



APPLICANT FUNDING MANUAL

DONATION MINI-GRANT PROGRAM

Overview, Guidance & Sample Application

Rev. 4/2024

Grant Funding Overview	2
Key Requirements	2
Grant Timeline	2
General FAQs	3
Property Restrictions.....	4
Long-Term Obligations.....	5
Activities Allowed in Conservation Areas	6
Budget - Eligible Expenses.....	8
Budget - Line-Item Detail	8
Budget - Stewardship Monitoring Costs.....	9
Application Form.....	11

Grant Funding Overview

Donation Mini-Grant Funds

Donation Mini-Grants provide a maximum of \$50,000 for transaction, property management, and stewardship costs associated with the donation of property in fee simple or a permanent conservation agreement. **All project acres must be restricted with a permanent conservation agreement to protect natural or cultural resources.**

The donation must be for at least one of the following purposes:

- Land that is within the first 300 feet from the top of the stream bank, or the width of the 100-year floodplain, whichever is greater for the purpose of protecting surface water quality or developing a riparian greenway.
- Land containing natural areas, element occurrences, or species of concern as defined by NC Natural Heritage Program or adjacent buffer land that is critical to protecting the viability of those areas for the purpose of protecting ecological diversity.
- Land buffering military installations for the purpose of minimizing incompatible land use for installations and training.
- Properties on which historic or cultural events can be interpreted and that help develop a balanced state program of historic properties.

Eligible Applicants

To receive funds from NCLWF through the Donation Mini-Grant Program, the applicant must be one of the following:

- a state agency
- a local government unit
- nonprofit corporation whose primary purpose is the conservation, preservation, and/or restoration of NC's cultural, environmental, and/or natural resources

Key Requirements

- The donation must be made to and be accepted by the organization applying for the grant.
- The donation must be an absolute gift. Bargain sales or transactions in which any of the fee or conservation agreement value is funded by a third party do not qualify.
- The value of the donation must exceed requested funds.
- Funds will only be released after the recording of the conservation agreement or the transfer of the land into state ownership.
- The donation must occur during the contract period. Grant applicants may request an exception when the fee simple interest in the land was donated prior to award by discussing the project with their field representative and submitting an application by the next immediate deadline.
- The contract will be written for one year. Contract extensions beyond six months will be referred to the Board of Trustees for consideration.

Grant Timeline

Deadlines for Application

Applications are reviewed three times a year. Deadlines are:

- January 15
- April 15
- August 15

Award decisions will be made within six weeks of the Application deadlines.

General FAQs

Where can I access the application?

The application is a web-based form available at <https://nclwf.nc.gov/apply>

What is required for application?

An eligible applicant must submit a completed application form, location map, property map, tax card, shapefile of the project, and draft conservation agreement, if available.

Who makes funding decisions?

The NCLWF Board of Trustees delegated approval of Donation Mini-Grant awards to NCLWF Board of Trustees Chair. The Chair may approve or deny applications, ask for additional information, or request review by the Acquisition Committee.

How are projects selected for funding?

Each application is reviewed by NCLWF staff with input from NC Natural Heritage Program staff, State Historic Preservation Office, and military representatives, as appropriate. There is not a formal rating system as there is with NCLWF's other programs. Staff consider the resources protected and the conformance of the application to the Donation Mini-Grant Program requirements when making recommendations to the Chair.

Approval of grants is subject to the availability of funds.

How is the stewardship endowment calculated and paid?

NCLWF will pay up to 50% of the stewardship endowment, calculated using a worksheet included in the application budget. The payment is in lump sum to the grant recipient after recordation of the conservation agreement. The funds must be deposited in a restricted endowment for the purpose of monitoring the donated property or interest.

Are matching funds required?

The value of the donation and at least 50% of any stewardship endowment request are required as matching funds.

How are applications reviewed?

NCLWF staff will contact you after you submit an application to confirm receipt, ask additional questions to clarify the application, and answer any questions you may have. If needed, staff may request an on-site visit.

How will I be notified if my application is approved and funded or not approved?

Following the funding decision, NCLWF staff will contact you to confirm the award and to begin the contracting process.

How are funds awarded?

Funds are awarded through the state contracting process. All contracting requirements by the State of NC and NCLWF apply to Donation Mini-Grant contracts.

When are funds available?

The following are requirements of the grant contract and must be completed prior to the release of NCLWF funds:

- approval of closing documents by NCLWF
- the recordation of the conservation agreement or transfer of land into state ownership
- deposit of stewardship funds into the grant recipient's stewardship endowment account, if applicable

Who should I contact?

Field representatives are the first line of contact for general questions and for developing projects. Getting the field representative involved early will yield better results for your application and later contract process.

To contact your field representative, please visit our website: <https://nclwf.nc.gov/staff>.

Property Restrictions

A permanent conservation agreement must be recorded on all property for which NCLWF funds will be used to facilitate a fee simple or easement donation.

