. Grant Award Limits

For the Land Protection Transaction Grant Program *April 2022* grant round, an organization may be awarded up to \$40,000, including the combined awards from Grant Program 1 (Appraisal) and Grant Program 2 (Completed Project). The maximum grant award for Grant Program 1 is \$3,500 per property. The maximum grant award for Grant Program 2 is \$20,000 per property. (See guidelines below for Grant Programs 1 and 2.) A separate application must be submitted for each conservation property.

#### 3. Grant Program 1 Prospective Project Appraisals, up to \$3,500 per project

Grant funds awarded in Grant Program 1 are for property appraisals. The purpose is to provide assistance with appraisal cost for projects where the applicant needs an appraisal to begin negotiations with the landowner or assess project viability. Completion or closing of the project is not required.

- Maximum grant amount: \$3,500 per project or 50% of the appraisal cost, whichever is less.
- A minimum of one-to-one (1:1) match requirement for grant funds. That is, an applicant must offer for appraisal costs at least \$1 in match funds for every \$1 of grant funds.
- Match funds may be from nonfederal or federal funding sources.
- Appraisal Expense Date: See Table 1, page 4.

#### 4. Grant Program 2 Completed Project Transaction Costs, up to \$20,000 per project

Grant funds awarded in Grant Program 2 may be used to reimburse transaction expenses of permanent land protection projects.

- Maximum grant amount: \$20,000 per project.
- A minimum of one-to-one (1:1) match requirement for grant funds.  
That is, an applicant must offer for transaction costs at least \$1 in match funds for every \$1 of grant funds. Applicants that provide a greater than 1:1 match ratio will receive priority funding status.
- Match funds may be from nonfederal or federal funding sources.
- Closing Date for projects: See Table 1, page 4
- Preference will be given to projects for which there is a contractual agreement in place such as a signed purchase and sale agreement or option agreement.

##### Grant Program 2 Eligible Grant Transaction Expenses:

- Expenses include Appraisal, Baseline Documentation Report, Environmental Hazard Assessment (Level I), Land Survey, Legal Fees, Recording Fees, Title Expenses.
- Expenses are reimbursable at the completion of the project.
- Grant Fund Expense dates: See Table 1, page 4

##### Grant Program 2 Eligible Match Transaction Expenses:

- In addition to the eligible grant expenses listed above, the following are eligible match expenses: Professional Fees, Staff Time, Stewardship Endowment and other transaction-related expenses.
- Match Fund Expense dates: See Table 1, page 4.

TABLE 1: LPTGP April 2022 Dates for Project Completion & Transaction Expenses							
	Project Completed After Date	Project Completed By Date	Grant Fund Date of Transaction Expenses		Match Fund Date of Transaction Expenses		
			after	no later than	after	no later than	
Grant Program 1 Appraisals	1/1/2022*	12/1/2022*	1/1/2022.	12/1/2022.	1/1/2022.	12/1/2022.	
Grant Program 2 Conservation Projects	4/29/2022**	12/1/2023**	1/1/2022.	12/1/2023.	may be incurred prior to 1/1/2022	12/1/2023.	
* Appraisal Completion Date							
**Property Closing Date							

### III. Grant Submission and Award Process

#### 1. Application Form

The Applicant must complete an application form for each project and provide all of the requested maps.

#### 2. Due Date & Submission Requirements

- Applications must be electronically submitted by **April 29, 2022**. See Section VI Grant Submission for instructions. Applications should not be mailed or emailed directly to the GBRPP.
- A complete “Application” includes the Application Form, Maps and Property Shape File(s). Only complete applications will be considered.

#### 3. Limits to Funding.

In the *April 2022* grant cycle, an organization may be awarded up to \$40,000, including the combined awards from Grant Program 1 (Appraisal) and Grant Program 2 (Completed Project). The maximum grant award for Grant Program 1 is \$3,500 per property. The maximum grant award for Grant Program 2 is \$20,000 per property.

#### 4. Award Process

- Applicants will be notified by email of the receipt of their application and the award decision.
- Award decisions will be competitive in nature. Projects that meet more than one eligibility criteria, protect larger parcels of land, and/or provide higher ratios of match will rank most competitively.
- Award decisions will be determined by a panel of Partnership conservation agency representatives.

