



# APPLICANT'S FUNDING MANUAL

## PLANNING PROGRAM

### 2020 Program Overview, Rating System, & Application Guide

Steve Bevington, Program Manager

*Rev. 12/6/2019*

Grant Funding Overview .....	1
Recent Changes.....	2
Grant Cycle Timeline.....	2
General FAQs .....	3
Key Concepts & Requirements .....	4
<b>Application Rating System .....</b>	<b>6</b>
<b>Application Guide (Questions and Critical Information) .....</b>	<b>11</b>

**IMPORTANT NOTICE:** Application forms can be accessed through the Grants Management System (GMS) online at: <http://www.ebs.nc.gov>. Applications must also be submitted through the GMS by midnight on February 3rd, 2020. If you are new to the system, make sure you have requested access to the GMS no later than January 17<sup>th</sup>.

## Grant Funding Overview

**Eligible Applicants** – To receive funds from CWMTF, the applicant must be a State Agency; a local government unit; or a nonprofit corporation whose primary purpose is the conservation, and/or restoration of our State’s cultural, environmental, and natural resources.

**Fund Purposes as described in SL 143B-135.234 (c)** – “Moneys from the Fund under this part shall be used to help finance projects that enhance or restore degraded surface water, including drinking water supplies, and contribute toward a network of riparian buffers and greenways for environmental, educational, and recreational benefits; provide buffers around military bases to protect the military mission; acquire land that represents the ecological diversity of North Carolina; and acquire land that contributes to the development of a balanced State program of historic properties.”

CWMTF funds planning projects to target reductions in surface water pollution. The intent is to conserve areas of high resource value or to restore degraded lands to re-establish their ability to protect water quality. Recently, the majority of planning applications have taken the form of watershed or river corridor plans to identify and prioritize restoration opportunities. However, other approaches to planning may include watershed plans to identify and prioritize land parcels for conservation, and monitoring plans to identify and locate threats to the State’s cultural, environmental, and natural resources. Design work for specific projects are best applied for with CWMTF’s Restoration Application. To ensure that your project is eligible for CWMTF funding, consult with your field representative.

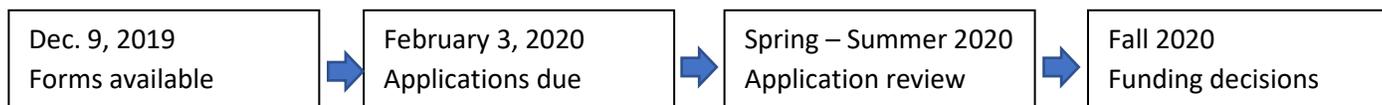
## Recent Changes

2020: Senate Bill 381, now Session Law 2019-32, required changes in the Application Rating System. While these changes are relatively minor, scoring changes are possible in specific cases. Please review the item below carefully:

1. Projects will be evaluated in terms of the public's need for resources adequate to meet demand for essential water uses. An increase emphasis is placed on preventing sedimentation and nutrient pollution by projects in close proximity to public water supplies.

See application **Section 5.4 Planning Area Relative to Existing Public Drinking Water Supply**.

## Grant Cycle Timeline



## General FAQs

### Who makes funding decisions?

The nine-member CWMTF Board of Trustees.

### How are the CWMTF Board of Trustees members appointed?

Members are appointed by the Executive and Legislative Branches of the State of North Carolina.

### How are projects selected for funding?

Each application is scored and ranked per a rating system developed and adopted by the CWMTF Board of Trustees. The rating system considers value of the resource being protected, the public benefits, the value to the State, and the project's readiness. The Trustees may also consider factors outside the scoring system, such as economic impact, in selecting projects for funding.

### Are matching funds required?

No, but match is considered in the rating system and projects with little or no match are rarely funded.

### How are funds awarded?

Funds are awarded through the state contracting process.

### How are applications reviewed?

A regional field representative will contact you after the application deadline 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. Field representatives work with the CWMTF Program staff to apply the rating system and score each application.