The following conservation agreements may be used:

- conservation easement held by a qualified organization other than the State of NC
- declaration of covenants and restrictions
- dedication under the State Nature Preserves Act

A Conservation Easement is the preferred conservation agreement.

Conservation Easements must:

- be held by a local unit of government or nonprofit organization qualified to hold conservation easements
- protect significant riparian buffers, natural heritage communities, historic sites and viewsheds, and limit activities that would interfere with military installations, as appropriate for the specific tract
- provide third-party rights of enforcement to the State of NC

Declaration of Covenants and Restrictions may be used if a third-party conservation easement holder is not practicable.

Declaration of Covenants and Restrictions must:

- protect significant riparian buffers, natural heritage communities, historic sites and viewsheds, and limit activities that would interfere with military installations, as appropriate for the specific tract

- provide a right of enforcement to the State of NC

State Nature Preserves Act Dedication is required for tracts donated to state agencies and may be appropriate for other properties. Grant Recipients must work with NCLWF and NC Natural Heritage Program staff to determine eligibility and restrictions.

Long-Term Obligations

Stewardship Endowment

Stewardship endowment funds provided by NCLWF must be deposited in an endowment or account specified for monitoring the donated property or conservation easement in perpetuity.

Monitoring

After a conservation agreement has been recorded, the Grant Recipient is responsible for annual monitoring in perpetuity.

Activities Allowed in Conservation Areas

Activities must not impair conservation or historic or cultural values. NCLWF requires that all resources be protected with 50-foot buffers but encourages more where possible. Within these buffers, only passive activities should be permitted. Any exception must be stated in the application, including the minimum buffer width requested and what activities will take place.

For specific allowances and restrictions for properties to be protected through Dedication under the State Nature Preserves Act, please contact the NC Natural Heritage Program.

Chart 3: Activities Allowed in Conservation Easements and Declarations of Covenants and Restrictions

The following summary is listed here for your convenience. NCLWF allows more activities in donated easement areas but expects protection of conservation values.

Activity	Description and expectations for donated conservation agreements
Passive recreation	Includes hiking, walking, scientific study, education, animal/plant observation, nature and environmental education, historic tours, photography
Natural surface trails and/or paved trails	<u>Not subject to NCLWF trails policy</u> allows boardwalks, ramps, handrails, benches, litter receptacles, trails signs, etc.; may be constructed to ADA standards
Stream crossings (pedestrian foot bridges)	Intended for the continuation of permitted trails; number of crossings must be minimized
Native community restoration, management, and maintenance	Allows use of fire including the creation of firebreaks, and use of other BMPs for community being restored or maintained
Hunting and fishing	Subject to all laws and regulations
Maintenance of existing roads and trails	Allows gravel replacement, ditch and culvert restoration or replacement
Vegetation management	Limited to boundary marking, fencing, signage, fire containment, insect and disease control, hydrology restoration, wetland enhancement, control of invasive exotic plants, removal of trees that pose a threat to life of property
Use of motor vehicles	For purposes of monitoring, management, and emergencies; in working lands and where necessary for approved activities
Maintenance of existing open areas for early successional habitat	Intended to provide habitat diversity for wildlife; may include native grasses, native forbs, and native herbaceous vegetation; outside priority areas ¹
Maintenance of existing open areas as passive recreational amenities	Outside priority areas ¹
Group camping sites	Outside priority areas ¹

Activity	Description and expectations for donated conservation agreements
Covered picnic facilities	Outside priority areas ¹
Agriculture, grazing, horticulture, timber management	Outside priority areas ¹
Mountain biking, horseback riding	Per holder's policies
Observation/viewing platforms, docks, camping platforms	Should connect to permitted trails or navigable waterways; allows bench seating, handrails, connecting steps and ramps as required; may be located on the bank of streams
Parking	Outside priority areas ¹
Toilets	Outside priority areas ¹
Educational facilities	Outside priority areas ¹
Passive recreational amenities	Per holder's policies
Buildings and infrastructure	Outside priority areas ¹
Subdivision	Must be limited
Reserved home sites (private residence)	Must be limited
Active recreational amenities	Must be limited
Commercial use	Per holder's policies
Industrial use	Not allowed
Confined animal operation	
Mineral use, excavation, dredging	
Dumping, pollution or alteration of wetlands or water quality	
Golf course	
Use as mitigation under 33 USC Section 1344 or NCGS 143-214.11	
Use as compensatory requirements such as open space requirement	

¹ priority areas include 50' riparian buffer, areas necessary for protecting Natural Heritage natural communities or element occurrences, areas necessary for protecting historic sites and viewsheds and areas determined off-limits due to military operations.

Budget - Eligible Expenses

Items eligible for reimbursement - up to 100% of costs

- Surveys and Legal Descriptions
- Phase I Environmental Site Assessment or transaction screen
- Baseline Documentation Report
- Title Insurance or Title Opinion
- Legal Fees, Closing Costs, and Recording Fees
- Contract Administration Costs
- Appraisals - only when the donor is not seeking tax incentives

Items eligible for reimbursement - up to \$5,000 total between request and match

- Property Management

Items eligible for reimbursement - up to 50% of costs for nonprofit Grant Recipients

- Stewardship Endowment funds will be paid lump sum to the Grant Recipient after recordation of the conservation agreement. The funds must be deposited in an endowment for the purpose of monitoring the donated property or conservation agreement area and documentation of deposit into the grant recipient's stewardship endowment must be provided.

