

Janice Hollmann Administrative Grants

Application Guidelines

General

The Janice Hollmann Grant Fund will provide grants up to \$5,000 to eligible land trusts for certain restricted purposes. Grants will be available on a first come, first served competitive basis for each annual cycle. All grants require a 100% match of in-kind services or privately raised funds.

Eligible Applicants:

Land trusts eligible to receive grants from the Janice Hollmann Grant Fund must

- * Be a "qualified organization" as defined under Section 170(h)(3) of the Internal Revenue Code; and
- * Have executed a Cooperative Agreement with MET, providing for the soliciting, accepting, and monitoring of joint conservation easements with MET, dated on or after November 1, 2010.
- * All reporting requirements from previous Hollmann grants must be met before applications for this cycle will be considered.

Eligible Costs

Janice Hollmann Grant Fund monies can only be used for the land trust expenses enumerated in the grant agreement. Eligible expenses include but are not limited to the following:

At least 70% of the grant award must be spent on operating costs of landowner outreach, solicitation and stewardship for donated conservation easements. Such costs include:

- Land parcel targeting, identification of easement donor prospects, outreach, solicitation, easement negotiation and deed drafting, baseline documentation, deed of conservation easement recordation, and real estate transaction expenses such as appraisals and surveys. Also included are: staff or contractual time dedicated to easement work, monitoring or follow up site visits; staff, contractual or volunteer travel related to specific easement projects or monitoring visits; purchase of maps, photos, and publications; production of current conditions reports; costs of producing and distributing outreach/solicitation materials, costs of setting up home meetings and public information meetings; costs for volunteer monitoring training; property research expenses; and deed of conservation easement recordation fees.

A maximum of 30% of the grant may be spent on supporting activities, operating and development expenses. Such costs include:

- Technical training for staff directly related to conservation easement and land acquisition operations. Eligible costs are limited to registration fees, meals and travel within Maryland. Costs of 1) overnight accommodations and 2) travel beyond MD are not eligible.
- GIS software and connectivity costs (e.g. high-speed internet to accommodate GIS), and GPS equipment and software for baseline documentation and monitoring.
- Land trust operating and organizational development expenses. Operating expenses include such items as office supplies, office equipment, computers and peripherals,

software, reference materials, office rent and utilities, telecommunications, membership in LTA and MANO, land trust insurance, and bookkeeping and accounting (including audits and the costs of filing annual reports required by MD and federal tax authorities).

Application

Use the application form provided and include extra pages as necessary; however, a complete itemizing of funds requested should be included in Part 1 and Part 2 of the application form. Applications should be submitted via the U.S. to the address below. However, if a PDF copy of the application is submitted by the deadline via email (michelle.grafton@maryland.gov). A paper copy of the application with the original signature can arrive after application deadline.

Maryland Environmental Trust
Janice Hollmann Grant Program
100 Community Place, 1st Floor
Crownsville, MD 21032

DESCRIPTION OF ITEM AND COST

Describe what the money will be used for; be as specific as possible. List each item and its cost, *and provide cost evidence for items over \$100 including rental agreements, staff position description, equipment descriptions, etc.* The total request to MET should not exceed \$5,000. Joint requests submitted by more than one land trust should not exceed \$5,000 per land trust.

MATCHING FUNDS

Completely describe sources of matching funds. All grants require a 100% match of in-kind services or privately raised funds, not to include other moneys received from MET or other Maryland state grants. Grant funds will not be disbursed until sources of match are identified. The match may be raised over the duration of the grant period. In the event that the agreed-upon amounts or services have not been contributed by the end of the grant period, the local land trust would be required by the terms of the grant agreement to return that portion of the grant which has not been matched.

In-kind services provided by trust staff, board members, volunteers or others are allowed as part of the match. *These services should be documented with time accounting forms, proof of payment for services rendered, or other documentation.* Volunteered time, on the part of either board members or staff, may not be billed for matching purposes at a rate greater than \$22.55/hour (this information is according to the Independent Sector's national value of a volunteer time for 2013, http://www.independentsector.org/volunteer_time?s=volunteer%20time). Paid staff should use their actual rate of pay if it is less than \$22.55/hour. In the case of a staff person who is paid for some time, and volunteers other time, the volunteered time should be billed at the same rate as the paid time (up to the \$22.55/hour limit).

