

# **Fiscal Year 2011 Barnstable County Land Management Grant Program**

## **\$20,000.00 Available in FY 2011**

### **I. Purpose and Scope**

These guidelines contain the information and forms required to apply for a Barnstable County Land Management Grant.

#### ***Who we are:***

Cape Cod Cooperative Extension (CCCE), a department of Barnstable County government, is sponsoring a Land Management Grant Program

#### ***Where:***

All municipalities within Barnstable County are eligible to apply to the Land Management Grant Program.

#### ***Purpose & Goal:***

The primary goal of Cape Cod Cooperative Extension's Land Management Grant Program is to provide funding which will allow towns to develop and implement management actions that conserve, restore, and maintain the ecological integrity, productivity, and biological diversity of public lands; while at the same time providing public use and insuring public safety. Projects that are part of an approved town open space or recreation plan or develop use of properties presently underutilized are encouraged; as are the development or enhancement of diverse applications of open space or conservation lands, such as community gardens and farming opportunities.

### **II. Eligible Applicants**

Eligible applicants include:

- Barnstable County Boards of Selectmen or Town Councils
- Barnstable County Natural Resource Departments
- Barnstable County Agricultural Commissions
- Barnstable County Conservation Commissions
- Barnstable County Beach Committees/Departments
- Barnstable County Municipal Open Space Committees
- Barnstable County Municipal DPWs and Tree Wardens

### **III. Eligible Activities:**

Funding for FY 2011 is limited with only \$20,000 available in this round: thus priorities were established for eligible projects this coming year. Projects and actions that would be eligible for funding include but are not limited to those prioritized below:

#### **Public Land Management Actions**

Establishment or enhancement of new and diverse uses of open space or conservation land  
Invasive specie control  
Habitat improvement

#### **Agricultural Initiatives**

Preparing municipal land for farming  
Establishing community gardens  
Establishing u-pick fruit areas

#### **Recreational Actions \*\***

Establishment and maintenance of trails  
Improving public access  
Handicapped accessibility

#### **Education Actions\*\***

\*\* Education actions such as trail signage, kiosks and displays will be considered if part of a larger land management action.

#### **IV. Funding and Match Requirements**

**Awards amounts:** It is envisioned that the average award amount will range between \$2,500 to a maximum award for any single proposal of \$4,000. All projects will be ranked on the basis of merit and how they reflect the prioritized actions listed above. CCCE reserves the right to fund proposals at levels other than what is proposed.

**Duration:** Unless granted special consideration, funded programs are to be structured for a period within the County's Fiscal 2011 year, and beginning with the initiation of a contract and ending with submission of the final report and evaluation form by June 1, 2011.

**Match requirement:** The Barnstable County Land Management Grant Program is intended to provide incentive funds for a broader public and private sector investment in land management. **No specific match is required, but a match is strongly encouraged, and will be considered when reviewing the proposal.**

Cash match is highly regarded, but the match can come from a variety of public/private sources, and can include either cash or in-kind services. Contributions, other than cash contributions, that you apply to match Land Management Program funds are called "in-kind contributions" and represent the dollar value of services that will be provided toward your project.

Barnstable County AmeriCorps Cape Cod also provides free land management services to all Cape Cod towns and can be used as matching funds in this grant. To see if your project qualifies for Barnstable County AmeriCorps services please contact Ashley Look at (508) 375-6974 or [alook@barnstablecounty.org](mailto:alook@barnstablecounty.org) Visit [www.rdoac.org/ameriCorps/](http://www.rdoac.org/ameriCorps/) for more information on AmeriCorps.