Expenses Before and After Award

Donations before the award date

Projects in which the acceptance of donations prior to the award date are not eligible for funding. Grant applicants may request an exception when the fee simple interest in the land was donated prior to award by discussing the project with their field representative and submitting an application by the next immediate deadline.

Expenses prior to award date

NCLWF will not reimburse funds for expenses incurred prior to the grant award date.

Expenses after the award date and prior to contract effective date

NCLWF will reimburse project costs incurred after the grant award notwithstanding the costs may occur prior to the grant contract effective date; however, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will only be reimbursed if the grant recipient complies with all terms and conditions in the subsequent grant contract.

Budget - Line-Item Detail

Requested Funds

Transaction Costs

Enter each requested transaction cost into the appropriate line on the table. Appraisals are only reimbursable if the donor does not intend to seek tax incentives.

Property Management Costs

Funds needed for securing a property or for the immediate protection of resources. Local governments, nonprofit organizations, and State agencies without a dedicated land acquisition funding mechanism are eligible.

Contract Administration Costs

Eligible expenses are direct labor cost toward progress reporting, reimbursement requests, project scope management, budget management, and project schedule management. Overhead, postage, phone charges, and audits are not reimbursable.

Contract Administration must be substantiated by itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration on a form provided by NCLWF.

Expenses to develop a project or apply for a grant are not eligible for reimbursement or as credit toward match.

Matching Resources

The value of the donation and at least 50% of the stewardship endowment, if applicable, are required as match. **The value of the donation must be greater than the funds requested from NCLWF.**

The value of the donation, determined by appraisal or tax card, is entered into the matching funds column.

If an appraisal is used, it should reflect the value of the interest being donated, either the fee simple interest or the value of the conservation agreement. Appraisals must exclude the value of structures or improvements. Conservation agreement appraisals must use the “before and after approach” of valuation.

If an appraisal is not needed or available at time of application, the tax value of the land may be used. For fee simple donations, 100% of tax value may be used as match. For conservation agreement donations, up to 80% of tax value may be used as match.

Matching resources must be for items eligible for NCLWF funds and must be necessary for the completion of the project objectives.

NCLWF grant awards may not be used as matching funds for other NCLWF grant awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

Budget - Stewardship Monitoring Costs

Nonprofit grant applicants are eligible to request stewardship endowment expenses using the Stewardship Monitoring Worksheet in the budget.

The Stewardship Monitoring Worksheet will automatically enter 50% of the stewardship endowment into the NCLWF request line. The matching stewardship endowment line must be equal to or greater than the amount requested from NCLWF for stewardship endowment.

Stewardship Monitoring Estimate Components

Staff Time includes any salary and benefits associated with time spent on pre-monitoring, monitoring, and post-monitoring activities, as described below. The rate is \$50.

- **Staff time prior to visit** includes any time spent on preparing for the monitoring visit, including contacting the landowner (if applicable) and reviewing the easement, baseline, and previous monitoring reports. Pre-monitoring is capped at two (2) hours.
- **Monitoring** includes any time on the property including landowner discussion (if applicable), documenting the property, and reposting boundary markers as needed. Monitoring should also include the round-trip travel time from the monitoring organization's office. While there is no limit on monitoring hours, the estimate should include only the above activities and reflect the amount of time required to monitor a property respective to its size, ease of access, length of boundary, uses and reserved rights, etc.
- **Staff time post-visit** includes the time required to complete the monitoring report, and process photos and GPS data. Post-visit monitoring is capped at three (3) hours.
- **Post-monitoring activities** includes the time required to address minor violations on the property. Generally, this should be nominal, as violations are difficult to predict and may not occur annually.

Other Monitoring Expenses include any incidental costs associated with monitoring the property and may require additional justification and approval.

- **Travel Cost** is defined as the round-trip mileage the monitor must travel to visit the property.
- **Supplies for Boundary Marking** should include an estimate for tape, paint, and signage for as-needed annual boundary reposting. Initial boundary marking should be included in transaction costs for a survey.
- **Other Monitoring Expenses** should be listed on an as-needed basis, with the cost and description of the items proposed. Allowable costs include supplies for pre-visit mailings, neighboring landowner mailings, follow-up title work, and similar expenses.

Annual Budget and Endowment Amount

The total of the above Staff Time and Other Monitoring Expenses is the estimated annual cost of monitoring the easement. This annual cost is multiplied by 25 to arrive at the total amount to be eligible for total stewardship endowment.

Grant recipients will receive up to 50% of the endowment estimate as a lump sum payment to be deposited into a stewardship endowment account.