INFORMATION AND SUPPORTING MATERIALS

Include the land trust information requested on the application and provide the

supporting materials on the following:

- A copy of your land trust's tax-exempt status determination letter from the IRS, or other indication that you are a "qualified organization" under Section 170(h)(3) of the IRS Code. If you have already provided this as part of a previous Hollmann application, you don't need to send it again.
- A current list of names, addresses, and email addresses of board members, including officers.
- A copy of a current signed Cooperative Agreement with MET, dated on or after November 1, 2010 (disregard if you've previously provided this).
- A current budget for your land trust
- An annual report, if available.
- If your land trust has previously received a Janice Hollmann grant, please include the "INFORMATION REQUIRED FROM PREVIOUS RECIPIENTS", as detailed below.

INFORMATION REQUIRED FROM PREVIOUS RECIPIENTS

For those land trusts which have previously received Hollmann grants and are applying for a new grant, please provide the following information on a separate sheet. *Grant applications received without this information will be considered incomplete.*

How many Hollmann grants have you received, and for what amounts (cumulative)?

How many acres has your land trust permanently protected (cumulative)?

This data may include: land owned in fee by the land trust, easements held by the land trust, fee interests acquired and transferred to a public agency, and "other", including (by way of example): negative covenants, easements transferred to a public agency, and assists. Assists refer to transactions in which the land trust did not acquire a legal interest in the property, but played an essential role in making the transaction happen, such as actively helping a farmland owner apply to sell an agricultural easement to MALPF. Please report "assist" acreage separately, and note the land trust's role.

Document your land trust's efforts in marketing land protection to the community (since your receipt of the previous Hollmann Grant).

What accomplishments have resulted from your land trust's use of previous Hollmann grants? Identify accomplishments that can be attributed to the expenditure of grant funds. *Do not* simply include a summary of the past year's activities.

Application Deadline and Grant Period

Applications must be submitted by the deadline indicated on the grant application in order that funding decisions and awards may be made at the annual MD Land Conservation Conference.

The grant period runs one year from the date of the grant agreement. About one month prior to the end of this period land trusts are required to report on their use of the funds and provide evidence that they have raised the matching amounts. These reporting requirements are included in the grant agreement.

Evaluation Criteria

Hollmann grants applications are evaluated each grant cycle on a competitive basis, using the criteria below. In general, MET has the greatest interest in proposals that lead to significant new work in landowner outreach, solicitation and stewardship of donated conservation easements.

Capability Building -- To what extent will the grant applied for enhance the capability of the land trust to protect land?

Compliance -- Is the land trust currently in compliance with all legal agreements between MET and the land trust, including Cooperative Agreements, conservation easements and grant agreements?

Joint Application -- MET encourages joint applications from two or more land trusts where purchased items, services, or staff are to be shared. Joint applications are eligible for a total grant amount equal to \$5,000 per participating land trust.

Land Protection -- How much land has the land trust protected through the use of permanent land protection techniques such as conservation easement donations? This criterion is not applied to trusts which are just getting started and have not previously received Hollmann funds.

Land Protection Marketing -- Can the land trust document efforts to promote permanent land protection options, such as conservation easement donations, both to the community and to individual landowners? Community marketing includes activities such as public presentations, slide shows, videos, public service announcements, tours of easement sites, displays at public events, brochures, newsletters, flyers, websites and newspaper articles. With how many individual landowners has the land trust discussed the protection of a specific parcel or parcels? This criterion is not applied to land trusts which are just getting started and have not previously received Hollmann funds.

New Land Trusts -- Is the land trust starting operations in an area previously not served by a land trust?

Previous Hollmann Awards -- For those land trusts which have previously received Hollmann funds, how effectively were the funds used? What accomplishments resulted? Were grant expenditures and matching funds properly accounted for at the end of the grant period?

Stewardship -- To what extent will the grant applied for increase the land trust's ability to monitor the land that the land trust has permanently protected?