**GRANT APPLICATION – COVER PAGE**

**Please read the Grant Application Instructions document.**

**CONTACT INFO**

|  |  |
| --- | --- |
| **Organization\***  |  |
| **Contact Person** |  | **Email** |  |
| **Position/Title** |  |
| **Phone** |  |
| **Address** |  |
| **Federal Tax ID #** |  |

**\*Organization Type** – If applicant qualifies as a 501(c)(3) organization, provide your IRS 501(c)(3) letter and Articles of Incorporation as attachments to your completed [Non-Profit Questionnaire.](https://scc.ca.gov/files/2019/07/SCC_Grant_Appl-NPO_PreAwardQuestionnaire.pdf) *Note: Applicants who have submitted the Non-Profit Questionnaire in the past two years do not need to resubmit.*

**PROJECT INFO**

|  |  |
| --- | --- |
| **Project Name**  |  |
| **Summary**  |  |
| **Total Project Cost** | **$** | **Amount Requested** | **$** |
| **Start Date** |  | **End Date** |  |
| **Project Type** (check all that apply) | [ ] Planning [ ] Acquisition [ ] Climate Change[ ] Access [ ] Agricultural Preservation [ ] Urban Greening[ ] Habitat Conservation/ Enhancement [ ] Urban Waterfront [ ] Implementation /Construction |
| **Acres** |  | **Trail** **Miles** |  | **APNs** (Acquisition Only) |  |

**LOCATION INFO**

|  |  |  |  |
| --- | --- | --- | --- |
| **County** |  | **Specific Location** |  |
| **Latitude** |  | **Longitude** |  |
| **What point is represented by the lat/longs (eg., parking lot, center of site, etc):** |  |
| **Is project in a Disadvantaged Community ?** mapping tool: <https://gis.water.ca.gov/app/dacs/> | [ ] Yes [ ] No [ ] Partially |
| **Is project in a Severely Disadvantaged Community ?** mapping tool: <https://gis.water.ca.gov/app/dacs/> | [ ] Yes [ ] No [ ] Partially |

**ELECTED OFFICIALS**

|  |  |  |
| --- | --- | --- |
| **Districts** | **Number(s)** | **Name(s)** |
| **State Assembly** |  |  |
| **State Senate**  |  |  |
| **Congressional** |  |  |

**GRANT APPLICATION – PROJECT DESCRIPTION**

Complete each of the elements of the project description below with clear, but detailed answers. Limit your response to this Project Description section to no more than four pages if possible.

1. **Need for the project.** Describe the specific problems, issues, or unserved needs the project will address.
2. **Goals and objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project.
3. **Project Description.** Describe all of the major project components (i.e., what will actually be done to address the need and achieve the goals and objectives).

**Willing Seller:** Projects that include land acquisition must have a willing seller. If the project includes land acquisition, please describe the status and expected conclusion of landowner negotiations.

1. **Site Description.** Describe the project site or area, including site characteristics that are tied to the project objectives (i.e.: for acquisition of habitat, describe current vegetation assemblages, condition of habitats, known wildlife migration corridors, etc.). When relevant, include ownership and management information.
2. **Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Task Name** | **Description** | **Expected Completion Date**  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

*Add or delete rows as necessary.*

1. **Work Products.** List below the specific work products or other deliverables that the project will result in:
2. **Measuring Success.** For projects involving restoration, construction or land acquisition, describe the plan for monitoring, evaluating and reporting project effectiveness, and implementing adaptive management strategies if necessary. For planning projects, do the plans include monitoring and measuring project success? Who will be responsible for funding and implementing ongoing management and monitoring?
3. **Applicant Capacity**. The applicant must demonstrate that it can adequately administer the grant and manage the project, and that its entire operating budget is not dependent upon the underlying grant. The applicant should address the following organizational capacity and expertise elements, including but not limited to:
* Capacity to manage a state grant, including fiscal system and staff dedicated to financial operations;
* Ability to address cash flow and how the applicant will handle the process of reimbursement payments;
* Proof of qualified staff or contractors to carry out the project activities;
* A record of success completing similar projects and the commitment to see the project to completion.
* If applicant qualifies as a 501(c)(3) organization, provide your IRS 501(c)(3) letter and Articles of Incorporation as attachments to your completed [Non-Profit Questionnaire.](http://scc.ca.gov/webmaster/forms/Non%20Profit%20Pre-Award%20Questionnaire.pdf) *Note: Applicants who have submitted the Non-Profit Questionnaire in the past two years do not need to resubmit.*
1. **Project History.** Provide a history of the project including how it was identified as a priority, organizations involved in development of the project, key steps that have already been completed, and any background information not provided in the project description. Is the project related to any previous or proposed Coastal Conservancy projects? If so, which ones and how are they related?
2. **Maps and Graphics.** Provide the following project graphics with your application. Project maps and design plans should be combined into one pdf file with a maximum size of 10 MB. Project photos should be provided in jpg format.
* Regional Map – Clearly identify the project’s location in relation to prominent area features and significant natural and recreational resources, including regional trails and protected lands.
* Site-scale map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in project description should be shown.
* Design Plan – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
* Site Photos – One or more clear photos of the project site

**GRANT APPLICATION – PRELIMINARY BUDGET AND SCHEDULE**

In the budget matrix below, relist the tasks identified in question #5 above and for each task provide: 1) the estimated completion date for the task, 2) the estimated cost of the task, and 3) the funding sources (applicant, Conservancy, and other) for the task.The table will automatically sum the totals for each row and column.