Application Form

The application is a web-based form available at <https://nclwf.nc.gov/apply>

You will need to enter a username and password to access the DMG form for the first time or register with your Google account. Registering for other program applications will not apply to the DMG form.

We suggest using your email as your username or using a Gmail account. Once signed in, you will be able to save your progress and re-access your application. You can also start subsequent applications under the same username.

The application contains file attachment/upload sections including:

- Project budget
- Location map
- Property map
- Improvements map (if needed)
- Parcel tax card (if needed)
- Draft conservation agreement (if available)
- Shapefile for the project area (zipped)

Section 8 of the web form application contains guidance on file formatting and naming conventions.

NCLWF Donation Mini-Grant Funding Application

The entire NCLWF Donation Mini-Grant Program application form is below.

You have completed the first step of registering for the DMG application form. Registering for this form via a Google account or username/password function will allow you to re-access this form for future DMG applications using the same credentials.

Unlike other NCLWF program application forms, you will not need to create new registration credentials for the DMG form in the future.

To prevent accidental data loss and in the event of internet connectivity issues you may experience, we **strongly encourage** you to write and save any narrative sections on your own device and copy and paste into this form.

SAVE YOUR WORK with the 'Save Progress' or 'Next Section' buttons at the bottom of each page.

Funding Manual: It is critical that you use the Donation Mini-Grant Program's [Applicant Funding Manual](#) as a reference when filling out this application. This manual has important information regarding funding eligibility and contracting requirements.

Budget: The budget is uploaded in Section 7, but you may wish to download the [Budget Form](#) now. The Applicant Funding Manual contains critical information pertaining to each budget sub-section, and the budget contains some of that same info. Successful budgets follow the Applicant Funding Manual instructions and guidance!

NCLWF Application Mapping Tool: We have published a [web-based mapping application](#) that may help you answer some questions. The Application Mapping Tool may not include all necessary data, such as the most detailed [Natural Heritage element data](#) (requires an account to view full detail). [Instructions](#) for the mapping tool are also available.

File attachment/upload sections include:

- Budget Template
- Project Shapefile (protected area only)
- Location Map
- Property Map
- Improvements Map (if needed)
- Tax Card(s)
- Draft Conservation Agreement (if available)
- Other Attachments (multiple documents may be combined into on PDF)
- Please use naming conventions listed in each upload section.

Public information: Applications submitted to NCLWF are subject to the North Carolina Public Records Law and may be disclosed to third parties upon their request.



SECTION 1 - APPLICANT INFORMATION

What DMG Deadline is this application for? *

1.1 - Organization Name *

1.2 - Organization Type *

1.3 - Person from the applicant's organization that will administer the grant contract, if awarded:

Name (Contract Administrator) *

Title (Contract Administrator) *

Address (Contract Administrator) *

Email Address (Contract Administrator) *

Phone Number (Contract Administrator) *

1.4 - Person that NCLWF staff should contact for application review:

Note: this email contact will receive an editable copy of the application upon submission, see note at end of application form.

Name (Project Manager) *

Title (Project Manager) *

Email Address (Project Manager) *

Phone Number (Project Manager) *

1.5 - Person who will sign the grant contract, if awarded: (if different from Contract Administrator, above)

Name (contract signee, in the format in which they sign contracts)

Title (Contract Signee)

E-mail Address (Contract Signee)

SECTION 2 - PROJECT INFORMATION

2.1 - Project Name

Often includes tract name and name of stream or other feature such as natural area, game land, etc. *

2.2 - Total Project Acres *

2.3 - Primary County *

2.4 - Other County ?

2.5 - Project Coordinates

Please use Decimal Degrees from www.latlong.net or similar site. Place at the center point of the project and test the coordinates before submitting.

Latitude *

Longitude: *

2.6 - What is the nearest town? *

Narratives - Be concise and discerning with information, covering key components and background if needed. Narratives are limited in word length as noted below each text box.

2.7 - Project Overview

Provide a succinct description of your project.

Summarize the project conservation strategy, resource values, public benefit and partnerships, if applicable. Think of this overview as how you would describe the project to a decision maker, funder, elected official, reporter, etc.

Some of this information may be expanded in the narratives below. Click the "?" at right for samples. * ?

0/250 words

2.8 - Protection Strategy

Please complete the table below. All of the acres in the project must be protected and be reflected below.

	Acres
Donated conservation easement held by applicant	<input type="text"/>
Donated in fee and protected by declaration of covenants and restrictions	<input type="text"/>
Donated in fee and protected by dedication through Nature Preserves Act	<input type="text"/>

You entered **0 acres total** in 2.1.B.

Is this number equal to the sum of the table above?

2.9 - Unique Benefits

Describe any unique benefits or circumstances of the project that you would like to bring to NCLWF's attention.

0/150 words

▲ 2 / 3 ▼

SECTION 3 - PROPERTY INFORMATION & RESERVED RIGHTS

3.1 - Landowner Interest

Note: Donations must be made as absolute gift within one year of approval by NCLWF. Donations accepted prior to an executed contract with NCLWF are not eligible for funding.

