For accessibility assistance with this document, please email matchinggrant@sonomacounty.org or call (707) 565-7360 or TDD through the California Relay Service (by dialing 711). 
Para asistencia con la accesibilidad de este document, por favor de ponerse en contacto con el Distrito de Preservación Agrícola y Espacios Abiertos del Condado de Sonoma al (707) 565-7360 o TDD a través del Servicio de Retransmisión de California (marcando al 711).
C O M M U N I T Y S P A C E S

M A T C H I N G G R A N T P R O G R A M

F U L L A P P L I C A T I O N

1. **Process**

The Matching Grant Program application process involves a 2-step process intended to support and expedite the development of project**-**ready, community**-**centered open spaces while reducing overall applicant administrative burden.

First, applicants complete a brief pre-application to assess eligibility and project readiness, and to request technical assistance for those organizations that lack capacity and whose proposed project serves an economically disadvantaged community. If the project pre-application is found eligible and ready, the applicant will be invited to complete a Full Application. If the project is not found eligible and/or ready, staff will work with applicants to identify potential remedies and/or other sources of support.

1. **Applications Accepted on a Rolling Basis**

Full Applications are accepted on a rolling basis. Following submittal and application review, staff will contact applicants to provide updates on the next steps in the application process. Applicants can expect to receive notice of application review within three to six months of submittal.

1. **Format** 
   1. Label each item and number all pages in sequential order.
   2. **Electronic submission.** Please submit the following:
      * One (1) Microsoft Word version (.docx or compatible) Matching Grant Program (MGP) Application
      * Individual files of required Supporting Documentation (Section 6. Checklist)
      * Individual .jpg files of all photos and PDFs of maps
   3. Submit online to [**matchinggrant@sonoma-county.org** .](mailto:matchinggrant@sonoma-county.org)
2. **Questions**

Pamela Swan, Grant Coordinator

(707) 565.7348, [**matchinggrant@sonoma-county.org**](mailto:matchinggrant@sonoma-county.org)

1. **Application Content**

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 supporting documentation does not apply to your project, please note (N/A). For related questions, please contact the Grant Coordinator (contact information above).

1. [TABLE OF CONTENTS 2](#_bookmark0)

S E C T I O N

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| S E C T I O N | | **2 . A PP L I C A T I ON F OR M** | | | | |
| **Project t it le:** | | | | | | |
| Click here to enter text | | | | | | |
| **Name of agency/ organization requesting funding:** | | | | | | |
| Name: | Click here to enter the name of your organization or agency. | | | | | |
| Address: | Click here to enter the address of your organization. | | | | | |
| City: | Enter City | | State: | Enter State | Zip: | Enter the city |
| **Project Manager representing agency/ organization:** | | | | | | |
| Name: | Enter Project Manager Name. | | Title: | Enter Title. | | |
| Signature: |  | | Phone: | Enter phone number. | | |
| Email: | Enter Email Address | | | | | |
| **Authorized person representing agency/ organization:** | | | | | | |
| Name: | Enter Authorized Person Name. | | Title: | Enter Title. | | |
| Signature: |  | | Phone: | Enter phone number. | | |
| Email: | Enter Email Address | | | | | |

Enter acreage

Enter APN(s)

Select Project Type

**Project location/address:**

Location: Enter Project Address

**Assessor’ s. To confirm:** [**https://common1.mptsweb.com/mbap/sonoma/asr**](https://common1.mptsweb.com/mbap/sonoma/asr)

**Acreage:**

**Supervisorial District:**  [**(click latest District map)**](https://sonomacounty.ca.gov/Board-of-Supervisors/Supervisorial-District-Map/)

Select Supervisorial District.

