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| \\win.root.sonoma.gov\data\OSD\Logos\District Logos\2018 Logo\AG+OpenSpace_Logo_Hz.jpg | **MATCHING GRANT PROGRAM 2018** |
| PROGRAM APPLICATION |
| Applications due June 6, 2018 |
| 1. Format
	1. Applicants must submit print and electronic proposal versions. Clearly label each item and number all pages in sequential order.
	2. Print submission. Submit one (1) hard copy proposal, including applicable Supporting Documentation attachments, in a three-ring binder separated by tabs and label dividers. Print double-sided, using 8½” x 11” paper, whenever possible. If necessary, pages shall not exceed 11” x 17” paper. Present materials in the order contained in the application.
	3. Electronic submission. Please submit the following on one (1) CD or USB flash drive:
* One (1) Microsoft Word version (.docx or compatible) Matching Grant

Program (MGP) Application* One (1) .pdf file, combined, including the MGP Application, photos and supporting documentation
* Individual .jpg files of all photos
	1. Address print and electronic submittals to:

MATCHING GRANT PROGRAM 2018Jen Kuszmar, Matching Grant Program CoordinatorSonoma County Ag + Open Space747 Mendocino Avenue, Suite 100 Santa Rosa, CA 954011. Due Date

Applications must be received no later than 5:00 p.m. on Wednesday, June 6, 2018.1. Questions

Jennifer Kuszmar, Matching Grant Program Coordinator (707) 565.7266, jennifer.kuszmar@sonoma-county.org1. Application Format and Contents

For ease of review and to facilitate evaluation, the application submittal should be organized and presented in the order provided in the application below. If a question, or supporting documentation, does not apply to your project, please note (N/A). |

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| SECTION  | 1. TABLE OF CONTENTS |
| [1. TABLE OF CONTENTS 2](#_Toc505081726)[2. APPLICATION FORM 3](#_Toc505081727)[3. PROJECT SUMMARY STATEMENT 5](#_Toc505081728)[4. PROJECT TIMELINE - ACQUISITION PROJECTS 5](#_Toc505081729)[5. PROJECT COST - ACQUISITION PROJECTS 5](#_Toc505081730)[6. PROJECT TIMELINE & COST - IMPROVEMENT PROJECTS 6](#_Toc505081731)[7. PROJECT DISCUSSION 10](#_Toc505081732)[8. SUPPORTING DOCUMENTATION 15](#_Toc505081733) |
| To update the Table of Contents, click inside the table below. Click the **References** tab and click **Update Table** in the Table of Contents tools. |

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| SECTION  | 2. APPLICATION FORM |
|  |
| Project title: |
| Click here to enter text. |
| **Name of agency/organization requesting funding:**  | See [MGP Guidelines, Section A.1](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf) |
| Name: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
| Project Manager representing agency/organization: |
| Name: |  | Title: |  |
| Signature: |  | Phone: |  |
| Email: |  |
| Authorized person representing agency/organization:  | Per Board resolution or statement (See sample in the [MGP Guidelines, Appendices](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)) |
| Name: |  | Title: |  |
| Signature: |  | Phone: |  |
| Email: |  |
| Co-applicant Name of agency/organization joining in request for funding:  |
| Name: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
|  |
| Co-applicant Authorized representative: | Per Board resolution or statement(See sample in the [MGP Guidelines, Appendices](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)) |
| Name: |  | Title: |  |
| Signature: |  | Phone: |  |
| Email: |  |

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| Type of Project: | For instruction, see [MGP Guidelines, Sections A.2 & A.3](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf) |
| Click here to choose a project type. |
| If Combination Project was selected above, indicate which eligible project types: |  |
| Project location/address: |
| Location: |  |
| Assessor’s Parcel Number(s): |
|  |
| Acreage: |  | Supervisorial District: |
|  |  | Click here to choose a Supervisorial District. |
| General Plan designation: |
|  |
| Zoning designation: |
|  |
| Funding Request: |
|  |
| Grant Funding Request:  | $ |  |  |
| Matching Funds: | $ |  |  |
| Total Matching Grant Project Cost:  | $ |  |  |
| TOTAL PROJECT COST: | $ |  |  |
|  |
| If the MGP project is part of a larger or multi-phased project, provide a brief explanation of the full extent and cost of the larger project, and how the MGP project fits into the larger context. |
| Click here to enter text. |