### IV. Invoice Procedures

#### 1. Forms and Process

- Invoice template documents and electronic submittal instructions are available on the Partnership website: <http://www.greatbaypartnership.org/grants.html>
- All Grantees will be expected to submit one invoice per project, using the invoice template.
- Reimbursement of approved expenses will be issued to Grantees as a one-time lump sum.
- Invoices must include documentation (see below) of reimbursable Grant costs and Matching costs. Invoices will not be paid without this documentation.
- Grantees must retain on file receipts, timesheets, etc. that support reimbursable expenses in case of an audit, or if questioned.
- Invoice Submittal Process: See *GBRPP LPTGP Invoice Electronic Instructions* document on the GBRPP Website Grants Program page.

#### 2. Grant Program 1 Additional Invoicing Requirements

- Provide documentation of appraisal cost (appraisal invoice, dated) and evidence of its completion (copy of appraisal cover letter, with signature). Submit invoice and documentation as stated in the Grant Agreement. See appraisal grant transaction and closing dates in Table 1, page 4.

#### 3. Grant Program 2 Additional Invoicing Requirements

- Eligible transaction costs must have been expended, and all required invoicing and documentation by the closing date in Table 1, page 4.
- Documentation of expenditures to be reimbursed and funds claimed as match. Documentation may include a paid invoice for services, letter verifying receipt of stewardship endowment, letter verifying staff and / or volunteer hours, etc.
- Copies of the property closing settlement sheet and recorded deed and/or conservation easement.
- Other requirements as may be stated in the Grant Agreement.

## V. Match Guidance

**1. Grant Program 1.** A minimum of one-to-one (1:1) match requirement for grant funds. The maximum grant award is \$3,500 per project or 50% of the appraisal cost, whichever is less.

**2. Grant Program 2.** A minimum of one-to-one (1:1) match requirement for grant funds. That is, an applicant must offer for transaction costs at least \$1 match for every \$1 of grant funds. Funds may be federal or non-federal in origin. Additional match is encouraged. The applicant's match contribution can be "cash" or "in-kind services" directly related to the project. Eligible match transaction costs are listed on the budget form.

**In-kind services** can be paid staff time or volunteer time, which is directly related to implementation of the project. Volunteer hours can be valued at the current rate for New Hampshire posted at <http://www.independentsector.org/resource/the-value-of-volunteer-time/>. Higher in-kind rates can be claimed if a person volunteered services in their professional capacity. In this case, the volunteer rate is the person's "billable" rate for the service. The Grantee will be required to provide verification of employee and volunteer time that is claimed as match.

## VI. Grant Submission

Applications must be electronically submitted no later than *April 29, 2022*. Land Protection Transaction Grant Program Applications are emailed to a file sharing server (Box). Do not mail or email the application directly to the Great Bay Coordinator. See instructions below.

A complete Application includes: Application Form, Maps and Property Shape Files.

### 1. File Organization & File Naming

It is preferred that the complete Application including the Application Form and Maps be submitted as a single PDF file. The Property Shape Files should be sent as a separate file.

A. Single File- Naming. Complete the **red font** information, below.

"Organization Name". May be initials or shortened name.

*Example: 'GBLT' or 'Durham'*

"Project Name". May be a single word representing the project's name

*Example: Smith*

*Example Single File for Application & Maps; File for Shapefiles*

**OrganizationName\_4.2022\_ProjectName\_**Application

⇒ GBLT\_4.2022\_Smith\_Application

**OrganizationName\_4.2022\_ProjectName\_**Shapefiles

⇒ GBLT\_4.2022\_Smith\_Shapefiles

B. Multiple Files - Naming. If the Grantee is not able to create a single Application PDF file, follow the file naming protocol for each file submitted.

