STATE COASTAL CONSERVANCY
GRANT APPLICATION

Please submit your pre-proposal to tim.duff@scc.ca.gov

SUMMARY INFORMATION

CONTACT INFORMATION

Organization:	
Contact Person:	
Email:	
Phone:	

PROJECT INFORMATION

Project Name:	
Project Summary (1 sentence)	
Amount Requested:	
Total Project Cost:	
Start Date:	
End Date:	
Project Type: (check all that apply)	☐Planning ☐Acquisition ☐Implementation ☐Access ☐Agricultural Preservation ☐Climate Ready ☐Habitat Conservation/Enhancement ☐Explore the Coast Overnight ☐Urban Greening ☐Piers and Waterfront ☐Wildfire Resilience
Total Acres (if applicable)	
Total Trail Miles (if applicable)	
Assessor Parcel Numbers (acquisitions only)	

LOCATION INFORMATION

County:	
Specific Location:	
Latitude, Longitude (e.g., 37.80630, -122.2735):	
What point is represented by the lat/long (e.g. parking lot, center of site, etc.):	
Is project in a Disadvantaged Community? (mapping tool: https://gis.water.ca.gov/app/dacs/)	☐Yes ☐No ☐Partially

LEGISLATIVE DISTRICTS

District	Number, Name
State Assembly:	
State Senate:	
Congress:	

GRANT APPLICATION CHECKLIST

A complete application will consist of the following files:
- ☐ Grant Application form (in Microsoft word or rtf format)
- ☐ 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, and the organization's IRS 501(c)(3) letter. *Note: Applicants who have received a Conservancy grant in the past do not need to submit the IRS letter.*

PROJECT DESCRIPTION

Complete each of the elements of the project description below with clear, but detailed answers. Limit your response to this section to no more than seven 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.

4. **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.

5. **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.

6. **Work Products.** List below the specific work products or other deliverables that the project will result in:

   -

7. **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?

8. **Tribal Engagement** -- Summarize the efforts made to engage in the development of this project. Summarize any changes made to the project to address tribal interests or concerns.

9. **Project Sustainability/Resilience** (1-2 paragraphs). Describe how the benefits of your project will be sustainable or resilient over the project lifespan. If you already addressed this in other parts of the application, please indicate where.

10. **Benefits and Impact** (1-2 paragraphs). Describe how the project delivers multiple benefits and significant positive impact. If you already addressed this in other parts of the application, please indicate where.

11. **Meaningful Community Engagement** (1-3 paragraphs). If the communities served by your projects are tribal groups, you do not need to provide further information here. Otherwise, please describe the community support for this project and summarize how you have (or will) engage relevant communities in the planning of this project.

12. **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. *Note: Applicants who have submitted the Non-Profit Questionnaire in the past two years do not need to resubmit.*

13. **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.

- Digital file of the project footprint – Please send us a shapefile or .kmz file showing the project footprint. If you need help generating this file, please contact us.
- 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

14. **California Environmental Quality Act (CEQA) Compliance.** Planning and Acquisition can projects can skip this question

    - Specify the current status of CEQA review:

        ☐ Not Started   ☐ In Progress   ☐ Complete

        Estimated completion date:

    - What document is the CEQA review expected to result in:
        ☐ Exemption
        ☐ Negative Declaration (ND)
        ☐ Mitigated Negative Declaration (MND)
        ☐ Environmental Review Document (EIR)

    - If an ND, MND, or EIR is required, specify the CEQA Lead Agency:

15. **Permits:** If this is a planning or implementation project, please check the permits needed to undertake the project and specify their respective status.

Name of permit	Secured	Pending	Included in Scope of Application
☐ Coastal Development Permit	☐	☐	☐
☐ Local Grading, Vegetation, or Other permit	☐	☐	☐
☐ CDFW Lake/Streambed Alteration Permit (1600)	☐	☐	☐
☐ CDFW California Endangered Species Act Take Authorization	☐	☐	☐
☐ Regional Water Quality Control Board Certification (401)	☐	☐	☐
☐ U.S. Army Corps 404 or 408 Permit	☐	☐	☐
☐ U.S. Fish and Wildlife Service Biological Opinion	☐	☐	☐

Name of permit	Secured	Pending	Included in Scope of Application
☐ National Marine Fisheries Service Biological Opinion	☐	☐	☐
☐ Other – Please specify	☐	☐	☐

16. **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.

PRELIMINARY BUDGET AND SCHEDULE

In the budget matrix below, relist the tasks identified in #4 above and for each 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.