**Type of Project:**

**General Plan ( GP) Designation:**

**List GP land use designation. Project must be aligned with applicable General Plan ( County, or incorporated city), as noted in Guidelines.**

|  |  |  |
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| Click here to enter General Plan Designation | | |
| [**Zoning**](file://win.root.sonoma.gov/data/osd/SHARED/Conservation%20Program/Matching%20Grant%20Program/FUNDING%20CYCLES/MGP%202024/2024%20Guidelines%20%2B%20Application%20Materials/Application/Populate%20with%20Pre%20App%20materials%20as%20possible)  **Designation:**  **Project must be aligned with site jurisdiction’ s zoning designation, as noted in Guidelines.** | | |
|  | | |
| **Funding Request: Copy from Pre- Application. Amend i f needed.** | | |
|  | | |
| Grant Funding Request: **$**  Matching Funds: **$**  Total Matching Grant Project Cost: **$**  **TOTAL PROJECT COST: $** |  |  |
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| If the MGP project is part of a larger or multi-phased project, provide a brief explanation below of the full extent and cost of the larger project, and how the MGP project fits into the larger context. (*Word Limit 100 words max)* | | |
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| S E C T I O N | **3 .** P RO J E CT **S U M MA R Y S T A T E ME N T** |
| **Summarize: project purpose and objectives, building on Pre-Application content**.(*Word Limit 700 words)*   1. **Primary goals** – Please outline goals of proposed project 2. **Project Phase** – Status of project 3. **Project Partners** – Include key project partners and respective roles 4. **Primary Eligible Activities** - Major tasks involved in the project 5. **Public Access** – If the project includes *public access*, include brief description 6. **Community Need** – Engagement, community role, organizations 7. **Quantified expected outcomes** – i.e., # of acres purchased, feet of creek restored, length trail constructed.  |  | | --- | | Enter text. | | |

**4 .** **M I N I MU M E L I G I B I L I T Y Q UA LI F I C A T I O N S**

S E C T I O N

**The Pre-application** has determined *initial* project eligibility by meeting minimum qualifications below, please:

1. Confirm the following qualifications and amend as needed.
2. Expand briefly on qualification requirements as requested below.
3. Submit Supportive Documentation listed below (*See Checklist p.16*)

**Acquisition Project*:****( Word Limit 500 words)*

If your project is an Acquisition project, please provide brief narrative descriptions on the following aspects of the acquisition project as needed. Where applicable, provide additional information as attachments *(See p. 16 Checklist).*

* 1. **Submit signed purchase and sales agreement or letter of intent** documenting willing seller;
  2. **State status of negotiations** with seller;
  3. **Submit Appraisal**[**1**](#_bookmark4) **or Opinion of value** (if an appraisal is not available at time of application, an Opinion of Value is acceptable, though a full appraisal aligned with Ag +Open Space Appraisal Guidelines and Standards will be required if the project is accepted into the program);
  4. **Submit any lease or other key agreements** related to ownership, use, or maintenance;
  5. **Submit documentation of any known historic and existing uses** of the property;
  6. **Submit documentation of title conditions** or other property restrictions that could affect successful completion of the project;
  7. **Describe required approvals** for implementation of the project and/or any and permits, zoning requirements, CEQA status update (e.g. City /County planning, Board/City Council);

## Describe permits and/or zoning requirements

* 1. **Describe CEQA status** (e.g. type of CEQA review)
  2. **Submit visual depiction of project and describe** type and total area of impervious/hardscape surface, if relevant (e.g. conceptual designs)
  3. **Submit Location map** indicating project site in relation to major geographic features (cities, highways, roads) as well as nearby protected and public lands if possible.
  4. **Submit Site map** aerial image of project site with existing elements clearly marked (e.g. property boundary, access points, streets, waterways, existing structures, proposed improvements, project phases).
  5. **Submit Parcel Map** from the County Assessor’s office: [Assessor’s Parcel Map](https://common1.mptsweb.com/mbap/SONOMA/asr)
  6. **Document Public outreach** for input and comment on project design (meeting agendas, outreach plan, public comments summary).

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1 To be provided for Ag + Open Space staff review only. Staff will not keep a copy of the appraisal, which shall remain confidential unless otherwise disclosed by the applicant or other third parties.

**Improvement Project *:*** *( Word Limit 500 words)*

**Provide brief narrative descriptions on the following aspects of the improvement project as needed.** Where applicable, provide additional information as attachments (*See p. 16 Checklist*).