"Organization Name". May be initials or shortened name (e.g. 'GBLT')

"Project Name" may be a single word representing the project's name (e.g. 'Smith')

"Document1". Example: Map-CFA

"Document2". Example: Map-Agriculture

"Document3". Example: Map-Tidal

*Example Multiple Files*

**OrganizationName\_4.2022\_ProjectName\_**Application

⇒ GBLT\_4.2022\_Smith\_Application

**OrganizationName\_4.2022\_ProjectName\_**Shapefiles

⇒ GBLT\_4.2022\_Smith\_Shapefiles

**OrganizationName\_4.2022\_ProjectName\_App\_Document\_1**

- ⇒ GBLT\_4.2022\_Smith\_App\_Map-CFA  
**OrganizationName\_4.2022\_ProjectName\_App\_Document\_2**
- ⇒ GBLT\_4.2022\_Smith\_App\_Map-Ag  
**OrganizationName\_4.2022\_ProjectName\_App\_Document\_3**
- ⇒ GBLT\_4.2022\_Smith\_App\_Map-Tidal

## 2. Application Signature

The Application may be signed digitally. Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. DocuSign).

## 3. Electronic Email & Receipt Verification

### A. Email Application to “Box”.

- The Applicant sends one email including the Application Form, and Map file(s), and the Property Shape File.  
 Email to the following email address: [GBAppli.9r5om2san4lgoblm@u.box.com](mailto:GBAppli.9r5om2san4lgoblm@u.box.com)
- Subject line: **OrganizationName\_4.2022\_ProjectName\_Application**
- Do not include a message in the email.
- Plain Text. If possible, please send the email as “Plain Text”. This will avoid the upload of logos/social media icons in the footers of the email. In “Outlook” mail you can change to plain text on the “Format Text” tab and select “As Plain Text” in the upper left. In “OIS” mail, under the “Format” Tab use “Make Plain Text”.