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| SECTION  | 3. PROJECT SUMMARY STATEMENT |
| Summarize the purpose and objectives of the proposed project. If the project includes public access, include a description of the nature and extent of intended or current public access. Describe how the project meets the intention of the Matching Grant Program. Where possible, include specific information on anticipated outcomes (i.e., number of acres purchased, feet of creek restored, length of trail constructed). |
| Click here to enter text. |

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| SECTION  | 4. PROJECT TIMELINE - ACQUISITION PROJECTS |
| For Acquisition Projects provide a brief bulleted or numbered narrative on the tasks required to complete the acquisition and the timeline for completing them. Examples of tasks include: negotiations with landowner, appraisal, due diligence, and negotiation of grant documents with Ag + Open Space. Note: In order for Ag + Open Space to put funds into an escrow account, all MGP documents must be executed first. For Combination Projects, fill in sections 4 through 6 as appropriate. Be sure that proposed timelines meet the requirements in the [MGP Guidelines, Section D.5](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf) |
| Click here to enter text. |

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| SECTION  | 5. PROJECT COST - ACQUISITION PROJECTS |
| For Acquisition Projects, provide a brief narrative below on the anticipated costs to acquire the property. See [MGP Guidelines, Section E.2](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf) for more information on eligible activities for grant and match funding. For Combination Projects fill in sections 4 through 6 as appropriate. |
| Click here to enter text. |

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| SECTION  | 6. PROJECT TIMELINE & COST - IMPROVEMENT PROJECTS |
| ForImprovement Projects, using the table below, create a detailed line-item timeline and budget that identifies all tasks required to implement the project, the overall schedule for the project including discrete milestones. Be sure that proposed timelines meet the requirements in the [MGP Guidelines, Section D.5](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf). Identify the funding source for each item, such as Ag + Open Space’s Matching Grant Program, other grants, and in-kind and volunteer contributions. See [MGP Guidelines, Section E.2](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)for more information on eligible activities for grant and match funding. |
| Add additional rows as needed by using the + sign to the right of each task section. |

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| PROJECT TIMELINE |  | PROJECT COST |

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| **TASK 1** |  |
|  Project Administration 1 |  | **AG + OPEN SPACEREQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |
| 1.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 1.2 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 1.3 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  | 0 | 0 |  |  | 0 |  |  | 0 |  | 0 |
| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |

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| **TASK 2** |  |
|  Planning, Design, Environmental Compliance & Permitting 1 |  | **AG + OPEN SPACEREQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |
| 2.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 2.2 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 2.3 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  | 0 | 0 |  |  | 0 |  |  | 0 |  | 0 |
| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |

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| **TASK 3** |  |
|  Project Implementation/Construction |  | **AG + OPEN SPACE REQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |
| 3.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 3.2 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 3.3 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  | 0 | 0 |  |  | 0 |  |  | 0 |  |  |
| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |

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| **TASK 4** |  |
|  Operation & Maintenance3 |  | **AG + OPEN SPACE REQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |
| 4.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 4.2 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
| 4.3 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  | 0 | 0 |  |  | 0 |  |  | 0 |  | 0 |
| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TOTAL |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |
| NOTES:**1** Cannot exceed 25% of total Grant Funds, 10% of total Match Funds**2** Identify Match Status as "Secured" or "Anticipated” and enter date of receipt of funds**3**Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds |

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| SECTION  | 7. PROJECT DISCUSSION |
| This section is designed to solicit specific information to enable thorough evaluation the competitiveness of the project in consideration of the project evaluation criteria and other applications submitted during this cycle.  |
| A. Project Need |
| Demonstrate that the project fulfills a well-identified and high-priority need within the geographic area where the project is located. 1. What community and/or environmental need(s) does this project provide? Please describe the significance of this need. Examples of need include, but are not limited to: protecting park space; providing a trail linkage; preserving ecological function; and providing access.
 |
| Click here to enter text. |
| 1. How will this project advance the policies and objectives of local and/or regional plans? Please identify such plans.
 |
| Click here to enter text. |
| 1. How have the need(s) for this project been determined if not by a regional or local plan?
 |
| Click here to enter text. |
| B. Project Benefits |
| Demonstrate that the project results in multiple benefits.1. What are the anticipated benefits to the community? Identify and describe benefits this project will have to the community. Examples of community benefits include, but are not limited to: protection of scenic resources; creation or development of new public recreational and/or educational opportunities; access to locally produced agricultural products; creation of connections to open space lands; improvements to public health; protection of natural resources; and benefits to the local economy.
 |
| Click here to enter text. |
| 1. What are the anticipated benefits to native plants and wildlife? Describe any benefits the project will have to native plants and wildlife, and specifically, what benefits the project will have to their habitat. Examples of plant and wildlife benefits include but are not limited to: protecting/providing habitat for nesting or foraging; protecting habitat linkages; and protecting access to migration routes.
 |
| Click here to enter text. |
| 1. What are other benefits of this project?
 |
| Click here to enter text. |
| C. Public Support |
| Demonstrate that there is broad community support for the project.1. Does the community support this project? Summarize the community support for the project, including by community members, governing bodies and elected officials, and other organizations and agencies.
 |
| Click here to enter text. |
| 1. Is there any opposition to this project? If so, please summarize and describe how this will be addressed.
 |
| Click here to enter text. |
| D. Project Readiness  |
| Demonstrate an ability and intent to complete the project within the timelines described above in the Project Timeline. Refer to [MGP Guidelines, Section D.5](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)for the specific timelines for project completion. 1. Provide the status of the following: (For Combination Projects, fill out both sections for Acquisition Projects and Improvement Projects, as applicable.)

For Acquisition Projects:* + Negotiations with a willing seller
	+ Appraisal
	+ Agreements related to ownership, use, or maintenance
	+ Property restrictions and/or encumbrances that could affect successful completion of the project
	+ Required approvals
	+ CEQA compliance
 |
| Click here to enter text. |
| 1. Provide the status of the following: (For Combination Projects, fill out both sections for Acquisition Projects and Improvement Projects, as applicable.)