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

Following the Board of Trustees' funding meeting, field representatives contact each applicant and let you know if your application was funded. You will also receive a letter from CWMTF 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.

Damon Hearne, Western Field Rep  
Generally west of I-77  
828-296-7230 x231 | 828-476-6758 c  
[damon.hearne@ncdcr.gov](mailto:damon.hearne@ncdcr.gov)

Justin Mercer, Eastern Field Rep  
Generally east of I-77  
919-707-8105 o | 919-208-9955 c  
[justin.mercer@ncdcr.gov](mailto:justin.mercer@ncdcr.gov)

## Key Concepts & Requirements

### **Should planning grants include design for future projects?**

Conceptual design work may be one of the deliverables of a planning grant. However, if the primary intent of the project is to develop engineering designs for specific sites, such proposals should be developed as restoration applications.

### **How can I make my planning grant the most effective?**

One way to make sure your planning grant can be used to direct and complete on-the-ground projects is to design a scope of work that will deliver “turn-key” products that could be implemented without further planning work and could support grant applications for construction or land acquisition work. Review materials needed to complete an application for implementation work to CWMTF, or other agencies, and develop a scope of work that will deliver project specifics such as estimated costs, cooperating partners, key steps and/or obstacles to project success, and a qualified description of the benefit of the project to North Carolina. This level of detail may or may not be feasible for all locations within the planning area, but such work should be considered for top-priority project sites.

### **Does CWMTF do planning awards for land acquisition projects?**

Yes, planning to locate and prioritize land parcels within a watershed for acquisition for conservation (and/or preservation of cultural resources) is an appropriate use of CWMTF grant fund.

### **What is the typical planning award size?**

CWMTF awards for planning work are generally well below \$100,000. While there is no specific cap for planning awards there are often caps placed on awards for plan implantation. Therefore, when scoping a planning project, keep in mind that planning funds should be a relatively small amount of the anticipated implementation funds.

## How can the funds be used?

- The funding or match credit for any item not listed on this chart will be determined solely by CWMTF.
- All expenses reimbursed by CWMTF must occur after the award date and be substantiated by invoices.
- All expenses credited for match incurred prior to award date must be requested at time of application. Note that match incurred before award date is generally not approved for planning grants.
- Match funding must be for items otherwise eligible for CWMTF.
- See the Budget section Guidelines for details and restrictions on use of CWMTF and match funds.

Item	CWMTF Funds - expenses incurred <i>after</i> award date only	Match Funds - expenses incurred <i>after</i> award date	Match Funds - expenses incurred <i>prior to</i> award date
Stakeholder identification, contact and meetings	Yes	Yes	No
Monitoring, Field work, GIS work, analysis	Yes	Yes	No
Lab work, sample processing	Yes	Yes	No
Outreach, public meetings	Yes	Yes	No
Conceptual designs, renderings, cost estimates	Yes	Yes	No
Planning report development and production	Yes	Yes	No
Training of partners and volunteers	Yes	Yes	No
Travel to project area	Yes*	Yes*	No
Project administration	Yes*	Yes*	No
Overhead (office rent, telephone, etc.)	No	No	No
Computer software and equipment	No	No	No

\* limitations apply to the use of funds for this purpose

## Application Rating System

General Statute 143B-135(b) states that the fund may develop guidelines in addition to the minimum criteria for awarding grants. To assist with the allocation of grant funds, the following rating system was approved by the full CWMTF Board at their meeting on February 10, 2014, revised December 5, 2019.

### Rating Overview

The major components of the rating system are listed below. The Application Section refers to the section of the Application that contains the questions used to calculate score.

**Clear need for the planning project with a clear outline and vision of the plan (30%)** - see questions in Application Section 3

- A. Application clearly defines the need for the project, the purpose and goals for the planning project, and the purpose and goals for any work that would be implemented following the planning project.
- B. Planning project addresses how surface water pollution would be reduced.
- C. Planning project work tasks that will be included in the project scope to achieve the purpose and goals are clearly outlined and described.