### B. Receipt Verification

- After submittal, the applicant will receive an email receipt from:  
 ‘noreply@box.com notification’.
- The name of the folder will appear: ‘GBApplication\_LPTGP folder’ in the receipt. Note the receipt may take a few minutes to appear in your email, depending on file size. If you don’t see the receipt in your inbox, check your spam/junk mailbox. In addition, a confirmation email will be sent to you from the GBRPP ([bluesky24@comcast.net](mailto:bluesky24@comcast.net)) by *May 6, 2022* confirming receipt of the application.

~~~~~



## Section 2: Application Instructions

### I. Contact Information and Applicant Certification

Provide property and contact information as requested and certifying signature.

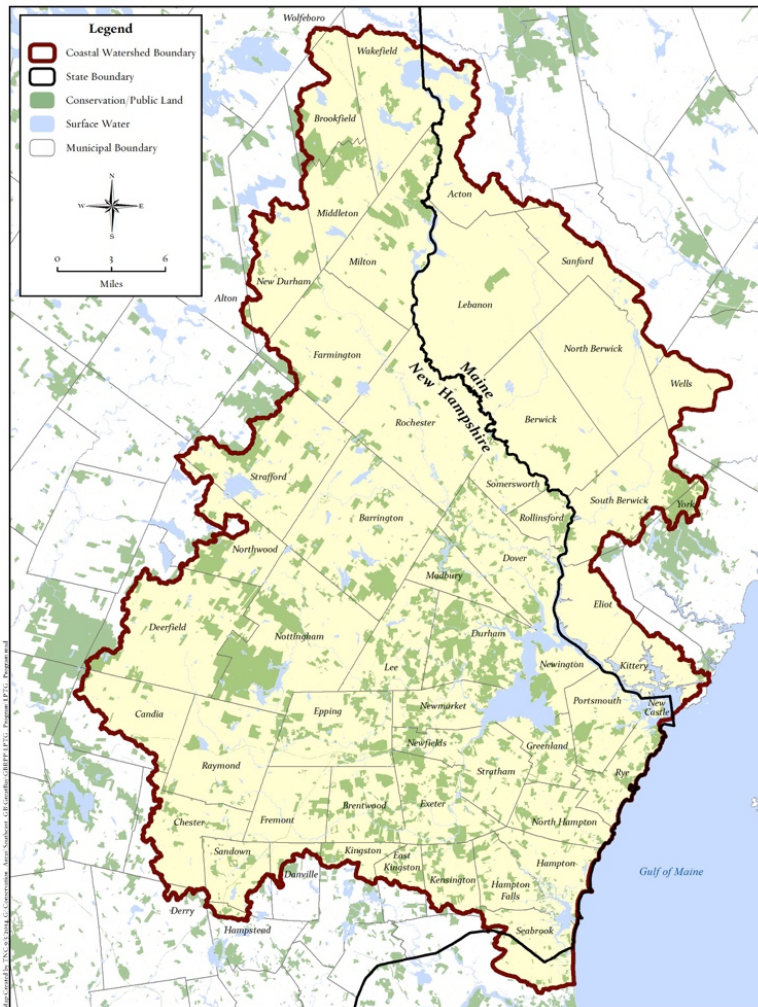
### II. Parcel Information

Provide information as requested for either Grant Program 1 or Grant Program 2.

### III. Eligibility Criteria

#### 1. Geographic Eligibility

The property must be located wholly within the Piscataqua Region coastal watershed area of New Hampshire and Maine (see attached map and municipality list).



#### Municipalities

|               |               |
|---------------|---------------|
| Acton         | Middleton     |
| Barrington    | Milton        |
| Berwick       | New Castle    |
| Brentwood     | New Durham    |
| Brookfield    | Newfields     |
| Candia        | Newington     |
| Chester       | Newmarket     |
| Danville      | North Berwick |
| Deerfield     | North Hampton |
| Dover         | Northwood     |
| Durham        | Nottingham    |
| East Kingston | Portsmouth    |
| Eliot         | Raymond       |
| Epping        | Rochester     |
| Exeter        | Rollinsford   |
| Farmington    | Rye           |
| Fremont       | Sandown       |
| Greenland     | Sanford       |
| Hampton       | Seabrook      |
| Hampton Falls | Somersworth   |
| Kensington    | South Berwick |
| Kingston      | Strafford     |
| Kittery       | Stratham      |
| Lebanon       | Wakefield     |
| Lee           | Wells         |
| Madbury       | York          |



## 2. Property Eligibility

The property (or properties) to be protected must coincide with at least one of three (A through C) priority conservation resource areas listed below. In the application document, check all that apply and complete the relevant information fields. The application will be considered more competitive if the property(s) include more than one conservation priority. See the Appendix *Instructions for using the New Hampshire Coastal Viewer* to screen your project's eligibility (includes criteria A, B, and C). Eligibility Criteria A and B website links provided below for reference.

### A. Coastal Conservation Focus Areas-2021

[New Hampshire Coastal Watershed Conservation Plan](#) - page 23

### B. Coastal Priority Agricultural Resources-2021

[New Hampshire Coastal Watershed Conservation Plan](#) – page 26

### C. Tidal Water Shoreline

*National Wetland Inventory*. Includes shoreline on Great Bay, Little Bay, Hampton-Seabrook Estuary, or any tidal river or stream. Provide the water body name, and the length of water body frontage to be protected (sum linear footage of both sides).

## 3. Project Completion and Reimbursable Grant Transaction Expense Dates

See Table 1 (page 4) for reimbursable grant expense and project completion dates for Grant Program 1 and Grant Program 2 projects.

## VI. Maps

Provide the requested map information and maps as applicable to the project.

## V. Project Narrative

### 1. Grant Program 1. Provide the following information, adhering to word limits:

#### A. Resource and Community Values (400 words or less)

Provide a concise description of the property.

- Type and quality of habitat.
- Water resource benefits, and shoreline, river and/or wetland buffers.
- Other conservation features and benefits.
- Connectivity with other permanently protected conservation lands.
- Community benefits and public access (if known).

#### B. Prospective Project Circumstances (150 words or less)

Explain the circumstances and need/benefit for the appraisal for this prospective conservation property.

#### C. Property appraisal completion date.

### 2. Grant Program 2

#### A. Resource and Community Values (500 words or less)

Provide a concise description of the property.

- Type and quality of habitat.
- Water resource benefits, and shoreline, river and/or wetland buffers.
- Other conservation features and benefits.
- Connectivity with other permanently protected conservation lands.
- Community benefits and public access.

**B. Applicant, Partners, Stewardship (250 words or less)**

Describe the following:

- Applicant capacity.
- Project partners.
- Strategy for long-term stewardship.

**C. Project completion date (after property closing).**

**VI. Project Budget & Narrative**

**Grant Program 1 Project Budget**

**A. Budget Table.** Provide project budget information as requested.

The imbedded excel tables are formula-based for grant and match totals.

**B. Budget Narrative**

Provide additional information, as needed, to explain budget costs.

**Grant Program 1 Project Budget**

**A. Budget Table.** Provide project budget information as requested.

The imbedded excel tables are formula-based for grant and match totals.

**B. Budget Narrative**

Provide additional information, as needed, to explain budget costs.