*

- Yes, the donation (i.e. closing) can be completed within one year of approval
- No, the closing cannot occur within one year, and I will wait to submit this application.

You selected 'No' above, please wait to submit this application until you have confidence in closing on the property/easement within one year.

3.2 - Who owns the property at the time of application submittal?

Give names of all property owners. *

3.3 - Who will own the property at the completion of the project? *

3.4.A - Reserved Rights in Conservation Agreements

Review the list of Reserved Rights in conservation agreements found in the [Applicant Funding Manual](#). The Funding Manual details information on limitations, locations, etc. for each item below.

These reserved rights are acceptable in Conservation Agreements, including Conservation Easements and Declarations of Covenants and Restrictions.

- Passive recreation
- Natural surface trails for hiking
- Paved trails (greenways and universal access trails)
- Stream crossings (pedestrian foot bridges)
- Native community restoration, management, and maintenance (includes use of fire)
- Stream and wetland restoration
- Hunting and fishing
- Maintenance of existing roads and trails
- Vegetation management limited to fencing, boundary marking, invasives, etc.
- Use of motor vehicles for monitoring, management, and emergencies

Select any of the following that you or the landowner want to reserve:

*

- Agriculture (crops)/Grazing/Horticulture
- Covered picnic facilities
- Educational facilities
- Group camping
- Horseback riding
- Maintenance of existing open areas
- Mountain biking
- Observation/Viewing platforms/Docks
- Parking
- Passive recreation amenities
- Timber management
- Toilets

3.4.B - Additional Reserved Rights & Notes

If additional Reserved Rights are requested, outline them here one item per line/paragraph.

If any of the checked boxes above require explanation, you may do so here. Not all checked boxes require explanation.

Note: Any rights requested after award may not be granted.

0/250 words

3.4.C - What is the average buffer on streams/wetlands and/or natural areas?

Please estimate average buffer to the best of your abilities. Mathematical perfection is not required. *

3.4.C - Reserved Rights in Buffer - What is the buffer to stream or natural areas at the narrowest point?

If there are circumstances that require a buffer width of less than 50 feet, please explain.

0/150 characters

3.5 - List all known and/or anticipated improvements, easements, utilities, and activities that may impact the proposed easement areas.

0/150 words

3.6 - Special Considerations for Structures

Inclusion of building or structures in donated agreements may only be considered as a case-by-case basis. If there are structures on the property, discuss the long-range plans and management implications.

0/150 words

3.7 - Urgency

When does the landowner wish to make the donation? Please explain any end-of-year requirements or other timeline constraints. *

0/150 words

▲ 3 / 4 ▼

SECTION 4A - RESOURCE SIGNIFICANCE - RIPARIAN

4.A - Riparian Buffers

If this section does not apply, you may proceed to the next section.

NCLWF staff will identify stream classifications using data available on the [Application Mapping Tool](#) that is current at the time of application deadline.

4.A.1 - Name of Primary Stream(s) or Waterbody (100words)

0/100 words

4.A.2 - If there are wetlands on the property, how many acres?

4.A.3 - How many linear feet of stream buffer are protected by the conservation agreement(s) on the property?

*Linear feet of buffer should count each side of the stream. For example, if 1,000 feet of stream are protected on both sides, enter 2,000 linear feet of buffer.

▲ 4 / 5 ▼

SECTION 4B - RESOURCE SIGNIFICANCE - NATURAL HERITAGE

4.B - Natural Heritage

If this section does not apply, you may proceed to the next section.

Natural Heritage Program staff will review applications in this section using current data found in the NC Natural Heritage Data Explorer.

4.B.1 - Primary Natural Heritage Program Elements and Communities

Using the NC Natural Heritage Program's [Data Explorer](#), review the natural heritage values of your project and summarize the primary/highest ranking elements below. Element Occurrence ranks that end in 1, 2 or 3 are especially notable, as are communities labeled as High, Very High, and Exceptional.

Do not attach a report from the Natural Heritage Program's Data Explorer to your application.

Found on site: Superb Jewelwing S1S2, Pristine Valley natural area - 2-Very High

4.B.2 - Are you aware of any natural areas or element occurrences that might be unknown to the NC Natural Heritage Program staff? Please share the source for this information.

0/150 words

4.B.3 - Do you know of any recent activities that may have impacted the natural communities on the property?

0/150 words

SECTION 4C - RESOURCE SIGNIFICANCE - RIPARIAN GREENWAYS

4.C - Riparian Greenways

If this section does not apply, you may proceed to the next section.

To qualify for this section, the greenway must buffer a stream. Greenways are typically in an urban setting; they must be vegetated, point-to-point, and incorporate a footpath. Trails may include other uses such as non-motorized biking and horseback riding. Greenways may be paved or unpaved.

The greenway must be part of a comprehensive greenway plan adopted by an organization that is responsible for developing the greenway. The total length of the greenway system must be at least one mile long. The parcels subject of an application must be

identified in the adopted greenway plan. The plan must be adopted prior to the grant application deadline.

