



MATCHING GRANT PROGRAM 2009 APPLICATION

APPLICATION INSTRUCTIONS

Please fill out this form to apply for the Agricultural Preservation and Open Space District (District) Matching Grant Program. Include separate sheets as necessary to answer the questions below, organized into the following topics:

- A. Project Description
- B. Planning Context
- C. Project Partners
- D. Budget/Funding
- E. Timeline
- F. Organizational Statement
- G. Project Readiness/Implementation
- H. Public Support
- I. Other Pertinent Information

Submit five (5) hard copies, printed double-sided, and one (1) electronic file on CD, of the application by mail or delivery to the District office. Maps, graphics and other attachments should not exceed 11" x 17". The electronic version of the application should include all components in one (1) pdf file plus one (1) Word version of the application text. Applications must be legible, preferably typed, and complete in order to be accepted. Separate applications should be prepared and submitted for each project.

Please refer to the Matching Grant Program Guidelines (available at www.sonomaopenspace.org) for the Project Evaluation Process, Program Overview and Project Requirements, Project Evaluation Criteria, Program Requirements, and Funding Components.

**MATCHING GRANT PROGRAM
2009 APPLICATION**

APPLICANT INFORMATION:

Name of Agency/Organization requesting funding: _____

Mailing Address: _____

Project Manager representing Agency/Organization:

Name: _____ Title: _____

Signature: _____ Tel: _____ Email: _____

Authorized Person representing Agency/Organization:

Name: _____ Title: _____

Signature: _____ Tel: _____ Email: _____

PROJECT INFORMATION:

Project Title: _____

Type of Project (acquisition, development and/or restoration): _____

Location: _____

Funding Request: \$ _____

Total Project Cost (include in-kind contributions): \$ _____

Please include the following requested information on separate sheets of paper as necessary, corresponding to each item below.

A. Project Description

1. Describe the project site's location and size. Include a location map, a site map and a parcel map of the proposed project. If the project is located in an underserved community, explain in what way the community is underserved.
2. Identify and describe the primary purpose and goals of the project. Explain the type of activities planned for the project site, particularly the public use component, and how the project will be implemented. Include any draft or final concept, master or management plan completed at this point. If such plans have not yet been drafted, explain the process and timeline for developing them.
3. Identify and describe the project site's open space, scenic, agricultural, ecological and/or other resources. (If applicable, describe the physical details and natural resources present, including vegetation communities, soils, hydrology, wildlife and resources of special significance) Describe how the activities planned on the site are consistent with and protect these resources. Include photographs of the resources.
4. Describe the strategy for long-term stewardship and management of the property.
5. Explain how the proposed project is consistent with the District's adopted acquisition plan, *Connecting Communities and the Land*, and the *Strategic Plan 2009-2013* (available at www.sonomaopenspace.org).

B. Planning Context

1. Describe the existing and historical uses and improvements on the property. Identify all access to the property.
2. List the project site's general plan designation, zoning and any other applicable designations or regulations from local or regional plans, and explain how the project conforms to the existing regulations. Identify the necessary permits that may be required for implementation of the project and provide a summary of the process you intend to take to obtain such permits.
3. Identify the necessary CEQA and other environmental analysis that may be required for implementation of the project and provide a status update of this analysis. Include the CEQA document if available.
4. Identify the legal rights (i.e. fee title, conservation easement) needed by the Applicant to acquire or implement the project. If the Applicant is not the property owner, the property owner must be a co-applicant.

C. Project Partners

1. If the project consists of participation of more than one agency/organization, describe the roles and responsibilities of all project partner agencies/organizations directly involved in the project implementation or program.
2. Demonstrate that all project partners, consultants and/or subcontractors have the qualifications, experience and capacity to perform the proposed tasks.
3. If using volunteers to implement any part of the project, or for long-term stewardship and management of the property, explain the volunteers' roles, training and supervision.

D. Budget/Funding

1. Create a detailed line-item budget that identifies all tasks required to implement the project (see sample spreadsheet). Identify the funding source for each item, such as the District's Matching Grant Program, other grants, and in-kind and volunteer contributions. Identify which funding is secured and which is pending, including when the funding was or will be obtained, providing supporting documentation.
2. Separately from the budget, list all matching funds, with a total contribution amount per agency/organization. Include grants, cash and in-kind professional and volunteer goods and services. Include grant award letter(s) and letter(s) of commitment.
3. If operations and maintenance (O&M) has been identified as a match in the budget, detail how this amount has been calculated. If the match includes any volunteer services, describe what the services are, by whom, and how the amount was derived.
4. List all efforts to pursue funding from other sources (e.g. a list of agencies contacted and the outcomes, including State, City, County, federal, non-governmental, community and private sources).

E. Timeline

1. Create a project timeline that identifies discrete milestones for implementing the project, organized into phases if applicable.
2. Identify when matching funds and/or in-kind goods and services will be obtained in order to follow the timeline.
3. Describe any potential obstacles to following the timeline.

F. Organizational Statement

1. Submit a Resolution or formal statement from the Applicant's governing body authorizing submission of and support for this application and explaining how the project is consistent with the agency/organization's mission.
2. For Applicant and/or Co-Applicant that are non-profit organizations, submit the following (for each organization):
 - ◆ IRS 501(c)(3) exemption letter
 - ◆ Articles of Incorporation
 - ◆ By-laws
 - ◆ Certificate of Insurance (if providing public access) (If Applicant is taking title to land, Applicant must submit certificate of insurance annually to the District.)
 - ◆ If in existence less than five years years, submit annual operating budget
 - ◆ If in existence less than five years years, submit financial documentation, such as most recent IRS Form 990 (Return of Organization Exempt from Income Tax)

G. Project Readiness/Implementation

1. List the name(s) and include brief qualifications of the person(s) responsible for implementing the project.
2. Demonstrate that implementation of the project is an established priority for the agency/organization.
3. For projects involving land acquisition, submit documentation, such as a letter of intent or a purchase agreement, demonstrating the willingness of the landowner to negotiate in the sale of the property.
4. For projects involving development or restoration, submit construction documents, if available. If such documents have not yet been drafted, explain the process and timeline for developing them.

H. Project Support

1. Summarize the local community's commitment to the project.

I. Other Pertinent Information (not required but recommended)

1. Letters of support from participating agencies/organizations.
2. Letters of support from the public.
3. Title report for all parcels in the proposed project.
4. For projects involving land acquisition, a completed appraisal of the property, conducted to meet the District's guidelines and standards (refer to the Appraisal Guidelines and Requirements for Matching Grant Applicants, and the Guidelines and Standards for Preparation of Narrative Appraisal Reports, available at www.sonomaopenspace.org).