**Resource Significance, Coordination with Other Projects and Plans (25%)** - see questions in Application Section 4

- A. Primary Resource Benefits
- B. Consistency with a basin-wide plan or a comprehensive, long term land-use plan by a State agency, local government or nonprofit corporation.

**Other Public Benefit (10%)** - see questions in Application Section 5

- A. Recreational Uses and Public Access of the project area
- B. Public or Scientific Education that would be provided by the project
- C. Location Relative to Public Drinking Water Supply

**The degree of indication that the Applicant would implement, in a timely manner, the project that would follow the planning project (15%)** - see questions in Application Section 6 and 7

- A. Project Timeline, including readiness to begin work and time for completion
- B. Status of the match funds required to implement the project that would follow the planning project.

**Value (20%)** – see questions in Application Section 6  
Matching resources.

**(Rating System Details below)**

## Clear need for the planning project with a clear outline and vision of the plan (max 30 points) - questions in Application Section 3

This section evaluates the extent to which the plan would improve or protect water quality, the need for the project and how it would be implemented.

- A. Application clearly defines the need for the project, the purpose and goals for the planning project, and the purpose and goals for any work that would be implemented following the planning project (max 12 points)**
1. Describes the need for the project. If relevant include a statement on watershed stability and the potential for land-use change (4 points)
  2. Specifies the purpose and goals for the planning project (4 points)
  3. Clearly describes purpose and goals for any work that would be implemented following the planning project (4 points)
- B. Planning project addresses how surface water pollution would be reduced. (max 12 points)**  
The discussion should include but does not have to be limited to the following:
1. Water-quality benefits and reduction of surface water pollution (8 points)
  2. Preserving natural hydrologic connections and relationships (2 points)
  3. Water-quantity/water-supply benefits (2 points)
- C. Planning project work tasks that will be included in the project scope to achieve the purpose and goals are clearly outlined and described. (6 points)**

## Resource Significance, Links to Other Projects and Plans (25 points) - questions in Application Section 4

- A. Primary Resource Benefits** (points in this subsection will be awarded based on the highest level for which the project qualifies. Max 20 points)

### 20 Points

- Outstanding Resource Waters (ORW) classification or eligible for ORW classification
- Impaired waters identified by the Division of Water Resources and on the 303(d) list
- Classified shellfishing SA approved for harvest by the Division of Environmental Health

### 17 Points

- High Quality Waters classification – does not include HQW “by definition” such as WSI, II or SA waters
- Wild trout as designated by the Wildlife Resources Commission
- Excellent bioclassification as determined by the Division of Water Resources
- Water Supply I classification
- Water Supply II classification
- Water Supply Critical Area classification

### 14 Points

- Classified shellfishing SA conditionally approved for harvest by the Division of Environmental Health
- Streams supporting species listed as Federally Threatened or Endangered
- Water Supply III classification

- Water Supply IV classification
- Primary Nursery Areas identified by the Division of Marine Fisheries
- Inland Primary Nursery Areas identified by the Wildlife Resources Commission
- 

### 11 Points

- Division of Coastal Management exceptional wetland
- Division of Water Resources unique wetland
- Nutrient Sensitive Waters classification
- Water Supply V classification
- Surface Drinking Water Susceptibility Rating of “Higher”

### 8 Points

- B stream classification
- Drinking Water Susceptibility Rating of “Moderate”
- National Scenic Waters
- National Heritage River
- National Seashore, National or State Park, National Wildlife Refuge, Coastal Preserve

### 5 Points

- Good bioclassification as determined by the Division of Water Resources
- Trout classification

### 2 Points

- Other SA (not approved or conditionally approved for harvest)
- Surface Drinking Water Susceptibility Rating of “Lower”

**B. Consistency with the objectives of a basinwide plan adopted at the regional level or a comprehensive, long term land-use plan by a State agency, local government or nonprofit corporation whose primary purpose is the conservation, preservation, or restoration of the State’s cultural, environmental, or natural resources. (Max. 5 points)**