~~~~~

## Appendix

### **Instructions: NH Coastal Viewer to Determine Project Eligibility**

The New Hampshire Coastal Viewer is an online mapping tool with a geographic focus on New Hampshire's coastal watershed communities. Specific data sets are available for Maine's coastal watershed communities. The Coastal Viewer can be used to screen your project's eligibility for this grant program. *Note that the following instructions are based on the March 2022 version of the Coastal Viewer. Users should refer to guidance on the Coastal Viewer for updates that may be introduced in subsequent releases of the website.*

A landing page on the Coastal Viewer was developed specifically to meet the screening needs of this program at <http://nhcoastalviewer-lptg.unh.edu/>. This page only displays the data layers that are relevant to the grant program's eligibility; to view all the Coastal Viewer data layers use the dropdown on the left side of the screen under the "Layers" heading and select "All Layers".

There are a variety of getting started and training resources for the Coastal Viewer at <http://www.nhcoastalviewer.org/>. If you are new to the Coastal Viewer please consider watching the 9-minute [Get Started](#) video, which will help you to understand how to use the application. Basic navigation of the viewer and its tools are described.

Data layers in the Coastal Viewer are organized by folders, some of which you need to drill down through (clicking the check box along the way to activate them) to get to the data layer that you want to view. Folders are differentiated in the list below by **bold headings**, whereas data layers are shown below. When you turn on a **folder** you are not turning on a viewable data layer, but rather enabling the viewing of a data layer within the folder; the data layer needs to be turned on to view it (and all folders it is within also need to be activated—*this is a common pitfall and frustration for these types of applications*).

When you open the Coastal Viewer using this [link](#) you will see the following structure of **folders** and data layers available for viewing in the "Layers" list on the left side of the screen:

☐ **Administrative and Political Boundaries** – This folder is activated when you open the Coastal Viewer. This is the folder that contains available tax parcel data.

☐ NH Parcel Mosaic- This is activated when you open the Coastal Viewer

☐ Polygons

This is the tax parcel data available for most of the NH towns—not all NH towns are available.

☐ Additional lines

A small number of NH towns that are not represented in the "Polygons" data layer above have line-based tax parcels in this layer.

*\*\* Important note: both the "Polygons" and "Additional lines" data layers are scale-dependent. That is, you must zoom into your area of interest far enough for these layers to draw. If you are zoomed out too far the data layer heading is greyed out and the data layer will not draw.*

☐ **Biology and Ecology**

☐ National Wetlands Inventory – Version 2

Referenced in eligibility criterion 2.C above for ***Tidal Water Shoreline***. Mapping of this layer is available only for NH. ME Projects will need to verify eligibility using an alternative approach.

Once you are zoomed in to your area of interest (see *Important note* below), turn on this data layer. The layer will expand to show the colors of different wetland types displayed on the map. ***If your project overlaps or is adjacent to "Estuarine and Marine Deepwater" or "Estuarine and Marine***

***Wetland” categories, your project is eligible.*** You can also use the identify feature tool from the “Home” toolbar tab (along the top of the map window) to click on a wetland area to identify its type. A table will pop up at the bottom of the screen (this might take a little time so please be patient). Look at the column under “NWI\_TYPE”.