For Improvement Projects:* + Design of project or completion of restoration/construction plans
	+ Public outreach for input and comment on project design
	+ Property restrictions and/or encumbrances that could affect successful completion of the project
	+ Agreements related to ownership, use, or maintenance
	+ Required approvals and permits
	+ Required review by other agencies
	+ CEQA compliance
 |
| Click here to enter text. |
| 1. Do you anticipate any impediments to project completion? If so, how will they be addressed? Examples of potential impediments include, but are not limited to: toxins on the property; and the presence of significant cultural, historical, or archaeological resources that could be disturbed by project activities.
 |
| Click here to enter text. |
| 1. Are there any other factors that may affect the project’s timeline? If yes, please describe how these factors will be addressed.
 |
| Click here to enter text. |
| 1. Identify and describe steps that would be taken immediately following the project’s acceptance into the Matching Grant Program.
 |
| Click here to enter text. |
| E. Project Design |
| Demonstrate that the project design bears a direct relationship to the stated project need(s) and will result in the intended benefits. 1. Describe the existing and historical uses of the property.
 |
| Click here to enter text. |
| 1. Describe the physical details of the property and natural resources present, including vegetation communities, soils, hydrology, and wildlife resources of significance.
 |
| Click here to enter text. |
| 1. What activities are planned on the property and how are they consistent or compatible with the protection of the property’s natural resources, if applicable?
 |
| Click here to enter text. |
| 1. What are the public access activities that will be available on the project (if any)?
 |
| Click here to enter text. |
| 1. Are there any issues of competing interests between public access and natural resource protection? If so, please explain how these are, or will be, addressed.
 |
| Click here to enter text. |
| 1. Describe how the project is in, or close to, population centers. Describe the transportation methods that are available for the public to access the project, including streets and highways, public transportation, non-motorized trails or routes of travel, and other access routes.
 |
| Click here to enter text. |
| 1. Describe any anticipated limitations to public access such as lack of parking, hours of operation, available staffing, user or parking fees, seasonal restrictions, or other ecological considerations.
 |
| Click here to enter text. |
| F. Project Funding |
| Demonstrate that the grant request combined with the match will be sufficient to provide for successful completion of the project. Matching funds must be equal-to or greater-than the Ag + Open Space grant request (see [MGP Guidelines, Section E.1](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)). Responses must correspond to the Project Cost information provided above in the Project Cost section. 1. Using the information provided in the Project Cost section above, describe the specific project components that would be completed using the requested Ag + Open Space funds, as well as the specific project components that would be completed using matching funds. Describe how these costs were estimated.
 |
| Click here to enter text. |
| 1. Describe the status of all match funding identified in the Project Cost section above, including the source of the match and whether the match is secured or pending (provide expected date). If operations and maintenance costs have been identified as a match in the budget, describe in detail the specific O&M activities included in the estimate and how the amount has been calculated. If volunteer services are included, describe the services, who will provide them and how the value of the services was derived. For any in-kind contributions, describe how the value was derived.
 |
| Click here to enter text. |
| 1. What efforts have been made to pursue funding from other sources? What were the outcomes of those efforts?
 |
| Click here to enter text. |
| 1. If Ag + Open Space funds are ultimately not received, will your agency/organization complete this project, and if so, how?
 |
| Click here to enter text. |
| 1. At times Ag + Open Space may offer partial funding awards to MGP applicants. If awarded less than your funding request, are there components of the project that could still be completed? If yes, describe which components and their costs. If not, please describe why.
 |
| Click here to enter text. |
| G. Sound Planning |
| Demonstrate that adequate steps have been taken to ensure project implementation success. 1. Describe the process for creation and development of the project up to this point.
 |
| Click here to enter text. |
| 1. How have you engaged the community in the planning/development of the project? If applicable, include a summary of how many meetings were conducted, their format, location, etc.
 |
| Click here to enter text. |
| 1. Describe how you will provide for long-term management and maintenance of the project, including:
* What is planned for long-term maintenance?
* Who will perform long-term maintenance? Describe their experience in maintaining this type of project.
* How will long-term maintenance be funded?
 |
| Click here to enter text. |
| 1. How will the project be protected from deterioration and vandalism?
 |
| Click here to enter text. |
| 1. How do you plan to measure project success?
 |
| Click here to enter text. |
| H. Demonstrable Experience |
| Demonstrate that you have the experience and ability to complete and maintain the project. 1. Does your organization have experience in completing and maintaining this type or similar projects? If so, please describe.
 |
| Click here to enter text. |
| 1. Is the expertise needed for your project readily available within your organization? If yes, please describe. If not, please describe how you plan to acquire it.
 |
| Click here to enter text. |
| 1. Describe your partnerships with other entities and each entity’s role in the project.
 |
| Click here to enter text. |
| 1. Briefly describe the qualifications of all anticipated project partners, consultants and/or subcontractors and explain their experience and capacity to perform the proposed tasks.
 |
| Click here to enter text. |