4.C.1 - Name of Greenway System

4.C.2 - Describe the Greenway/Greenway System and how this project establishes or extends the greenway system.

0/150 characters

▲ 6 / 7 ▼

SECTION 4D - RESOURCE SIGNIFICANCE - HISTORIC & CULTURAL

4.D - Historic and Cultural

If this section does not apply, you may proceed to the next section.

If the proposed project contributes to the development of a balanced State program of historic properties, complete this section.

The historic event or significance of a site needs to be substantiated through literature, site surveys, etc.

4.D.1 - If the historic or cultural site is listed or determined eligible for listing on the National Register, please specify the site name below.

4.D.2 - Site Significance

Please explain the significance of the property with respect to North Carolina history and culture and national history, and how it supports the development of a balanced state program of historic properties.

0/250 words

▲ 7 / 8 ▼

SECTION 5 - MILITARY BUFFERS

If this project buffers a military installation, including training areas or critical flight paths, please provide information below.

5.1 - What is the name of the base that would benefit from this project?

- Dare County Bombing Range
- MCALF Bogue Field
- MCAS Cherry Point
- MCAS New River Air Station
- Military Ocean Terminal Sunny Point
- NCNG Camp Butner
- US Army Camp Mackall
- US Army Fort Liberty
- US Army Pope Field
- USAF Seymour Johnson
- USMC Camp Lejeune

5.2 - If other/additional installations will benefit, list them.

5.3 - Briefly explain how this project will benefit the military in NC.

0/250 words

SECTION 6 - OTHER PUBLIC BENEFITS

6.1 - Other Public Benefits

If applicable, describe Public Access/Recreation and Public Scientific/Education plans related to this property.

0/250 words

SECTION 7 - BUDGET

Detailed guidance for completing the project budget can be found in the current year [Applicant Funding Manual](#) document.

Budgets must be filled out using this [Budget Form](#). The link will open a file link in a new window. **Download it to your local system**, save it to your project files, complete the budget, and then upload it below.

Please name your file based on your project name (entered and revised if needed in question 2.1) as follows: "[pipe:37] budget.pdf"

7.1 - Budget Upload

Download the Budget Form listed above, fill it out, and upload here. Budget totals in your sheet MUST match the budget summary questions below.

You may edit and replace this uploaded budget at any time up until the submission deadline. *

No file chosen

7.2 - What is your total request from NCLWF?

This number should match your excel budget sheet total request column. Please double-check before submitting! *

7.3 - What is your total match to NCLWF?

This number should match your excel budget sheet total match column. Please double-check before submitting! *

7.4 - Total Budget (calculated from 7.2 & 7.3)

\$

0/150 words

7.5 - Costs Incurred Before Award

Identify any costs to be incurred before NCLWF grant award decisions for which you would request approval of matching funds.

Time before an award, including staff or contract time to complete an application, is not eligible.

- Appraisals
- Phase I Environmental Site Assessment
- Transaction Costs related to donation of fee prior to award
- Other:

7.6 - What is the estimated per acre value used in the application budget? *

7.7 - How did you arrive at this value? *

- Appraisal
- 80% land tax value for donation of conservation easement
- 100% land tax value for donation of fee simple

7.8 – Reimbursement of Appraisals

Appraisals are only reimbursable to the grant applicant if there is no tax incentive being sought by the landowner donor. *

Yes, I understand that appraisals are only reimbursable if there is no tax incentive being sought by the landowner donor.

SECTION 8 - Attachments, Conflict of Interest, & Final Affirmation

Attachments are uploaded below by individual category. Please name your file based on your project name (entered and revised if needed in question 2.1) as follows:

Smith_Location Map.pdf

Common file types should be used (PDF, JPG, PNG, DOC, DOCX, EXL, EXLX).

For maps, PDF is preferred, but may also be jpg, jpeg, or png.

If you feel that other attachments are necessary, you may combine them into one PDF and use the 'Other' file upload field. Note that not all 'Other' attachments will be included in the final application packet.

PLEASE use the map guidance in the [Applicant Funding Manual](#) to guide map making, colors, types, content, etc.

Project Shapefile of Protected Area Only - Zipped

At least three files need to be present in the zip file: .shp, .shx, .dbf. Other files like .sbn or .sbx should be included if present. Please double check that you are attaching a working shapefile. Zip files only. *

No file chosen

Location Map

**File name should be: Smith_location_map.pdf or similar. Short file name please. *

No file chosen

Property Map 1

**File name should be: Smith_property_map.pdf or similar. Short file name please. *

No file chosen

Improvements Map (optional)

No file chosen

Other Attachment - Draft Conservation Agreement or Other Documents

Note that NCLWF does not request or have a specific scoring process for letters of support, formatted narratives, photos, etc.

Choose Files No file chosen

Tax Card

Choose Files No file chosen

Conflict of Interest Statement

Do any members of your staff or board, or their immediate family, have a conflict of interest or an appearance of a conflict of interest, including but not limited to any financial interest in the subject project or adjoining properties, or in contracts for services proposed in this application? *

- No known conflict of interest or appearance of conflict
- Yes, there is a conflict of interest or appearance of conflict

Conflict of Interest Summary

If a conflict of interest or an appearance of a conflict of interest exists, briefly explain and summarize actions taken by your organization. This content should also be summarized in attachments.