* + 1. **Submit** documentation of site control; either ownership or agreement with landowner.
    2. **Submit Visual depiction** (conceptual design) of project and/or construction/restoration plans with description of type and total are of impervious/hardscape surface, if relevant.
    3. **Submit Location map** indicating project site in relation to major geographic features (cities, highways, roads) as well as nearby protected and public lands if possible.
    4. **Submit Site map** aerial image of project site with existing elements clearly marked (e.g. property boundary, access points, streets, waterways, existing structures, proposed improvements, project phases).
    5. **Submit Parcel map** with project parcels highlighted <https://common1.mptsweb.com/mbap/sonoma/asr>
    6. **Provide any agreements related to ownership, use, or maintenance** (leases, licenses, easements, etc.).

## Submit documentation of historical and current property uses.

* + 1. **Provide documentation of title conditions** or other property restrictions impactful on project completion.
    2. **Describe required project approvals** (City, County planning, Board, Councils).

## Describe required permits and/or zoning requirements.

* + 1. **Describe required review by other agencies**.
    2. **Provide any CEQA compliance updates** (e.g. type of CEQA review based on potential impacts of applicable exemptions).
    3. **Describe Public outreach for input and comment on project design** (meeting agendas, outreach plan, public comments summary).

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1. **Authorization Resolution:** AttachExecuted Resolution authorization in supporting documents section, and add any needed explanations *(Word Limit 100 words)*

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| S E C T I O N | **5 . E VA L UA T I O N C R I TE R I A** |
| 1. **Program Intent**   Extent to which project aligns with [*MGP Authorizing Language*](https://www.sonomaopenspace.org/wp-content/uploads/Measure-F_Expenditure-Plan-2006_Exhibit-A.pdf)and [*Vital Lands Initiative*](https://www.sonomaopenspace.org/how-we-work/vital-lands/)*.*   * 1. **Creation and Improvement of Open Space Land**      1. Does the project **acquire *and* improve** land for public open space land for agriculture, recreation and/or natural resource restoration? Please explain. (*Limit 100 words)* | |
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1. Does the project **acquire** open space land for public open space for agriculture, recreation and/or natural resource restoration? (*Limit 100 words)*

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1. Does the project **improve** open space land for public open space for agriculture, recreation and/or natural resource restoration? (*Limit 100 words)*

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1. **Other MGP Program Intent** – Please describe how the project will accomplish the following MGP program intentions*. (Limit 500 words)*
   1. **Link communities to open space** via property adjacency, trails or other connections. Preference given to projects that include regional trail connections.
   2. **Implement restoration techniques** to restore or enhance natural and native habitats**.**
   3. **Construct outdoor public community gathering space** in a natural setting. Preference given to projects where no community gathering space currently exists.
   4. **Develop new, outdoor, nature-based, recreational opportunities**. Preference given to projects that are located where no outdoor recreation opportunities currently exist.
   5. **Construct amenities to provide opportunities for public education** about the natural world and/or local agriculture.
   6. **Protect and/or improve open space in a significantly impacted fire or flood community.**
   7. **Protect and/or design climate resilience**, project located and/or that builds resilience to climate change.
   8. **Protects, creates and/or enhances** public access to the Russian River, Pacific Ocean, or other waterways.
   9. **Protect**s native plant and/or animal species.
   10. **Protects** farmland that provides urban green space and access to locally grown food and fiber and provides opportunities for the public to experience farming, and food and fiber production.

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# Need

**Extent project fulfills well identified needs within project’s geographic area.** *(Word Limit 250 each for a-d).*

## Community Based Support

What community and/or environmental need(s) does this project address? **Attach** documentation of community-based support (public workshops, letters, rallies). Please describe any opposition or unintended negative impacts, and how that will be addressed.

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## Public Sector Documentation

Will this project advance the policies of an adopted local and/or regional plan(s)? Please cite and describe.

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## Community where MGP funding has not been awarded in the last three MGP cycles

Measured at the census tract level. Open the *Recent MGP Awards* map in the [MGP Web Map,](https://experience.arcgis.com/experience/b6a27a614be14a8591704106dc170895/page/Page/?views=Recent-MGP-Awards) navigate to the project location, and click within the project area to determine if project is located in a census tract within which an MGP project *has not been awarded* in the last three MGP cycles. Indicate status below.

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## Underserved Open Space Community - will this project be located in an open space underserved community?

Open the *Park Gap Analysis* map in the [MGP Web Map,](https://experience.arcgis.com/experience/b6a27a614be14a8591704106dc170895/page/Page/?views=Park-Gap-Analysis) navigate to the project location, and click within the project area to determine if project is located in one of the county’s communities lacking open space (without access to a park within a 10-minute walking distance). Indicate status below.