**Note: Please do not include in-kind services or contributions in the table below. Please also note that food and drinks are not allowable expenses. Attendance at conferences or trainings must be included as a separate line item in the budget and must clearly support successful implementation of the project.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task** | **Coastal Conservancy** | Other CA State Funds | Other Non- State Funds  | **Total Cost** | **Expected Completion Date**  |
| 1 |  |  |  |  |  |  |
| 2 |  |   |  |  |  |  |
| 3 |  |   |  |  |  |  |
| 4  |  |  |  |  |  |  |
| **TOTAL** |  | **$ 0** | **$ 0** | **$ 0** | **$ 0** |  |

*Add or delete rows as necessary.*

**Other Funds**

*Please list all of the sources of match funding described above. Please indicate if other funding sources have been secured or are pending (applied for but not yet awarded).* ***Do not*** *include in-kind services or contributions in the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount ($)** | **Status - Secured / Applied for** | **State of CA Funds Y/N** |
| EG: California Natural Resources – Prop 1 |  | Secured | YES |
| EG: Alameda County Measure WW |  | Applied for | NO |
| **TOTAL** | **$** |  |  |

*Add or delete rows as necessary.*

**In Kind Services**

*In-kind services or contributions include volunteer time and materials, bargain sales, and land donations. Describe and estimate the value of expected in-kind services.*

**Budget Justification**

Please provide a brief narrative explanation of the budget that explains and justifies the costs. The purpose of the narrative is to provide background and detail to explain the costs in the budget, including the source of the estimates. The narrative should specify whether the budget includes administrative or indirect costs, and/or contingencies and those amounts of each. If the budget is based on an engineer’s cost estimate, provide a copy of the estimate and specify how complete (i.e., what percent) is the design on which the estimate is based.

**GRANT APPLICATION - ADDITIONAL INFORMATION**

For each question unless otherwise specified, please limit your answer to one concise paragraph. See grant application instructions for more information. **Questions 11-19 should be answered by all applicants.** For questions 20-23, enter “not applicable” if the question does not pertain to your project.

1. **Environmental Review**: Projects funded by the Coastal Conservancy must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). CEQA does not apply to projects that will not have either a direct or indirect effect on the environment. For all other projects, if the project is statutorily or categorically exempt under CEQA, no further review is necessary. If the proposed project is not exempt, it must be evaluated by a public agency that is issuing a permit, providing funding, or approving the project, to determine whether the activities may have a significant effect on the environment. The evaluation results in a “Negative Declaration (Neg Dec),” “Mitigated Negative Declaration (MND),” or “Environmental Impact Report.” **NOTE – the Coastal Conservancy cannot grant funding for construction or restoration projects without final CEQA documentation.** For more information on CEQA, visit: <http://resources.ca.gov/ceqa/flowchart/>.

The proposed project…. (select the appropriate answer):

[ ]  Is not a project under CEQA. **Briefly specify why**.

[ ]  Is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.

[ ]  Requires Neg Dec, MND, or EIR. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date. Please note that the Conservancy will need to review and approve any CEQA document.

1. **Permits:** If this is an implementation project, please list permits the project will require and their respective status.

|  |  |  |
| --- | --- | --- |
| **Name of permit(s)** | **Status (e.g. acquired, pending, included in scope of proposed project)** | **Date of permit (or expected date)** |
|  |  |  |
|  |  |  |

 *Add more rows as needed*

1. **Wetland / Riparian Area Monitoring Plan:** Does the project involve the construction or restoration of a wetland or riparian area?

[ ]  No

[ ]  Yes

If yes, and the project is awarded a Conservancy grant, please note that you will be required to conduct a baseline report utilizing the California Rapid Assessment Method (CRAM) within the year prior to the beginning of project construction, unless otherwise agreed upon in writing by the Conservancy and the grantee. (More information is available at <http://www.cramwetlands.org/>). You will also be required to provide a plan for Completion of Post-Construction CRAM Assessment, including a budget and timeline for the collection of at least one additional CRAM assessment following construction of the project and prior to the completion date of the grant agreement in order to document the change in wetland condition at the project site. Costs associated with CRAM assessment can be included in the proposed project budget.