0/250 words

Conflict of Interest Uploads

If a conflict of interest or an appearance of a conflict of interest exists, upload a copy of the applicant and/or partner organization's Conflict of Interest Policy and any minutes, notes or memoranda related to any actions or discussion of the project. *(combine into a single PDF, no larger than 15mb)*

Choose File No file chosen

Do you affirm that the information in this application and the statements and attached exhibits are true, correct, and complete to the best of your knowledge and belief? Do you further confirm that you are authorized to file this application and the organization you are representing has the authority to enter into a grant contract that may result from this application? *

I affirm the above statement.

Name of Affirmed *

Sign below with mouse or touchscreen device: *

[clear](#)

SUBMITTING YOUR APPLICATION

Once you click 'Submit', your application will be logged with NCLWF, and you will receive a copy of your application attached to an e-mail.

Bookmark the Save and Return link available at <https://nclwf.nc.gov/apply> to re-access and edit your applications for this program area.

View your stored results below.

Start New

	Reference #	Updated
Edit	14281172 ✓	2020-10-21 14:38:04
Edit	14281154 ⚠	2020-09-29 10:32:55
Edit	14265608 ✓	2020-10-20 16:33:17
Edit	14257376 ✓	2020-09-25 09:10:14
Edit	14248381 ✓	2020-09-21 14:13:35
Edit	14248357 ✓	2020-09-21 14:08:54

Ready for deadline

Not ready for deadline

Close

DO NOT SCAN OR FLATTEN - Submission must be the 'live' form as downloaded.

NCLWF Donated Mini Grant Budget Form

Revised April 2024



Project Title	
Applicant Organization	
Name of Project Manager	

Whole dollar amounts only please.

NOTE: Budget guidance from the Funding Manual is reproduced below - please review before completing this form.

Requested Funds	Matching Funds	Total Cost
\$ 0	\$ 0	\$ 0

GMS #	Line Item	Requested Funds	Matching Funds	Total Cost
D001	Property or Cons. Agreement Donation	n/a		\$ 0
D002	Transaction Costs	\$ 0	\$ 0	\$ 0
D013	Contract Administration Costs			\$ 0
D012	Property Management Costs			\$ 0
D011	Stewardship Endowment	\$ 0		\$ 0
	Total	\$ 0	\$ 0	\$ 0

Transaction Costs

Cost Item	Requested Funds	Matching Funds	Total Cost
Surveys and Legal Descriptions			\$ 0
Appraisal			\$ 0
Phase I ESA/Transaction Screen			\$ 0
Baseline Documentation Report			\$ 0
Title Insurance			\$ 0
Legal Fees and Closing Costs			\$ 0
Recording Fee			\$ 0
Taxes			\$ 0
	Total	\$ 0	\$ 0

Stewardship Monitoring Worksheet

STAFF TIME TO MONITOR STATE-HELD CE (Salary and Benefits)	Quantity	Rate	Cost
A) Staff time prior to visit - Includes landowner contact & file review. Capped at 2 hours	0	\$ 50.00	\$ 0
B) Staff time to monitor State-held easement - includes travel, discussion with landowner, onsite monitoring, photos, reporting boundary markers.	0		\$ 0
C) Staff time post-visit - includes completing monitoring report, submitting documentation. Capped at 3 hours	0		\$ 0
D) Post-monitoring activities - includes activities related to enforcement of minor violations.	0		\$ 0
Total Staff Time			\$ 0

OTHER MONITORING EXPENSES	Quantity	Rate	Cost
E) Travel cost for monitoring visits - Reimbursed per mile	0	\$ 0.67	\$ 0.00
F) Incidental Supplies for annual boundary marking - tape, paint, etc.	0	\$ 0.00	\$ 0.00
G) Other monitoring cost, previsit mailings, etc.	0	\$ 0.00	\$ 0.00
Explain:			
Total Other Expenses			\$ 0.00
Total ALL Expenses/Year			\$ 0.00
Total Acreage to be Monitored with these Funds:			
STEWARDSHIP ENDOWMENT TOTAL (ANNUAL Total x 25)			\$ 0
STEWARDSHIP ENDOWMENT REQUEST (1/2 TOTAL)			\$ 0

Matching Resources **NOTE:** Match total here should equal total match from the top table.

Sources of Matching Funds	Amount	
Total Matching Funds		\$ 0

Check for Match Errors Here

Budget - Eligible Expenses

Items eligible for reimbursement - up to 100% of costs

- Surveys and Legal Descriptions
- Phase I Environmental Site Assessment or transaction screen
- Baseline Documentation Report
- Title Insurance or Title Opinion
- Legal Fees, Closing Costs, and Recording Fees
- Contract Administration Costs
- Appraisals - only when the donor is not seeking tax incentives

Items eligible for reimbursement - up to \$5,000 total between request and match

- Property Management

Items eligible for reimbursement - up to 50% of costs for nonprofit Grant Recipients

- Stewardship Endowment funds will be paid lump sum to the Grant Recipient after recordation of the conservation agreement. The funds must be deposited in an endowment for the purpose of monitoring the donated property or conservation agreement area and documentation of deposit into the grant recipient's stewardship endowment must be provided.

