APPLICANT’S FUNDING MANUAL
DONATED CONSERVATION MINIGRANT PROGRAM
Overview, Guidance & Sample Application

Rev. 5/17/2021

Grant Funding Overview ........................................................................................................................................ 2
Key Concepts & Requirements ............................................................................................................................ 2
Grant Timeline .................................................................................................................................................. 2
General FAQs ................................................................................................................................................... 3
Property Restrictions .......................................................................................................................................... 5
Long Term Obligations ....................................................................................................................................... 5
Allowed Activities in Conservation Areas .............................................................................................................. 6
Budget - Eligible Expenses ................................................................................................................................ 9
Budget - Line Item Detail .................................................................................................................................... 9
Budget - Stewardship Monitoring Costs ............................................................................................................ 10
Application Form Printable Copy ....................................................................................................................... 12
Grant Funding Overview

Eligible Applicants – To receive funds from NCLWF through the Donated Conservation Minigrant Program, the applicant must be a State Agency without a dedicated land-acquisition revenue; a local government unit; or a nonprofit corporation whose primary purpose is the conservation, preservation, and/or restoration of NC’s cultural, environmental, and natural resources.

The applicant must be the direct recipient of the donation.

Donated Conservation Minigrant Funds

Donated Conservation Minigrants provide up to $25,000 or the value of a conservation easement, whichever is less, to pay transaction costs associated with the donation of property in fee simple, or a permanent conservation agreement. 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 that help develop a balanced state program of historic properties.

All project acres must be restricted with conservation agreements to protect natural or cultural resources.

Key Concepts & Requirements

- The donation must be made to and accepted by the organization applying for the grant.
- The donation must be an absolute gift.
- The donation must occur during the contract period.
- The value of the donation must exceed transaction costs.
- Funds for transactional costs will only be released after the conservation easement is recorded.
- The contract will be written for one year and may not be extended.

Grant Timeline

Application forms can be accessed through https://nclwf.nc.gov/apply.

Deadline for Application: Applications for Donated Conservation Minigrants may be submitted at any time.

Applications will be reviewed quarterly by NCLWF staff, along with staff from NC Natural Heritage Program and Office of State Historical Properties, as appropriate. The review meetings will be targeted for the first of October, January, April, and July. Applications must be received at least two weeks before a meeting date to be reviewed at the next meeting.

Grant contracts for Donated Conservation Minigrant projects will be for one year and may not be extended.
**General FAQs**

**What is required for application?**
An eligible applicant must complete and submit an application form, location map, property map, tax card, and draft conservation easement if available.

**Who makes funding decisions?**
Approval of the award has been delegated by the NCLWF Board of Trustees to the NCLWF Board of Trustees Chair. The Chair may approve or deny the request, may ask for additional information, or may ask for review by the entire NCLWF Board.

**How are projects selected for funding?**
Each application is reviewed by NCLWF staff, with input from Natural Heritage staff and Historical Resource Staff, as appropriate. There is not a formal rating system as there is with larger acquisition grants. Staff considers the resources protected and the conformance of the application to the program requirements when making a recommendation to the Chair.

Approval of grants is subject to the availability of funds.

**What expenses can be reimbursed under the Donated Conservation Minigrant program?**
Items eligible for reimbursement - up to 100% of costs
- Surveys and Legal Descriptions
- Phase I Environmental Site Assessment - optional at the discretion of the applicant
- Baseline Documentation Report
- Title Insurance or Title Opinion
- Legal Fees, Closing Costs, and Recording Fees
- Project Administration Cost

Items eligible for reimbursement - up to 50% of calculation
- Stewardship Endowment

**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 an endowment for the purpose of monitoring the donated property or interest and documentation of the applicant’s 50% share must be submitted.

**What about appraisals?**
NCLWF will not pay for an appraisal on donations.

If an appraisal is not needed for the landowner or recipient of the donation, up to 80% of the tax value for the land may be used as the value of the donation. This does not include any value of structures that may be on the property.

**Are matching funds required?**
The value of the donation and at least 50% of the stewardship endowment are required as matching
funds/value. The value of the donation may be determined either by an appraisal or up to 80% of the tax value (land value only).