***\*\* Important note: “National Wetlands Inventory – Version 2” data layer is scale-dependent. That is, you must zoom into your area of interest far enough for this layer to draw. If you are zoomed out too far the data layer heading is greyed out and the data layer will not draw.***

☐ **Environment and Conservation** - This folder is activated when you open the Coastal Viewer.

☐ Conservation and Public Lands

☐ Land Conservation Plan - This is activated when you open the Coastal Viewer.  
Referenced in eligibility criterion 2.A above.

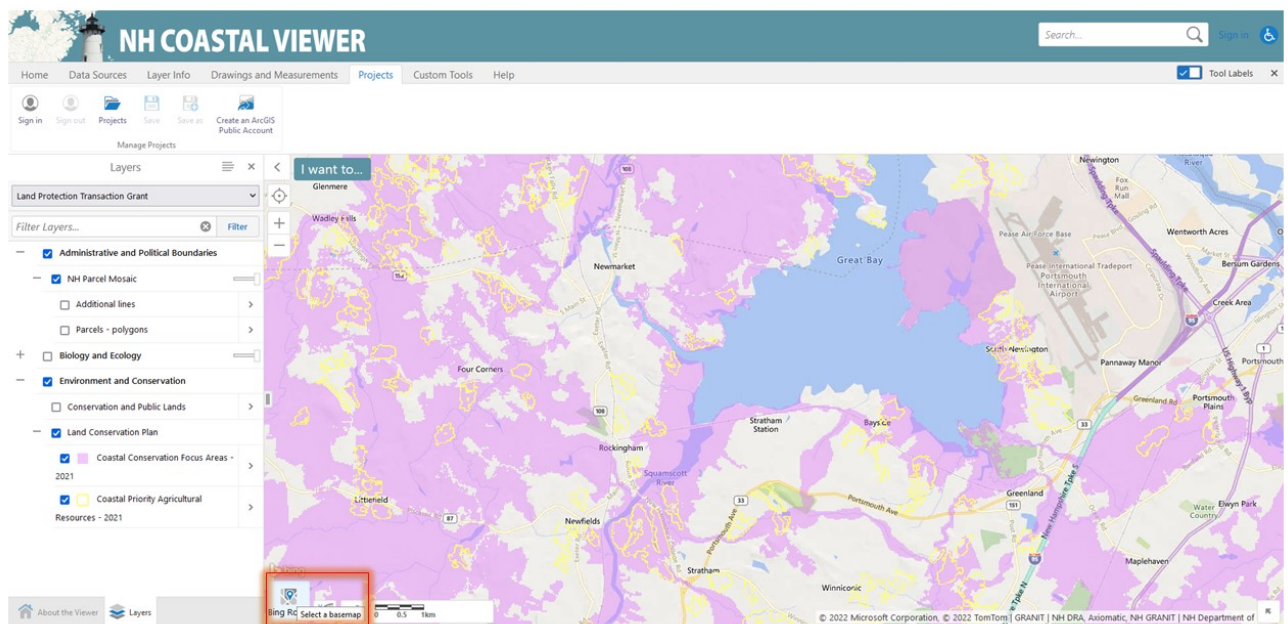
☐ Coastal Conservation Focus Areas - 2021

☐ Coastal Priority Agricultural Resources - 2021

***\*\* Important note: The “Coastal Priority Agricultural Resources” layer is displayed in a yellow outline, so you may want to change your basemap from the default “Bing Roads” to the “Bing Aerial” for better contrast. Please see the step-by-step instructions to do this in the section below entitled “Selecting a Basemap”.***