Expenses Before and After Award

Donations before the award date

Projects in which the acceptance of donations prior to the award date are not eligible for funding. Grant applicants may request an exception when the fee simple interest in the land was donated prior to award by discussing the project with their field representative and submitting an application by the next immediate deadline.

Expenses prior to award date

NCLWF will not reimburse funds for expenses incurred prior to the grant award date.

Expenses after the award date and prior to contract effective date

NCLWF will reimburse project costs incurred after the grant award notwithstanding the costs may occur prior to the grant contract effective date; however, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will only be reimbursed if the grant recipient complies with all terms and conditions in the subsequent grant contract.

Budget - Line-Item Detail

Requested Funds

Transaction Costs

Enter each requested transaction cost into the appropriate line on the table. Appraisals are only reimbursable if the donor does not intend to seek tax incentives.

Property Management Costs

Funds needed for securing a property or for the immediate protection of resources. Local governments, nonprofit organizations, and State agencies without a dedicated land acquisition funding mechanism are eligible.

Contract Administration Costs

Eligible expenses are direct labor cost toward progress reporting, reimbursement requests, project scope management, budget management, and project schedule management. Overhead, postage, phone charges, and audits are not reimbursable.

Contract Administration must be substantiated by itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration on a form provided by NCLWF.

Expenses to develop a project or apply for a grant are not eligible for reimbursement or as credit toward match.

Matching Resources

The value of the donation and at least 50% of the stewardship endowment, if applicable, are required as match. **The value of the donation must be greater than the funds requested from NCLWF.**

The value of the donation, determined by appraisal or tax card, is entered into the matching funds column.

If an appraisal is used, it should reflect the value of the interest being donated, either the fee simple interest or the value of the conservation agreement. Appraisals must exclude the value of structures or improvements. Conservation agreement appraisals must use the "before and after approach" of valuation.

If an appraisal is not needed or available at time of application, the tax value of the land may be used. For fee simple donations, 100% of tax value may be used as match. For conservation agreement donations, up to 80% of tax value may be used as match.

Matching resources must be for items eligible for NCLWF funds and must be necessary for the completion of the project objectives.

NCLWF grant awards may not be used as matching funds for other NCLWF grant awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

Budget - Stewardship Monitoring Costs

Nonprofit grant applicants are eligible to request stewardship endowment expenses using the Stewardship Monitoring Worksheet in the budget.

The Stewardship Monitoring Worksheet will automatically enter 50% of the stewardship endowment into the NCLWF request line. The matching stewardship endowment line must be equal to or greater than the amount requested from NCLWF for stewardship endowment.

Stewardship Monitoring Estimate Components

Staff Time includes any salary and benefits associated with time spent on pre-monitoring, monitoring, and post-monitoring activities, as described below. The rate is \$50.

- **Staff time prior to visit** includes any time spent on preparing for the monitoring visit, including contacting the landowner (if applicable) and reviewing the easement, baseline, and previous monitoring reports. Pre-monitoring is capped at two (2) hours.
- **Monitoring** includes any time on the property including landowner discussion (if applicable), documenting the property, and reposting boundary markers as needed. Monitoring should also include the round-trip travel time from the monitoring organization's office. While there is no limit on monitoring hours, the estimate should include only the above activities and reflect the amount of time required to monitor a property respective to its size, ease of access, length of boundary, uses and reserved rights, etc.
- **Staff time post-visit** includes the time required to complete the monitoring report, and process photos and GPS data. Post-visit monitoring is capped at three (3) hours.
- **Post-monitoring activities** includes the time required to address minor violations on the property. Generally, this should be nominal, as violations are difficult to predict and may not occur annually.

Other Monitoring Expenses include any incidental costs associated with monitoring the property and may require additional justification and approval.

- **Travel Cost** is defined as the round-trip mileage the monitor must travel to visit the property.
- **Supplies for Boundary Marking** should include an estimate for tape, paint, and signage for as-needed annual boundary reposting. Initial boundary marking should be included in transaction costs for a survey.
- **Other Monitoring Expenses** should be listed on an as-needed basis, with the cost and description of the items proposed. Allowable costs include supplies for pre-visit mailings, neighboring landowner mailings, follow-up title work, and similar expenses.

Annual Budget and Endowment Amount

The total of the above Staff Time and Other Monitoring Expenses is the estimated annual cost of monitoring the easement. This annual cost is multiplied by 25 to arrive at the total amount to be eligible for total stewardship endowment.

Grant recipients will receive up to 50% of the endowment estimate as a lump sum payment to be deposited into a stewardship endowment account.