1. Project area and purpose is explicitly mentioned as needed (5 points)
2. Project type and purpose is explicitly mentioned as needed (3 points)
3. Project type generally supports the goals of a surface water plan as defined above (1 point)
4. No connection to surface water plans as defined (0 points)

## Other Public Benefits (10 points) - questions in Application Section 5

**A. Recreational Uses and Public Access of the project area (3 points)**

1. Improves recreational use related to water (e.g. fishing, boating) and the recreational use(s) has public access; and/or will establish a greenway or improve an existing greenway. (3 points)
2. No recreational or greenway component (0 points)

**B. Public or Scientific Education that would be provided by the project (Max 2 points)**

1. Part of an organized educational effort open to public or educational institutions and active promotion by outreach, which could include a presence on the internet (e.g. a website) and/or signage, etc. at the project site. (2 points)

2. Either the project is part of an organized educational effort open to public or educational institutions, or it is part of active promotion by outreach, which could include a presence on the internet (e.g. a website) and/ or signage, etc. at the project site. (1 point)
3. No educational component (0 points)

**C. Project Area Relative to Public Drinking Water Supply (Max 5 points)**

1. By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface drinking water supply that has an intake or NC DEQ designated critical area less than 1 mile downstream of the planning area (measured as stream miles). (5 Points)
2. By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface water supply intake or NC DEQ designated critical area less than 3 miles downstream of the planning area (measured as stream miles). (3 Points)
3. By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface drinking water supply that has an intake or NC DEQ designated critical area less than 4 miles downstream of the planning area (measured as stream miles). (2 Points)
4. The proposed project watershed does not address sediment and nutrient pollution but is less than 5 stream miles upstream of an existing public water supply as defined above. (1 Point)
5. The proposed project watershed is not within 5 stream miles upstream of an existing public water supply as defined above. (0 Points)

**The degree of indication that the Applicant would implement, in a timely manner, the project that would follow the planning project (15 points)  
- questions in Application Section 6 and 7**

This section evaluates the extent to which the applicant is ready to begin work and is prepared to provide the resources (e.g. funds, services, equipment, and access to land) needed to implement the project that would follow the planning project.

**A. Project Timeline, including readiness to begin work and time for completion (Max. 10 points)**

Proposed schedule for conducting the project that includes a chart or a graphic that shows the planned timing, duration of each task relative to a projected start date, and the timing relationships among the tasks; and an accompanying narrative that summarizes the timeline and identifies circumstances or conditions that could delay project completion.

1. Applicant has already done significant preliminary planning work and has necessary approvals from appropriate officials (e.g. Town Council, Board of Trustees, etc.) and has provided a feasible strategy and schedule for obtaining funding to proceed with implementing the project (10 points)
2. Applicant has already done significant preliminary planning work or has necessary approvals from appropriate officials (e.g. Town Council, Board of Trustees, etc.) to proceed with implementing the project (7 points)
3. Applicant has not done any work or obtained approvals yet but will be ready to begin work on the project promptly upon completion of the planning project (4 points)
4. There may be delays getting started with the project that would follow the planning project (0 points)

**B. Status of the match funds required to implement the project that would follow the planning project. (Max. 5 points)**

1. Portion of the proposed matching resources that are already available and committed to the project: Points Score = % Committed x 0.05

## Value (0-20 points) - questions in Application Section 6

**A. Matching Resources** (Max. 20 points) - Matching resources will be given a value based on the percentage and source of match. Any fraction in the final total will be rounded up.

1. Cash, non-profit & private funds, bargain sale and donated easements = % of total x 0.22
2. Federal and local government funds = % of total x 0.18
3. Other State funds = % of total x 0.14

<b>Section 6 Value example:</b> In this example, the request is for \$40K from CWMTF with matching resources coming in the form of cash from a land trust, bargain sale from the landowner (\$30K) and a federal grant (\$30K):			
<b>Match source</b>	<b>Match (%)</b>	<b>× Multiplier</b>	<b>Points</b>
Private funds, including bargain sales and property value			
	30%	0.22	6.6
Federal or local government funds			
	30%	0.18	5.4
Other State funds			
	0%	0.14	0
<b>TOTAL</b>			<b>12</b>

## Application Guide

This is a copy of the planning application questions for the 2020 cycle. It is provided to give the entire scope of the application and let you see all questions that will be asked as you complete the application process online. It is not intended to be used as the actual application. Guidelines and helpful notes will appear throughout this section.