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1. **County Strategic Priorities**

## Extent to which project is aligned with County strategic priorities, including equity and climate justice pillars.

***(Word Limit 100 each for a-d).***

* 1. **Project Status: Environmentally Vulnerable Community**

Open the *CalEnviro Screen 4.0* map in the [MGP Web Map,](https://experience.arcgis.com/experience/b6a27a614be14a8591704106dc170895/page/Page/?views=CalEnviroScreen-4.0) navigate to the project location, and click within the project area to determine if project is located in one of the county’s top 25% environmentally vulnerable census tracts. Indicate project % below.

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## Project Status: Portrait of Sonoma County Community: Health and Well-Being

Open the *Portrait of Sonoma Human Development Index (HDI)* map in the [MGP Web Map,](https://experience.arcgis.com/experience/b6a27a614be14a8591704106dc170895/page/Page/?views=Portrait-of-Sonoma-HDI) navigate to the project location, and click within the project area to determine if project is in a census tract below the county average HDI score (6.19**).** Indicate HDI of the project location’s census tract below.

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## Project Status: Economically Disadvantaged Community

Open the *Economically Disadvantaged Community* map in the [MGP Web Map,](https://experience.arcgis.com/experience/b6a27a614be14a8591704106dc170895/page/Page/?views=Economically-Disadvantaged-Communities) navigate to the project location, and click within the project area to determine if project is in a low-income community, defined as less than 80% of the county’s median income. Indicate the mean household income of the project location’s census tract below.

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## Project Status: Sensitive to Climate Change Impacts Community

Impact of climate change on high social sensitivity communities, a new metric of the Environmental Justice and Safety Element of the General Plan. **Staff will complete.**

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# Project Design

## Planning and Design

Application demonstrates sound planning, consistent with applicable jurisdiction’s (e.g. City, County) plans, and understanding of approvals/permits/CEQA/ADA requirements and development process. *(Word Limit 150 for each question i. – iv.)*

* + 1. **Describe the process for planning and design of the project** to date, including permitting requirements (Federal, State, Local) CEQA, ADA compliance.
    2. **How will the project design limit the amount of impervious surfaces** and/or hardscape in the design? What percentage of the property (as designed) is impervious (pavers, buildings)?

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* + 1. **How does the project incorporate natural elements in design** (e.g. grassy areas, trees, vegetation, waterways, etc.)

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* + 1. **Do you anticipate impediments to project completion?** How will they be addressed? Examples include cloud on title, toxins on property, significant cultural resources, community opposition.

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# Readiness

## Applicant shows ability to successfully fund, complete and sustain a long-term MGP project.

* 1. **Application Project Workplan –** Activities/Schedule/Budget

Using the tables below, create a detailed workplan including the project activities, timeline and budget including discrete milestones. Be sure that proposed activities, timelines, and budget include [*MGP Eligible Activities and Expenses*.](https://www.sonomaopenspace.org/wp-content/uploads/Eligible-Project-Activities-Examples-ADA.pdf) Applicant should demonstrate that the MGP grant request with the match, and other pending and secured funding will be sufficient to complete the MGP project.

**P R O JE C T T I M E LI N E P RO J E CT CO S T**

**Activity 1**

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

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| **TOTAL** |
| AG + OPEN SPACE FUNDS  + MATCH |
| $ 0 |
| $ 0 |
| $ 0 |

**SUBTOTAL 0% $ 0 0% $ 0**

NOTES:

1. Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 25% of total Grant Funds, 25% 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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| **Activity 2** | |  | | | | | | | | | | | | | |
| **Planning, Design, Environmental Compliance & Permitting 1** | | | | |  | **AG + OPEN SPACE REQUESTED FUNDS** | |  | **MATCH FUNDS** | | | | |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | END DATE | 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. | % |
|  |  |  |  | **SUBTOTAL** |  | **$ 0 0% $ 0 0%** | | | | | | | |  | **$ 0** |

NOTES:

1. Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% 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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| **Activity 3** | |  | | | | | | | | | | | | | |
| **Project Implementation/ Construction/ Acquisition** | | | | |  | **AG + OPEN SPACE REQUESTED FUNDS** | |  | **MATCH FUNDS** | | | | |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | END DATE | 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 |
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|  |  |  |  | **SUBTOTAL** |  | **$ 0 0% $ 0 0%** | | | | | | | |  | **$ 0** |

NOTES:

1. Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% 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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| **ACTIVITY 4** | |  | | | | | | | | | | | | | |
| **Operation & Maintenance 3** | | | | |  | **AG + OPEN SPACE REQUESTED FUNDS** | |  | **MATCH FUNDS** | | | | |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | END DATE | AMOUNT | % OF TOTAL | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL | AG + OPEN SPACE FUNDS  + MATCH |
| **4 .1** | NA | 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** | NA | 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** | NA | 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. | % |
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| **SUBTOTAL $ 0 0% $ 0 0% $ 0** | | | | | | | | | | | | | | | |

NOTES:

1. Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% 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**

## Project Funding/Match Security:

Demonstrate that the grant request combined with the match will be sufficient to provide for successful completion of the Matching Grant Program project. Responses should correspond to the Project Cost information provided in the Project Tasks/Schedule Budget table above.

* + 1. Using the information provided in the table above, describe the specific project components that would be completed using the requested Ag + Open Space MGP funds, as well as the specific project components that would be completed using matching funds. Briefly, describe how these costs were estimated. *(Word Limit 200)*

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* + 1. Describe the status of all match funding identified in the Project Cost section above, including source of the match and whether the match is secured or pending (provide expected date). If operations and maintenance (O&M) costs have been identified as a match in the budget, describe 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 in- kind contributions, describe how the value was derived. *(Word Limit 200)*

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## Long-Term Sustainability: MGP projects are long-term community resource projects, ideally 30 years or more. Applicants will be evaluated based on project sustainability plan. *(Word Limit 200 each section)*

* 1. Identify and describe the steps that you will take immediately following the project’s acceptance into the Matching Grant Program.

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* 1. How will the project be maintained and operated long term? Please outline sustainability plan, partners, and long-term operation and maintenance funding plan.

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* 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? Please describe.

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| S E C T I O N | **6 . CH E CK LI S T AN D S U PP O R T I N G D OC U ME N T A T I O N** |
| Please include the following supporting documentation in digital forms (as noted below), as applicable. | |
| **Certified Authorizing Resolution from Governing Body**. A Sample Resolution is found in the MGP Guidelines, *Appendix A-6*.  **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.  **Site Map** Aerial image of project site with existing elements clearly marked (e.g., property boundary, access points, streets, waterways, existing structures, proposed improvements, project phases).  **Parcel Map** <https://common1.mptsweb.com/mbap/sonoma/asr> With project parcel(s) highlighted.  **Photographs** Provide project .jpeg files, up to four 8 ½”x 11” pages of photos of the project site, reflecting current condition and the surrounding area. Label photos with one sentence description.  **Visual Depiction of Project** For all projects, provide any draft or final concept, master or management plans completed for the project. At a minimum, provide a drawing showing proposed features identified in the project budget, estimation of percentage and description of impervious/hardscape surfaces.  **Title Report** Provide a preliminary title report that covers all project parcels.  **Site Control Improvement Projects: Legal Ownership.** provide property or legal interest- holder name and proof of ownership, such as a recorded easement or grant deed.  **Site Control Acquisition Projects: Willing Seller Letter.** 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 to the applicant.  **Landowner Agreement** If applicable, provide agreement between applicant and landowner (e.g., land tenure agreement, lease, memorandum of understanding). Refer to MGP Guidelinesfor 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.  **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.  **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.  **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 Appraisal Guidelines and Standards, see *Appendix A-11*. 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. | |

**Matching Funds Commitments.** Provide supporting documentation for all matching funds identified in the budget as committed or secured (max 1 page each). Examples of commitments include grant award letter, grant agreement, and letter of commitment.

**Permits/ Approvals.** If applicable, provide list of permits/approvals obtained in connection with the project, and staff contact. Staff will verify permit status.

**Environmental Compliance.** 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 2 pages) please provide a list and include the first page of each document in hard copy. Include documents in their entirety electronically.

**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) Articles of Incorporation

**Community Support.** Provide letters of support, and other related documents from participating agencies, officials, and organizations and individuals.