1. **Consistency with State Plans:** If the proposed project will help to implement or promote the goals of any of the State Plans listed below, check that plan and specify which of the plan’s goals, objectives, priority actions, etc. will be furthered by the project. Provide 1-3 sentences per relevant plan explaining how the project advances that plan.

[ ]  California @ 50 Million: The Environmental Goals and Policy Report

[ ]  CA Climate Adaptation Strategy/Safeguarding California: Reducing Climate Risk Plan

[ ]  California Water Action Plan

[ ]  CA Wildlife Action Plan

[ ]  California Aquatic Invasive Species Management Plan

[ ]  California Essential Habitat Connectivity Strategy for Conserving a Connected California

[ ]  State and Federal Species Recovery Plans (specify the plan)

[ ]  Habitat Conservation Plans/Natural Community Conservation Plans (specify the plan)

[ ]  California Coastal Sediment Management Master Plan

[ ]  Completing the California Coastal Trail

[ ]  Other relevant state or regional plan(s) (specify the plan):

1. Consistency with Conservancy’s [2018-2022 STRATEGIC PLAN](http://scc.ca.gov/about/plan/): Please list up to 3 of the most applicable Conservancy strategic plan goals and objectives that this project meets.

GOAL(S) & OBJECTIVE(S):

* Consistent with **Goal \_\_\_, Objective \_\_\_** of the Conservancy’s 2018-2022 Strategic Plan.
* Consistent with **Goal \_\_\_, Objective \_\_\_** of the Conservancy’s 2018-2022 Strategic Plan.
1. **Support:** List the public agencies, non-profit organizations, elected officials, and other entities and individuals that support the project. Describe involvement in the development of the project by communities impacted or benefited by the project
2. **Need:** What would happen to the project if no funds were available from the Conservancy? What project opportunities or benefits could be lost and why if the project is not implemented in the near future?
3. **Regional Significance:** Describe the regional significance of the project with respect to recreation (regional trails and parks, staging areas, environmental education facilities, etc.), agricultural resources, and/or natural resources (including listed species, identified high priority habitat, wildlife corridors, watersheds, and agricultural soils).
4. **Sea Level Rise Vulnerability:** If the project involves a site that is close to a shoreline (i.e. potentially flooded or eroded due to climate change), please identify vulnerabilities of the site in relation to flooding, erosion, and sea level rise/storm surges for the years 2050 and 2100 (assume 16 inches and 55 inches of sea level rise respectively). For reference, see the [State of California’s Sea Level Rise Guidance Document (2018 Update)](http://www.opc.ca.gov/webmaster/ftp/pdf/agenda_items/20180314/Item3_Exhibit-A_OPC_SLR_Guidance-rd3.pdf). Describe any adaptive management approaches you have considered for addressing Sea Level Rise. Specify the expected lifespan or duration of the project.

**ONLY AS APPLICABLE:**

1. **Innovation:** Describe how the project is innovative. [Many kinds of innovation are possible - technical, environmental, design, economic, etc.]
2. **Vulnerability from Climate Change Impacts Other than Sea Level Rise**: Describe how the project objectives or project may be vulnerable to climate change impacts (fire, drought, species and habitat loss, etc.) other than sea level rise, coastal erosion or flooding. Identify design, siting, or other measures incorporated into the project to reduce these vulnerabilities.
3. **Greenhouse Gas Emissions/Climate Change:** If the proposed project will result in production of greenhouse gas emissions (including construction impacts and vehicle miles travelled as part of a public access component), describe the measures the project includes to reduce, minimize or avoid greenhouse gas emissions through project design, implementation construction, or maintenance. What, if any, are the possible sources or sinks of greenhouse gases for the project, such as carbon sequestration from habitats at the site? If one of the project goals is to sequester carbon (reduce greenhouse gas concentrations), how do you intend to ensure continued long-term sequestration while achieving project objectives? Do you have any plans to seek carbon credits for the carbon sequestration activities on the project site?
4. **California Conservation Corps:** Applicants proposing construction projects are urged to consider using the California Conservation Corps. If the project involves construction, please indicate that you have contacted the Corps regarding the project and the results of that contact.

**GRANT APPLICATION CHECKLIST**

A complete application will consist of the following files:

* Grant Application form (in Microsoft word or rtf format), consisting of 3 sections:
	+ Project Description
	+ Preliminary Budget and Schedule
	+ Additional Information
* Project maps and design plans (in one pdf file, 10 MB maximum size)
* Project photos (in jpg format)
* For Nonprofit Organizations, please submit a completed [Nonprofit Organization Pre-Award Questionnaire](http://scc.ca.gov/webmaster/forms/Non%20Profit%20Pre-Award%20Questionnaire.pdf), and the organization’s 501(c)(3) letter and Articles of Incorporation. *Note: Applicants who have submitted these documents in the past two years do not need to resubmit. Non-profits only need to submit the articles of incorporation and 501c3 letter once, unless they are updated.*