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| SECTION  | 8. SUPPORTING DOCUMENTATION |
| Please include the following supporting documentation as applicable to your project. |
| 1. Certified Authorizing Resolution from Governing Body. Refer to [MGP Guidelines, Section A.9](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)for specific resolution content requirements. If two entities are applying as co-applicants, a resolution is required from the governing body of each applicant. A Sample Resolution is found in the [MGP Guidelines, Appendix](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf) A-1.
2. Location Map. Map must clearly indicate project site in relation to major geographic features (e.g., cities, major highways, roads) as well as nearby protected and public lands, if possible.
3. Site Map. Aerial image of project site with all existing elements clearly marked (e.g., property boundary, access points, streets, waterways, existing structures or facilities, proposed improvements, project phases).
4. Parcel Map. Provide a photocopy from Assessor’s Office, <http://www.sonoma-county.org/assessor/>, with project parcel(s) highlighted.
5. Photographs. Provide up to four 8 ½”x 11” pages of photos of the project site, reflecting its current condition and the surrounding area. Please include separate .jpeg files of the photos in your electronic submittal.
6. Project Plans. For Improvement Projects, provide any draft or final concept, master, or management plans completed for the project. At a minimum, provide a drawing showing proposed features that are

identified in the project budget. If the grant request includes one or more buildings, note the function and approximate square footage of each. 1. Title Report. Provide a preliminary title report that covers all project parcels.
2. Legal Ownership. Provide property or legal interest-holder name and proof of ownership (such as a recorded easement or grant deed).
3. Willing Seller Letter. For Acquisition Projects, submit documentation, such as a letter of intent or a purchase agreement, demonstrating the willingness of the landowner to negotiate the sale

of the property, or sale of a conservation easement, to the applicant. 1. Co-Applicant or Landowner Agreement. If applicable, provide agreement between co-applicants and/or agreement between applicant and landowner (e.g., land tenure agreement, lease, memorandum of understanding). Refer to [MGP Guidelines, Section A.8](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf)for specific content requirements for the agreement. If an agreement has not yet been executed, a signed letter by all parties indicating their intent to enter into such an agreement is acceptable at time of initial grant application.
2. Operations and Maintenance. If operations and maintenance will be performed by an entity other than the applicant, provide evidence that such entity has agreed to do so, such as through an operational

agreement, letter of intent, or memorandum of understanding signed by all parties.1. Sub-leases or Agreements. If applicable, provide a list of all other leases or agreements affecting the project property or the project’s operation and maintenance.
2. Appraisal or Other Identification of Value (electronic copy only). For Acquisition Projects, provide a completed appraisal of the property conducted in accordance with the Ag + Open Space Guidelines and Standards. Refer to [MGP Guidelines, Section D.4](http://www.sonomaopenspace.org/wp-content/uploads/2018-MGP-GUIDELINES.pdf) for more information. If an appraisal is not available at the time of application, applicant may submit other identification such as an opinion of value from an appraiser. Please explain the timeframe for securing an appraisal.
3. Matching Funds Commitments. Provide supporting documentation for all matching funds identified in the budget as committed or secured. Examples of commitments include: grant award letters, grant agreements, and letters of commitment.
4. Permits/Approvals. If applicable, provide copiesof any permits/approvals obtained in connection with the project. If documents are lengthy (more than 4 pages) please provide a list and include the first page of each document in hard copy. Include documents in their entirety electronically.
5. Environmental Compliance. If available, provide a copy for all documents that were filed pursuant to CEQA for this project (e.g., Notice of Exemption, Notice of Determination, Mitigated Negative Declaration, or Environmental Impact Report). If a document is lengthy (more than 4 pages) please provide a list and include the first page of each document in hard copy. Include documents in their entirety electronically.
6. Nonprofit Organization Requirements. Provide copies of the following: 1) evidence that the corporation is qualified under Section 501(c) (3) of the Internal Revenue Service Code; 2) California Form 590 Withholding Exemption Certificate; 3) California Form 204 Payee Data Record; 4) Articles of Incorporation, and 5) organization By-laws.
7. Audit Report (electronic copy only). Provide an electronic copy of the most recent annual independent audit report and, if applicable, the memorandum of internal control, or include a web address where the most recent audit report can be viewed online.
8. Résumé of Project Manager.Provide résumé of the Project Manager identified on the Application Form.
9. Letters of Support. Provide letters of support from participating agencies, officials, and organizations. Do not provide letters of support from individual community members.

Address Letters of Support to: William Keene, General ManagerSonoma County Ag + Open Space747 Mendocino Avenue, Suite 100Santa Rosa, CA 95401  |