**The documents that need to be completed and attached after the Budget has been Saved or Submitted through GMS are:**

- Application PDF form
- Project Schedule
- Location Map
- Project Area Map
- Additional Maps (if needed)

## Application Overview

**The restoration application for 2020 must be completed online at: <http://www.ebs.nc.gov>**

**Deadline** – The deadline for submitting applications is midnight, February 3, 2020.

**Review Schedule:**

- Application review and field visit – Spring 2020. Within a few weeks of the application deadline, a Field Representative will contact you to schedule a field visit. The Field Representative will be your primary point of contact throughout the application review.
- Funding Decisions – September 12, 2020

Links and guidance for each of these items will be included in the appropriate sections below.

**Questions are in bold, *instructions are in italics* and indented paragraphs**

CWMTF will fund planning projects that target reductions in surface water pollution as defined below.

**SL 143B-135.234 (c) Fund Purposes** - Moneys from the Fund are appropriated annually to finance projects to clean up or prevent surface water pollution and for land preservation in accordance with this Article.

The purposes for which funds may be used for planning is the following:

- To facilitate planning that targets reduction in surface water pollution.

**Eligible Applicants:** To receive funds from CWMTF, the applicant must be a State Agency; a local government unit; or a nonprofit corporation whose primary purpose is the conservation, preservation, and restoration of our State's cultural, environmental and natural resources.

## Section 1. Applicant Information

### 1.1 Organization Name

### 1.2 Applicant Type *State Government, Local Government, or Non-Profit*

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

Name

Title

Address 1

Address 2

Phone

Email

### 1.4 Person that CWMTF Field Representative should contact for application review:

Name

Title

Phone

Email

## Section 2. Project Information

### 2.1 Project Name *Often includes tract name and name of stream or other feature*

### 2.2 Project Duration *Usually 12-24 months; may not exceed 36 months*

### 2.3 Primary County

### 2.4 Secondary County *More than 2 counties should be marked as Regional*

### 2.5 Project Coordinates

Use the center point of the project area in decimal degrees.

Latitude: Should be between positive 33 and 37

Longitude: Should be between negative 75 and negative 84

Please use [www.latlong.net](http://www.latlong.net) or similar site. Test coordinates before submitting.

### 2.6 Narrative

**Scope of Work** - The scope of work should describe (in detail) tasks that you are responsible for completing. Give measurable tasks that will be completed as part of this project, and any tasks that will continue afterwards. Include tasks to be completed with CWMTF funds and tasks to be completed with matching funds. CWMTF will use this information to develop any grant contract that may result from this application.

**Project Description and Need** - Include the location of the proposed planning (county, nearest town); connections to other projects or protection efforts; why this project is needed; a brief explanation of why this is a priority for your organization; and how work following the plan would be implemented.

**Water Quality Protection** - Describe the objectives of the project in terms of reducing surface water pollution and improving water quality.

## Section 3. Clear Need for the Planning Project

- 3.1 Clearly define the need for the project that would result from the plan
- 3.2 Clearly define the purpose and lists the goals for the planning project
- 3.3 Clearly define the purpose and lists the goals for work that would be implemented following the planning project
- 3.4 Discuss water quality benefits and reductions of surface water pollution; preservation of natural hydrologic connections and relationships; and water quantity/water supply benefits.
- 3.5 List and describe the work tasks that would be included in the scope of the planning project to achieve the purpose and goals.

## Section 4. Resource Significance, Links to Other Projects and Plans

### 4. Resource Significance

Complete the table below for waterbodies that would be protected by the proposed acquisition. List small, unnamed streams as “unnamed tributaries” or “UT” and use the DWQ index number and classification of the named stream they flow into.

