

Project name:	
Applicant:	
Miles of trail created/maintained/enhanced:	
Amount Requested:	



**2019  
Trail Grants**

Application Form

**Before completing this application, please carefully review the Request for Proposals (RFP), which is available at [www.q2cpartnership.org](http://www.q2cpartnership.org).**

Only submit an application if you check YES to all of the following criteria

<b>Threshold Criteria</b>	<b>NO</b>	<b>YES</b>
You are a qualified applicant – a nonprofit tax exempt 501(c)(3) organizations <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>
You are a qualified applicant--a state or federal agency that has trails and/or land conservation and/or stewardship as its primary function, OR a local government.	<input type="checkbox"/>	<input type="checkbox"/>
The proposed project is located in an eligible community in the Quabbin-to-Cardigan region of New Hampshire and Massachusetts (see list of towns).	<input type="checkbox"/>	<input type="checkbox"/>
The project will be completed and all grant funds spent within 1.5 years from the date of the grant award.	<input type="checkbox"/>	<input type="checkbox"/>
The current owner(s) of the land on which the project will take place and/or to be conserved has been notified that this application is being submitted <u>and confirmed support for the proposed project in writing</u> (attach).	<input type="checkbox"/>	<input type="checkbox"/>
You as the applicant have the capacity and financial ability to execute the project, and agree to comply with all terms and conditions of the grant if it is awarded.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Applicant Information</b>	
<b>Date of Application:</b>	
<b>Applicant Name:</b>	
<b>Applicant Mailing Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>Applicant Tax ID# (required)</b>	
<b>Project Information</b>	
<b>Project Name:</b>	
<b>Town:</b>	
<b>Total Miles of trail developed/maintained and/or total acres to be conserved:</b>	
<b>Total Project Budget - must match total uses of funds line on budget form:</b>	
<b>Total Cash Match:</b>	
<b>Grant Amount Requested:</b>	
<b>Project Summary:</b> (100 words max.) <i>Must include the proposed uses of Q2C funds and project timeline</i>	

**Project Description – 1,000 words maximum**

*(equiv. to 2 pages, Times 12 pt., single spaced)*

**On a separate sheet, please provide a narrative summary of the project. The narrative must address the following items. Please answer questions directly and in order below.**

1. Rationale or need for the project
2. Measurable outcomes (miles of trail, acres of land, number of trail users, etc.)
3. Description of project tasks
4. Specific project costs that Q2C grant funds would be used for (Please use the budget form provided, not within the proposal narrative.)
5. Project timeline for completion, and when Q2C grant funds would be required
6. Project partners, if any (please feel free to include letters of support)

7. Community benefits (Will members of the community be involved in the project? Who will benefit from the project when it is completed?)
8. Strategy for long-term stewardship
9. Applicant's capacity and financial ability to execute the proposed project and ensure long-term stewardship (For example, describe recent successful use of funds for similar kinds of projects.)

## Project Budget

Use the form provided to provide project expenses and funding sources.

## Mapping & Photos

If appropriate, property maps and/or trail maps and photos (.jpgs) of the trail project should be provided.

## Other Required Attachments

In addition to the completed application and budget forms, the following must be included for an application to be considered complete:

- Applicant authorization:** Applications must include written statement of permission from an executive director, agency head, municipal governing body, or other staff with legal and fiduciary authority to enter into grant agreements. For applications from municipalities, the application must include formal permission from the applicant organization for the project administrator to enter into a grant contract.
- Landowner permission:** Applications must include written permission from the property owner(s) indicating that they approve of the proposed project and support the grant application.
- Documentation of any and all permits** required (wetlands, etc.) for the project from local, state or federal regulatory agencies. If permits have been secured, please provide copies with your application. If permitting is in process, please provide current status and timeframe for receipt. No Q2C funds will be released for any awarded project until all required permits have been documented.

Successful applicants will be required to sign a grant agreement that addresses the following:

- Term of the Grant
- Grant amount and required cash match
- Approval and documentation procedures for any project amendments
- Project reporting requirements
- Reimbursement

## Submission

**Completed applications must be received no later than 5:00 p.m. on August 30, 2019.** Completed applications may be submitted electronically to [ccolton@forestsociety.org](mailto:ccolton@forestsociety.org). Completed applications may also be sent by mail, and must be *postmarked* no later than August 30, 2019. Mail applications to:

Connie Colton, Society for the Protection of New Hampshire Forests, 54 Portsmouth Street, Concord, NH 03301. Successful grant applicants will be notified in October 2019. For questions regarding the grant program and the application process, please contact Brian Hotz at (603) 224-9945 x 316 or [bhotz@forestsociety.org](mailto:bhotz@forestsociety.org).