**How are funds awarded?**
Funds are awarded through the State contracting process. All contracting requirements by the State of NC and NCLWF apply to Donated Conservation Minigrant 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
- deposition of matching stewardship funds into the grant recipient’s stewardship endowment account

**How are applications reviewed?**
Typically, a regional field representative will contact you after you submit an application and schedule an on-site visit to the property with you. At that time, you may be asked additional questions to clarify the application; you will also have the opportunity to ask any questions. If a field representative is not able to meet with you, you will be contacted by phone or email to discuss the application.

**How will I be notified if my application is approved and funded or not approved?**
Following the funding decision, the program manager or the field representative will contact you. You will also receive a letter from NCLWF verifying the funding decision.

**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.

<table>
<thead>
<tr>
<th>Generally west of I-77</th>
<th>Generally east of I-77</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damon Hearne, Western Field Rep</td>
<td>Justin Mercer, Eastern Field Rep</td>
</tr>
<tr>
<td>828-296-7230 x231</td>
<td>828-476-6758 c</td>
</tr>
<tr>
<td><a href="mailto:damon.hearne@ncdcr.gov">damon.hearne@ncdcr.gov</a></td>
<td><a href="mailto:justin.mercer@ncdcr.gov">justin.mercer@ncdcr.gov</a></td>
</tr>
</tbody>
</table>
**Property Restrictions**

A permanent conservation agreement must be recorded on all property for which funds from NCLWF 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
- restrictive covenants
- letter of allocation under the State Nature Preserves Act (only for State Agencies without dedicated acquisition funding)

**A conservation easement** is preferred and should be drafted following a conservation easement developed by the easement holder.

The conservation easement 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
- grant an executory interest to the State of North Carolina
- provide a right of access and a third party right of enforcement to the State of North Carolina; and
- provide that in the event the grant recipient transfers or assigns the easement to a third party, the organization receiving the interest is a qualified organization.

**Restrictive Covenants** may be applicable if a third-party conservation easement holder is not practicable. The Covenants 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
- include a notice of funding from NCLWF for the purpose of conservation

**State Nature Preserves Act dedication** are required for tracts donated to state agencies and may be appropriate for other properties. Applicants must work with NCLWF and Natural Heritage Program staff to determine eligibility.

**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, your organization is responsible for annual monitoring in perpetuity.
Allowed Activities in Conservation Areas

Activities must not impair conservation or historic or cultural values.

Chart 3: Activities Allowed in Conservation Agreement Areas

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

NCLWF does not have a complete conservation easement template for the Donated Minigrant Program. The easement should be written on the applicant’s template, but language for specific activities can be found online located at [https://NCLWF.nc.gov/stewardship#conservation-agreement-templates](https://NCLWF.nc.gov/stewardship#conservation-agreement-templates)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description and expectations for donated conservation agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passive recreation</td>
<td>Includes hiking, walking, scientific study, education, animal/plant observation, nature and environmental education, historic tours, photography</td>
</tr>
<tr>
<td>Natural surface trails (hiking trails)</td>
<td><strong>Not subject to NCLWF trails policy</strong> allows boardwalks, ramps, handrails, benches, litter receptacles, trails signs, etc.; may be constructed to ADA standards</td>
</tr>
<tr>
<td>Paved trails (Greenway trails)</td>
<td><strong>Not subject to NCLWF approval of plans</strong> boardwalks, ramps, handrails, benches, litter receptacles, trails signs, etc.; may be constructed to ADA standards.</td>
</tr>
<tr>
<td>Stream crossings (pedestrian foot bridges)</td>
<td>Intended for the continuation of permitted trails; number of crossing must be minimized</td>
</tr>
<tr>
<td>Native community restoration, management, and maintenance</td>
<td>Allows use of fire including the creation of firebreaks, and use of other BMPs for community being restored or maintained</td>
</tr>
<tr>
<td>Hunting and fishing</td>
<td>Subject to all laws and regulations</td>
</tr>
<tr>
<td>Maintenance of existing roads and trails</td>
<td>Allows gravel replacement, ditch and culvert restoration or replacement; existing roads should be documented in baseline documentation report</td>
</tr>
<tr>
<td>Activity</td>
<td>Description and expectations for donated conservation agreements</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Vegetation management</td>
<td>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</td>
</tr>
<tr>
<td>Use of motor vehicles</td>
<td>For purposes of monitoring, management, and emergencies; in working lands and where necessary for approved activities</td>
</tr>
<tr>
<td>Maintenance of existing open areas for early successional habitat</td>
<td>Intended to provide habitat diversity for wildlife; may include native grasses, native forbs, and native herbaceous vegetation; should be documented in baseline documentation report; outside priority areas¹</td>
</tr>
<tr>
<td>Group camping site</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Covered picnic facilities</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Agriculture (crops)/grazing/horticulture</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Timber management</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Mountain biking</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Horseback riding</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Observation/viewing platforms/docks/camping platforms</td>
<td>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</td>
</tr>
<tr>
<td>Parking</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Toilets</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Educational facilities</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Passive Recreational amenities</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Buildings and infrastructure</td>
<td>Outside priority areas¹</td>
</tr>
<tr>
<td>Activity</td>
<td>Description and expectations for donated conservation agreements</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>Conveyance and subdivision</td>
<td>Must be limited</td>
</tr>
<tr>
<td>Reserved home sites (private residence)</td>
<td>Must be limited</td>
</tr>
<tr>
<td>Active Recreational Amenities</td>
<td>Must be limited</td>
</tr>
<tr>
<td>Industrial use</td>
<td></td>
</tr>
<tr>
<td>Confined animal operation</td>
<td></td>
</tr>
<tr>
<td>Mineral use, excavation, dredging</td>
<td></td>
</tr>
<tr>
<td>Dumping</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Pollution or alteration of wetlands or water quality</td>
<td></td>
</tr>
<tr>
<td>Golf course</td>
<td></td>
</tr>
<tr>
<td>Use as mitigation under 33 USC Section 1344 or NCGS 143-214.11</td>
<td></td>
</tr>
<tr>
<td>Use as compensatory requirements such as open space requirement</td>
<td></td>
</tr>
</tbody>
</table>