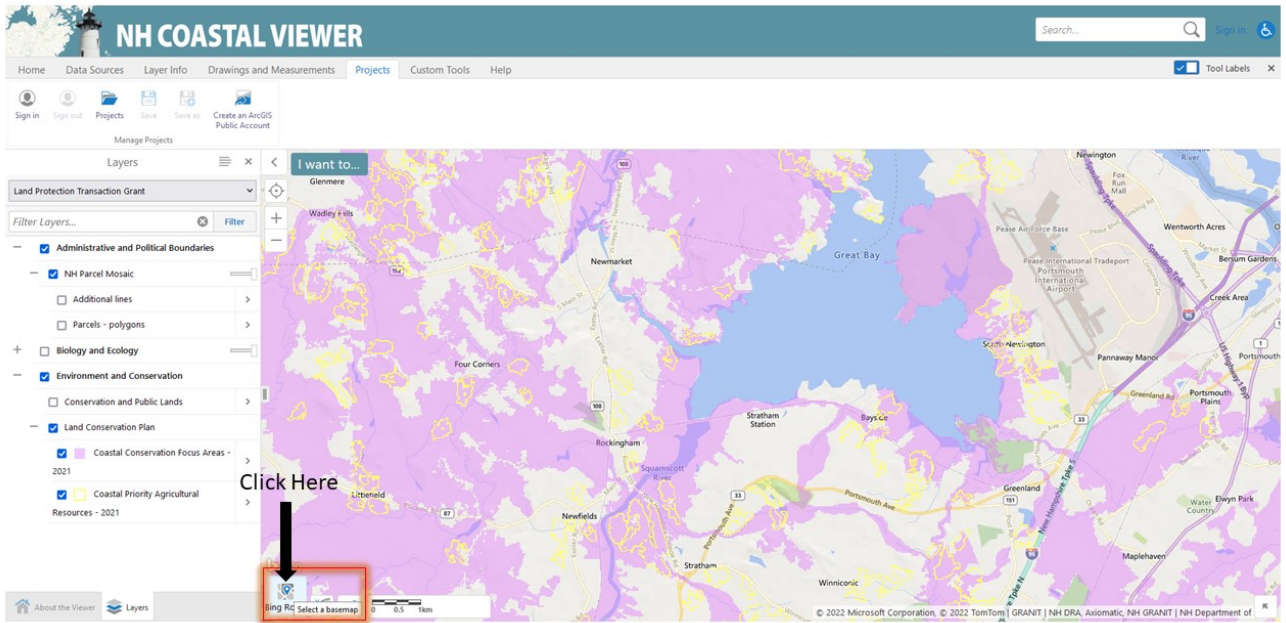
Selecting a Basemap – The Coastal Viewer by default uses the “Bing Roads” basemap. You can change the default basemap to “Bing Aerial” by following the steps below:

1. Locate the “Bing Roads” icon in the lower left-hand corner of the Coastal Viewer map extent. See screen capture below for location represented in the red box. **\*\*Note: If you hover your cursor over the icon, a pop-up text will say “Select a basemap”**