Examples of in-kind contributions include:

- Dollar value of your own time
- The value of a volunteer's time
- Time spent attending land management-related meetings
- Use of municipal equipment
- Photocopying, printing, and postage
- Transportation of volunteers

#### **V. Eligible expenses:**

Any salaries, materials or expenses, which are directly applied to and necessary for achieving your proposed objectives, will be considered. These can include:

- Supplies and equipment
- Contract service

#### **VI. Application submission**

**The deadline for submission of Land Management Grant Program applications shall be noon  
August 20, 2010**

**Applicants must use the enclosed application forms and must submit an original and THREE COPIES to:**

**Land Management Grant Program  
William F. Clark, Director  
Cape Cod Cooperative Extension  
Box 367  
Barnstable, Massachusetts 02630-0367**

**\*If hand delivered, proposal forms must be brought to the Cape Cod Cooperative Extension office in the Deeds and Probate Building before 12:00 noon August 20, 2010**

**\*If applications are mailed they must be received at the Cape Cod Cooperative Extension Office no later than August 20, 2010. Applications postmarked on or before August 20, 2010, but received after the submission deadline of 12:00 noon August 20, 2010 may not be considered.**

**NOTE: NO faxed or electronic applications will be accepted.**

Questions about proposals should be directed to: (508) 375-6701; if necessary, leave a message on voice mail, and someone will get back to you. E-mail questions to: [bclark@barnstablecounty.org](mailto:bclark@barnstablecounty.org)

**VII. Process for Award of Grants - Timeline:**

- Request for Proposal Announcement July 2010
- Application Submission Deadline August 20, 2010 noon
- Grant Award Notification Approx. 3 weeks after proposal is received
- Final Report & Evaluation Due (required) no later than June 1, 2011

**VIII. Funding Schedule**

- 75% funds received upon award notification and receipt of a signed contract.
- 25% funds received upon submission of final report.

**IX. Evaluation of Proposal**

The proposals will be reviewed based on the following criteria:

- Clarity of goals and objectives
- Addresses the Priorities listed on page one.
- Strength and creativity of plans for achieving objectives
- Potential for successful collaborative efforts
- Potential to stimulate activities of a continuing nature or to serve as a model for similar efforts
- Ability to complete the project within stated time limits
- Reasonable budget projections
- Track record of applicant and/or organization, including staff qualifications
- Match, in form of cash or in kind services

**X. Remember!**

**To apply for funding, you must use the following four-page form entitled: “Barnstable County FY 2011 Land Management Grant Program Application Form.” After completing your application, make three copies of the forms, and submit the original and the three copies to arrive no later than noon, August 20, 2010 to:**

**Barnstable County Land Management Grant Program  
William F. Clark, Director  
Cape Cod Cooperative Extension  
Box 367  
Barnstable, MA 02630-0367**

**FOR YOUR CONVENIENCE, AN ELECTRONIC VERSION OF THE APPLICATION FORM CAN BE FOUND ON THE CAPE COD COOPERATIVE EXTENSION WEBSITE:**

<http://www.capecodextension.org>

**PLEASE REMEMBER THAT WHILE THE FORM IS AVAILABLE ONLINE, ELECTRONIC SUBMISSION IS NOT PERMISSIBLE. PLEASE NOTE:**

- **MAILED OR HANDDELIVERED HARDCOPIES WILL ONLY BE ACCEPTED.**
- **NO FAXED OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE SEE SECTION VI FOR SUBMISSION DETAILS.**



## FY2011 Barnstable Land Management Grant Program Application Form

***Title/Cover Page:***

Project Title: \_\_\_\_\_

***Applicant Information:***

Applicant Name: \_\_\_\_\_

Department/Committee: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***Budget Information:***

Amount (CCCE) funds requested: \$ \_\_\_\_\_

Match/In-Kind Contributions \$ \_\_\_\_\_

TOTAL PROJECT BUDGET \$ \_\_\_\_\_

***Project Information:***

Program Summary: (2 -3 sentences encapsulating proposed project)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**III. Budget with explanation. (Single page)**

Prepare this budget page followed by a simple justification, showing requested expenses by major categories (supplies, travel, equipment, rent, etc.) This should also include any matching funds and the sources of those funds.

<b>Grant Funding Requested</b>			<b>Matching Funds</b>	
Category or Purpose	Amount		Category or Purpose	Amount
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
<b>Total Request</b>	\$ -		<b>Total Match</b>	\$ -

**Budget Explanation/Justification** (please provide a brief description indicating how the requested funding will be used):

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