1 priority areas include 100' 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 - optional at the discretion of the applicant
- Baseline Documentation Report
- Title Insurance or Title Opinion
- Legal Fees, Closing Costs, and Recording Fees
- Project Administration Cost

Items eligible for reimbursement (up to 50% of costs)
- 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 interest and documentation of the applicant’s 50% share must be submitted.

Expenses Before and After Award

Expenses prior to award date - NCLWF will not reimburse funds for expenses incurred prior to 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.

Donations before the award date – acceptance of donations prior to the award date are not eligible for funding.

Budget - Line Item Detail

Donation of fee simple or conservation easement

The value of the donation, determined by appraisal or tax card, is entered into the matching funds column. The donation must be an absolute gift.

Transaction Costs – must be shown on the Transaction Costs section on the Budget

Costs of appraisal(s) may be used as match but will not be reimbursed by NCLWF.

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 Resource**

The value of the donation and at least 50% of the stewardship endowment are required as matching funds. The value of the donation may be determined either by an appraisal or up to 80% of the tax value.

**Matching values must be greater than the funds requested from NCLWF.**

Matching funds can only be considered if the costs are directly pursuant to the award and would be considered allowable match if incurred after the grant award date. Such contributions will have to be verifiable from grant recipient’s records and must be necessary for the completion of the project objectives.

Matching resources must be for items eligible for NCLWF funds. For example, overhead may not be counted as matching resources.

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.

NCLWF grant funds and matching funds should be incurred within the same time frame. However, NCLWF may consider approving credit for matching funds for costs incurred with matching funds prior to the grant award date if specifically requested by applicant at time of application and approved by the NCLWF Board of Trustees.

**Budget - Stewardship Monitoring Costs**

NCLWF requires the applicant to estimate annual monitoring expenses, including staff time, travel costs, and other incidental expenses related to monitoring the easement using the worksheet provided in the application.

The budget will automatically enter 50% of the stewardship endowment into the budget. Applicants may include additional funds in the match endowment line item.

Stewardship Monitoring Estimate Components – must be shown on the Stewardship Endowment section on the Budget

- **Staff Time** includes any salary and benefits associated with time spent on pre-monitoring, monitoring, and post-monitoring activities, as described below. NCLWF has set the reimbursement rate at $50 per hour as of the 2020 application cycle.

- **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, process photos and GPS data, and submit documentation to NCLWF. 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** includes 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. NCLWF has set the rate at $0.58/mile for planning purposes, but annual expenses will be reimbursed based on the current IRS mileage rate.

• **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, subject to NCLWF staff approval.