For a DWR listing of stream names and classifications:

<https://deq.nc.gov/about/divisions/water-resources/planning/classification-standards/classifications>

303(d) list \*(Categories 4/Pink and 5/red on the 2018 Integrated Report):

<https://ncdenr.maps.arcgis.com/apps/MapSeries/index.html?appid=14df5075d8e3437b8476c89c3db3f0a5>

To download GIS data with waterbody classifications, <http://data.nconemap.gov/geoportal/>

### Riparian Protection

Name of Stream <i>List primary streams on property</i>	DWR stream classification	DWR biological stream rating	303(d) Y/N	Linear feet of buffer*	Average width of buffer (ft)

\*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 l.f. of buffer.

### 4.1 Fish Habitat

Mark any of the following that apply directly to the receiving waters, or within 5 stream miles downstream of the proposed project.

- Not Applicable
- Division of Marine Fisheries Primary Nursery Areas
- Inland Primary Nursery Areas identified by the Wildlife Resources Commission
- Wildlife Resources Commission Wild Trout

**4.2 Within the planning area, are there streams supporting species listed as Federally Threatened or Endangered?**

- Yes
- No

If yes - Please list the species, status and ranking (S1G1, S1G2, S1G3, S2G2, S2G3, S3).

**4.3 Division of Marine Fisheries Shellfish Area**

This classification can be found in the waterbody classification dataset referenced above.

- n/a
- SA, approved for harvest by Division of Environmental Health
- SA, conditionally approved for harvest by Division of Environmental Health
- Other SA areas

**4.4 Source Water Assessment Program**

For more information visit: [NCDEQ Source Water Program Maps](#)

- n/a
- Surface Drinking Water Assessment Area Susceptibility - Higher
- Surface Drinking Water Assessment Area Susceptibility - Moderate
- Surface Drinking Water Assessment Area Susceptibility - Lower

**4.5 Protection or Improvement of Water with Special Uses**

- Not Applicable
- National Scenic Waters
- National Heritage River
- National Seashore, National Park, State Park, National Wildlife Refuge, Coastal Preserve

**4.6 Consistency with the objectives of a basinwide plan adopted at the regional level or a comprehensive, long term land-use plan by a State agency, local government or nonprofit corporation whose primary purpose is the conservation, preservation, or restoration of the State’s cultural, environmental, or natural resources**

- Project area and purpose is explicitly mentioned as needed
- Project type and purpose is explicitly mentioned as needed
- Project type generally supports the goals of a surface water plan as defined above
- No connection to surface water plans as defined

**4.7** Please describe associated links to other water quality or conservation projects within 5 stream miles of the proposed project site. Describe how the planning project might benefit or complement the other project(s). Name the organizations responsible for implementing and maintaining the other project(s) and when the project(s) was completed or will be completed.

## Section 5. Other Public Benefits

### 5.1 Recreational Uses / Open to Public Use

- Plan includes improvements to recreational uses related to water (e.g. fishing, boating) and the recreational uses would have public access.
- Plan includes a greenway component
- No recreational or greenway component

### 5.2 Provides Public or Scientific Education

- Project that follows the planning project would be part of an organized educational effort open to public or educational institutions
- Project that follows the planning project would be actively promoted by outreach, which could include a presence on the internet and/or signage, etc. at the project site
- No educational component

### 5.3 Briefly explain the recreational uses and educational efforts, if applicable.

### 5.4 Planning Area Relative to Existing Public Drinking Water Supply - Check one:

- By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface drinking water supply that has an intake or NC DEQ designated critical area less than 1 mile downstream of the planning area (measured as stream miles).
- By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface water supply intake or NC DEQ designated critical area less than 3 miles downstream of the planning area (measured as stream miles).
- By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface drinking water supply that has an intake or NC DEQ designated critical area less than 4 miles downstream of the planning area (measured as stream miles).
- The proposed project watershed does not address sediment and nutrient pollution but is less than 5 stream miles upstream of an existing public water supply as defined above.
- The proposed project watershed is not within 5 stream miles upstream of an existing public water supply as defined above.