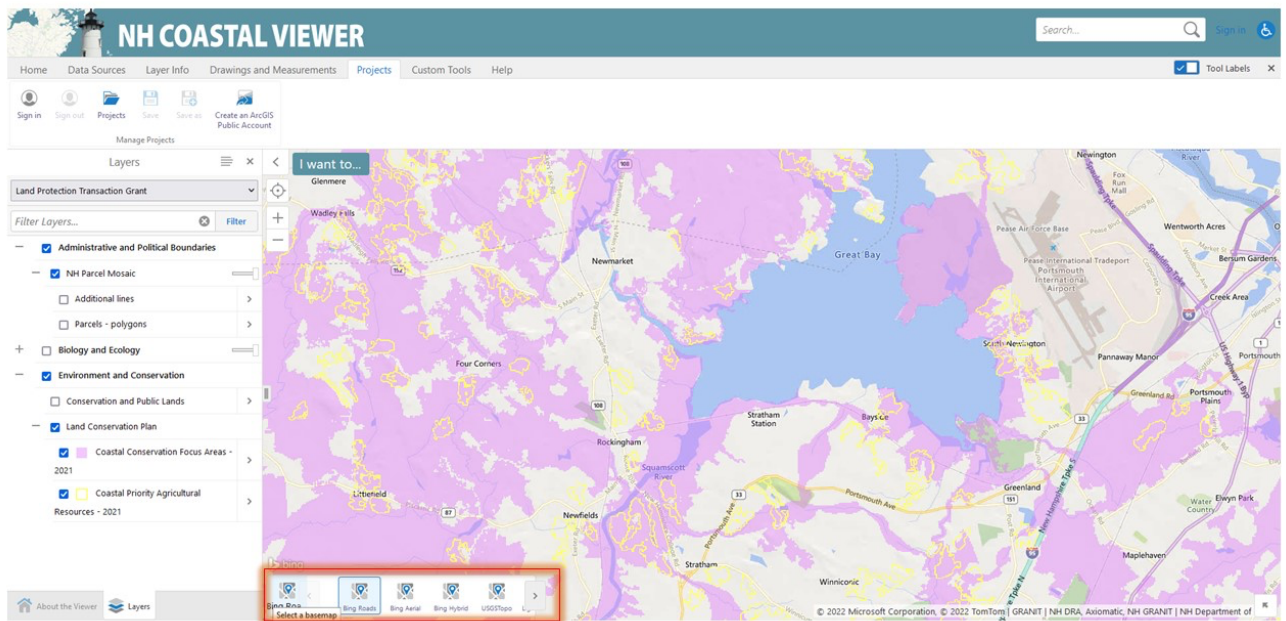




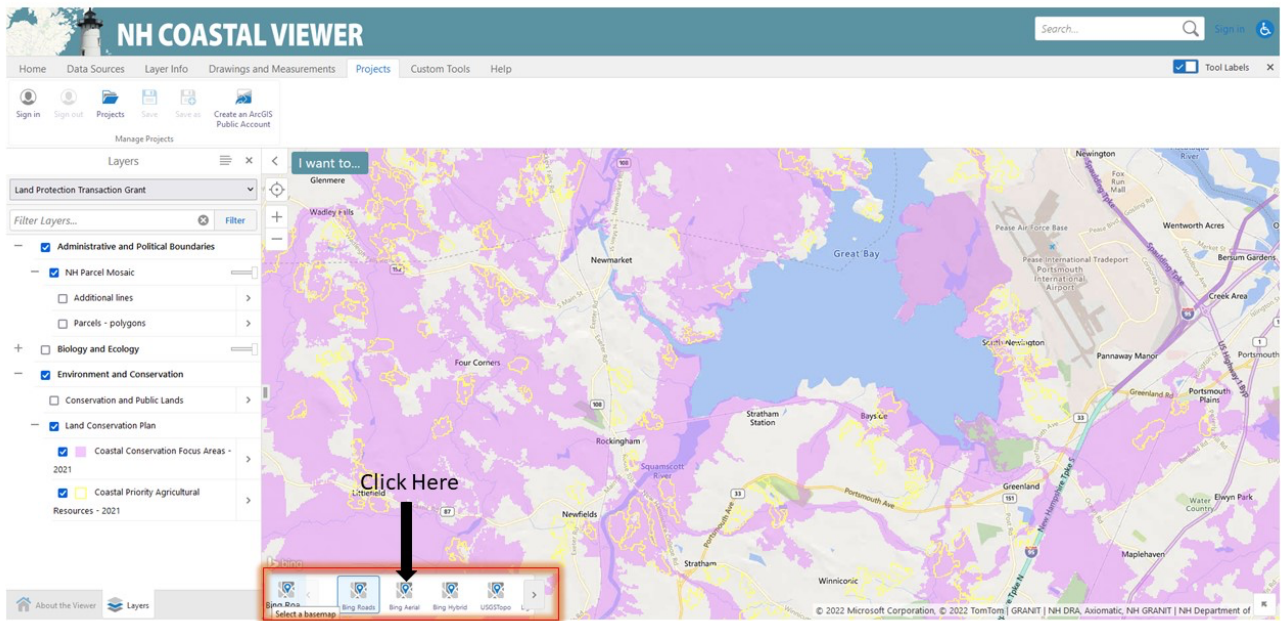
2. Click on the “Bing Roads” icon to expand your basemap options.



The screen capture below shows you the expanded list of basemap options. Note that the activated basemap has a blue box around it.



4. Click on the “Bing Aerial” icon to switch the default basemap to the “Bing Aerial” option. See screen capture below.



The basemap icon now should say “Bing Aerial” and there should be aerial imagery within the Coastal Viewer map extent (see screen capture below). You have now successfully switched to the “Bing Aerial” basemap.