**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.

**Stewardship Monitoring Matching Endowment**

Grant recipient is required to deposit NCLWF and matching stewardship endowment funds into a stewardship endowment account. Matching stewardship endowment must be deposited before NCLWF funds are released.

**Stewardship Monitoring Budget Review**

NCLWF staff will review all stewardship budgets and may contact the applicant or stewardship contact with questions or revisions.
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 form for the first time.

We suggest using your email as your username. 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
- Draft conservation easement (if available)

Section 8 of the web form application contains guidance on file formatting and naming conventions.
NCLWF Donated Conservation Mini-Grant Funding Application 2021

The entire NCLWF Donated Conservation Minigrant Program application form is below. Please use the Save and Return function to save your work.

**FormSite Logistics:** You must have a FormSite account to access this form, so you've completed the first step! Please save that username and password. The same username and password works for multiple forms within a given program.

If you apply to multiple programs, we suggest using the same username and password for each program (but you will have to make a 'new' account with those same credentials for each program area).

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.

You may edit/re-edit your form and click 'Submit' as many times as needed prior to changing the status to Final (see last question of form). Staff will **not** review your submission until after the application is marked as final.

**Funding Manual:** It is critical that you use the Donated Conservation Minigrant Program's [Applicant's Funding Manual](#) as a reference when filling out this application. This manual has important information regarding funding eligibility and contracting requirement.

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

**File attachment/upload sections** include:

- Excel Budget Template
- Location Map
- Property Map
- Improvements Map (if needed)
- Tax Card
- Other Attachment (multiple documents may be combined into PDF)

**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.

**A note on question numbering:** The Donated Conservation Minigrant application below is a pared-down version of the Acquisition Program application, revamped for 2021. As such, the questions below have been left as corresponding to their acquisition program counterpart. Some questions have been removed, and thus 'missing' question numbers are intentional.
SECTION 1 - APPLICANT INFORMATION

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 Field Representative should contact for application review:

Name (Project Manager) *

Title (Project Manager) *

Email Address (Project Manager) *

Phone Number (Project Manager) *

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

Name (Contract Signee)

Title (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.*

2.1.8 - Total Project Acres
This includes NCLWF and match acres (if match acres apply)*

2.2 - Primary County*  2.3 - Other County ?

2.4 - 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: *

2.5 - 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.

2.6 - Project Overview
Provide a succinct description of your project.

Summarize the project conservation strategy, resource values, public benefit and partnerships, if applicable. Think of
2.7 - Protection Strategy

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

<table>
<thead>
<tr>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donated in fee and encumbered easement held by applicant</td>
</tr>
<tr>
<td>Donated conservation easement held by applicant</td>
</tr>
</tbody>
</table>

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

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 (ie 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 name of all property owners. *

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

3.7.A - Commercial Activities

List any activities that may result in revenue gain from the property. i.e. fundraisers, timber harvest, hiking fees, leases, festivals.

3.7.B - Reserved Rights in Conservation Agreements

Review the list of Reserved Rights in conservation agreements found in the Applicant’s Funding Manual. The Funding Manual details information on limitations, numbers, locations, etc for each item below.

These reserved rights are acceptable in all conservation agreements for donated easements:

- 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 say limited to fencing, boundary marking, invasives, etc
- Use of motor vehicles for monitoring, management, 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
☐ Horesback riding
☐ Maintenance of existing open areas
☐ Mountain biking
☐ Observation/Viewing platforms/Docks/
☐ Parking
☐ Passive recreation amenities
☐ Timber management
☐ Toilets

3.7.C - 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 the project has been approved by the Fund may not be granted.

0/250 words

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

0/150 words

3.12 - Special Considerations for Structures

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

If funds are not awarded for a portion of transactional costs, would your organization be able to accept the donation? Please explain.*

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 (150 words) and their classifications, if applicable:

Using this Application Mapping Tool, and/or the NC DWR waterbody classification mapping application, to list the primary streams or waterbodies found on the parcel or within 1 mile downstream.

- Downhill River, B, Wild Trout; - UT to Enchanted Creek, ORW, .9 mi upstream from River Styx 303dn listing

4.A.2 - If there are wetlands on the property, how many acres?
4.A.3 - Connection to riparian buffers protected by recorded conservation agreement, deed restriction, or dedication under State Nature Preserves Act

Provide name, distance and conservation type to nearest conserved riparian buffers that are adjacent to or flow onto or from the subject property within one stream mile. You may use the Application Mapping Tool to find nearby or adjacent managed areas.