## Section 6. Budget

The Project Budget must be completed using the online Grants Management System (GMS). Please log on at [www.ebs.nc.gov](http://www.ebs.nc.gov) and select Create New Application from the Home Page. **A screenshot of that budget can be found Below.**

### Important Notes on the Budget:

**Expenses prior to award date** - CWMTF will not reimburse funds for expenses incurred prior to grant award date.

### Matching Resources

Match must be for activities necessary for the completion of the project and must be backed up with receipts or other verifiable documentation of expenses. Matching resources must be for items eligible for CWMTF funds. For example, overhead may not be counted as matching resources.

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

CWMTF will expect that matching funds be expended at the approximately the same rate as CWMTF funds and in proportion to the original funding commitment by CWMTF. CWMTF will also expect that, upon completion of the grant project, that the original funding ratio of CWMTF funds to matching funds be maintained. For instance, if a grant award is approved with CWMTF providing 50% of the total budgeted project cost, CWMTF will expect at project closeout to have only contributed up to the 50% of the total project cost.

CWMTF recommends, when possible, a proportional split of CWMTF funds and matching funds on each project budget line item. That is, if you are requesting 50% of a project’s cost from CWMTF, strive to split each line item in the budget 50/50. CWMTF recognizes this is not always practical. Construction contingency funds are to be matched at no less than 50%, i.e. grantee must provide at least 50% of any incurred contingency cost. Note that prior approval from CWMTF is required before expenditure of any contingency cost.

CWMTF trustees may consider, or may deny, approving credit for matching funds contributions for costs incurred prior to the grant award date if specifically requested by applicant at time of application. In your application, clearly identify any task for which costs will be incurred prior to the CWMTF grant award date.

The screenshot below is for your planning purposes only – you must complete the actual online budget within the GMS once you are logged on to the system.

		Requested CWMTF Funds	Matching Funds	Total Cost
		\$0.00	\$0.00	\$0.00
Item		Requested CWMTF Funds	Matching Funds	Total Cost
D030	D030 - Labor (Salary & Benefits Only)	\$0.00	\$0.00	\$0.00
D031	D031 - Mapping/GIS Expenses	\$0.00	\$0.00	\$0.00
D032	D032 - Supplies	\$0.00	\$0.00	\$0.00
D033	D033 - Outside Consultants	\$0.00	\$0.00	\$0.00
D034	D034 - Project Administration	\$0.00	\$0.00	\$0.00
D014	D014 – Addnl. Expense	\$0.00	\$0.00	\$0.00
D015	D015 – Addnl. Expense	\$0.00	\$0.00	\$0.00
D016	D016 – Addnl. Expense	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00

**Matching Resources Table**

Add Row

Sources of Matching Funds - Name of organization providing matching funds, donated easements, etc.	Origin of Matching Funds ( e.g Federal, State, etc.)	Matching Funds Applied to	Amount	Funds Committed as of Application
	Choose		\$0.00	Choose X
Total Matching Funds			\$0.00	

The information provided in the Project Budget form and the attached, signed Grant Application is true, accurate and complete to the best of my knowledge.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

CHECK

SAVE

SUBMIT

**6.1 Identify any costs to be incurred before CWMTF grant award decisions for which you would request approval of matching funds. *Staff time to complete and submit a CWMTF application is not eligible.***

**6.2 What percentage of funds are already available and committed to the project that would follow the planning project?**

## Section 7. Attachments

**After completing the Budget using the online Grants Management System, upload the Application and other Attachments listed below.**

- Convert documents to .pdf
- Use smallest file size possible
- Use the following naming convention:
  - Project Name\_Application
  - Project Name\_Project Schedule
  - Project Name\_Location Map
  - Project Name\_Project Map
- \*Use the Project Name that was entered in Question 2.1
- Upload documents individually

## Project Schedule

This evaluates the extent to which the applicant is ready to begin work and is prepared to provide the resources (e.g. funds, services, equipment, and access to land) needed to implement the project that would follow the planning project.

### **Project Schedule – The following components must be included**

Chart or graphic that includes:

Planned timing, duration of each task relative to a projected start date, timing relationships among the tasks.

A Gantt Chart is preferred.

Project Timeline Narrative that summarizes the timeline and identifies circumstances or conditions that could delay project completion. Include discussion about any preliminary planning work, approvals from appropriate officials (Town Council, Board of Trustees, etc.)

Strategy and schedule for obtaining funding to proceed with implementing the project that would follow the planning project

# Maps

At least two maps are required for all planning applications.

1. **Location Map.** Show the location/boundary of the planning effort in context of major streams, major roads, nearby protected property, nearby municipalities, etc. This map should orient the viewer to the location of the property on a county or regional scale.

Background: no specific requirement, but should be a neutral color

Major Streams: **Blue**

Municipalities: **Orange**

Project: **Red**

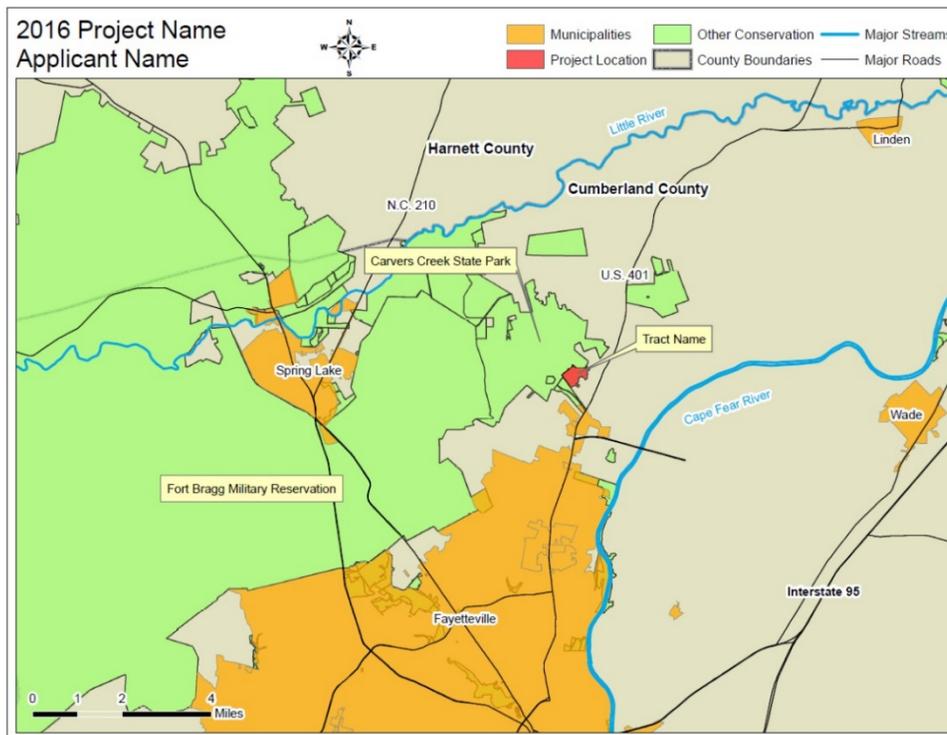
Other Conservation: **Green**

Major Roads: **Black**

Labels: Major streams, major roads, municipalities, and county boundaries should be clearly labeled. Labels of secondary streams and roads are not necessary on this map. Any significant landmarks or other conservation lands should be labeled as well.

Layout: Landscape orientation is preferred, if possible.

## Location Map example:



2. **Project Detail Map.** The second map should show more details of the project area including clear property boundaries if applicable, land/conservation ownership (federal, state, municipal, etc.), all streams or water bodies impacted by the project, and other relevant features. Label features that are not identified in the legend.
3. **Additional maps** may be included, if necessary, to clearly show proposed work and planning area.