Slurpy Swamp Santuary - conservation easement held by land trust - .6 miles

4.A.4 - 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.A.5 - How did you arrive at this total linear feet of protected buffer?

Break down your waterbodies by length of protected buffer, in feet:

John Doe Creek - 3,000', A Name River - 4.500'

0/150 characters

4.A.6 - What is the buffer width at the narrowest point?

If there are circumstances that require an especially narrow buffer in certain areas, please explain.

0/150 characters

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. In addition, NHP staff may contact you for an on-site visit.

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.3 - Describe the Greenway/Greenway System

0/150 characters

4.C.13 - Links with Prior or Continuing Greenway Efforts

- Extension of existing greenway and trail construction funds have been identified
- Completely eliminates a gap in an existing greenway corridor
- Contiguous with existing greenway parcels, but construction is 5 or more years in future
- In greenway corridor actively being constructed, parcel disconnected from other parcels
- Part of an inactive greenway corridor and disconnected from other parcels
- None

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 NCLWF’s primary focus is on the acquisition of land. If the site contains structures, a management and maintenance plan for the structures must be uploaded with the application. Include name of organization that will maintain the structures and source of funds for maintenance.

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 is essential to the development of a balanced state program of historic properties.

0/250 words

SECTION 5 - MILITARY BUFFERS

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

5.1.A - What is the name of the base that would benefit from this project?
- Dare County Bombing Range
- MCAS Cherry Point
- Military Ocean Terminal Sunny Point
- US Army Camp Mackall
- US Army Pope Field
- USMC Camp Lejeune
- MCALF Bogue Field
- MCAS New River Air Station
- NCNG Camp Butner
- US Army Fort Bragg
- USAF Seymour Johnson

5.1.B - If other/additional installations will benefit, list them.
5.4 - 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's Funding Manual document.

Budgets must be filled out using this MS Excel Template. The link will open a file link in a new window. Click it to download 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.xlsx"

7.1 - Budget Upload
Download the excel file listed above, fill it out, and upload here. There are multiple tabs. 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.*

Choose File: 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)

$

7.6 - Costs Incurred Before Award

Identify any costs to be incurred before NCLWF grant award decisions for which you would request approval of matching funds. Eligible match credit may include invoices to vendors for critical due diligence such as appraisals.

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

No funds for any items are available if the donation is accepted prior to grant approval by NCLWF.

[0/150 words]

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

7.8 - How did you arrive at this value? *

- Appraisal
- Tax Value
- Professional Judgment
SECTION 8 - Attachments & 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’s Funding Manual to guide map making, colors, types, content etc.

**Location Map**

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

Choose File  No file chosen

**Property Map 1**

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

Choose File  No file chosen

**Improvements Map (optional)**

Choose File  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
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

Application Status - You must click 'Is Final' and then Submit (below) to initiate NCLWF Review. You may leave the status as Not Final, and click Submit (below) to receive a Word copy of the application to the email of: [pipe:23]. *

☐ Not Final - This application is still being worked on by applicant
☐ Is Final - Application is ready for review by NCLWF Staff

**SUBMITTING YOUR APPLICATION**

You may edit/re-edit your form and click ‘Submit’ as many times as needed prior to marking the application as Final and Submitting for the last time. You will receive an email with a MS Word of your application attached after each submit.

Staff will **not** review your submission until after you have marked it as Final.

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

Applications must have been submitted at least once prior to the deadline as indicated on your log-in landing page. Sample below:
<table>
<thead>
<tr>
<th>Reference #</th>
<th>Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>14281172</td>
<td>2020-10-21 14:39:01</td>
<td>Ready for deadline</td>
</tr>
<tr>
<td>14265608</td>
<td>2020-10-20 16:33:17</td>
<td>Ready for deadline</td>
</tr>
<tr>
<td>14257376</td>
<td>2020-09-25 09:10:14</td>
<td>Not ready for deadline</td>
</tr>
<tr>
<td>14248381</td>
<td>2020-09-21 14:13:35</td>
<td>Ready for deadline</td>
</tr>
<tr>
<td>14248357</td>
<td>2020-09-21 14:08:54</td>
<td>Ready for deadline</td>
</tr>
</tbody>
</table>