



Land and Water Conservation Fund

Making a successful application and
bringing the money home.

It can be intimidating

Application Forms & Downloads

This application manual should be retained in the sponsoring agency's project file following the submission of an application. Contents include information and directions regarding future actions that must be taken if the application receives preliminary state approval.

To read the PDF files you will need a copy of the [free Adobe Reader software](#).

PRE-APPLICATION SITE INSPECTION REQUEST DEADLINE	APPLICATION DEADLINE
Potential applicants must request a pre-inspection site visit prior to August 31, 2015.	Applications must be submitted /postmarked on or before close of Business (5:00 PM) on Friday, November 20, 2015

- [2015 Pre-Application Inspection Request Form \(Word 15KB\)](#)
- [2015 LWCF Application \(Word 1.24 MB\)](#)
- [Open Project Selection Process \(OPSP\) \(PDF 109KB\)](#)
- [Appraisal Information \(PDF 15 KB\)](#)
- [Description and Notification Form \(PDF 515 KB\)](#)
- [SF 424C \(PDF 95 KB\)](#)
- [PD-ESF \(Word 240 KB\)](#)
- [Sample Transmittal Letter \(PDF 14 KB\)](#)
- [Warrant Articles/Project Certification \(PDF 21 KB\)](#)
- [Sample Location Map \(PDF 171 KB\)](#)
- [Sample 6\(f\)\(3\) Map \(PDF 645 KB\)](#)
- [Sample Cost Estimates \(PDF 27 KB\)](#)
- [Certificate Regarding Disbarment, etc. \(PDF 14 KB\)](#)
- [Construction & Non-Construction Assurances \(PDF 35 KB\)](#)
- [Civil Rights Assurances \(PDF 22 KB\)](#)
- [Sample Joint Use Agreement \(PDF 22 KB\)](#)
- [Sample Project Agreement \(Word 41 KB\)](#)
- [LWCF Fiscal Procedures \(PDF 195 KB\)](#)

Because...

- Applying for LWCF grant money is a two step process.
 1. You apply to the State for funding
 2. State apply's on your behalf to National Parks Service for the actual grant
- Much of the information being collected is done in an attempt to aid that second stage.

Application Revision Pending

- Goal is to have a new and simplified application in place for this coming grant round





Start Early

- Site inspection request by July 31 – earlier = better
- Project concept 90%+ by inspection date
- Start work on grant application ASAP after inspection
 - There are lots of moving parts that have to be captured, documented and or created
 - Plan on at least 3 months work – August through October
 - This will give you two weeks in November before due date to fine tune, check, and check again

First – What Is Your Project

- What do you want to do?
- Does it qualify for funding?
- How much is it going to cost?
- Do you have the match?
 - LWCF is max 50% grant amount
 - Match can be “in-kind”



Second – Who Wants It?

- A. Is this your idea?
- B. Is this an idea coming from community demand & input?
- C. If “A” – go to “B”
 - A. NPS likes to see projects that have had significant public input

Third – Review Your History

- Have you had previous grants?
 - If so are they well maintained?
 - Are required signs posted?
 - No projects in conversion?
- Non compliant existing projects can DQ you from an application

Fourth— Request a Site Visit

- Site visit is mandatory
- You don't have to wait until end of July to request a visit.
 - As soon as your project has tangible form, call me
- Site visit often shapes the project moving forward

Fifth - Dive Into The Application

- Read through it once or twice first.
- List out all the letters, clearances, permissions etc and start getting those lined up
- Documentation of Public Process
- Development or Acquisition
 - If Acquisition contract with an appraiser for a “Yellow Book” appraisal
 - Coordinate with BPL/GCR office for appraisal review

Do the Worst First

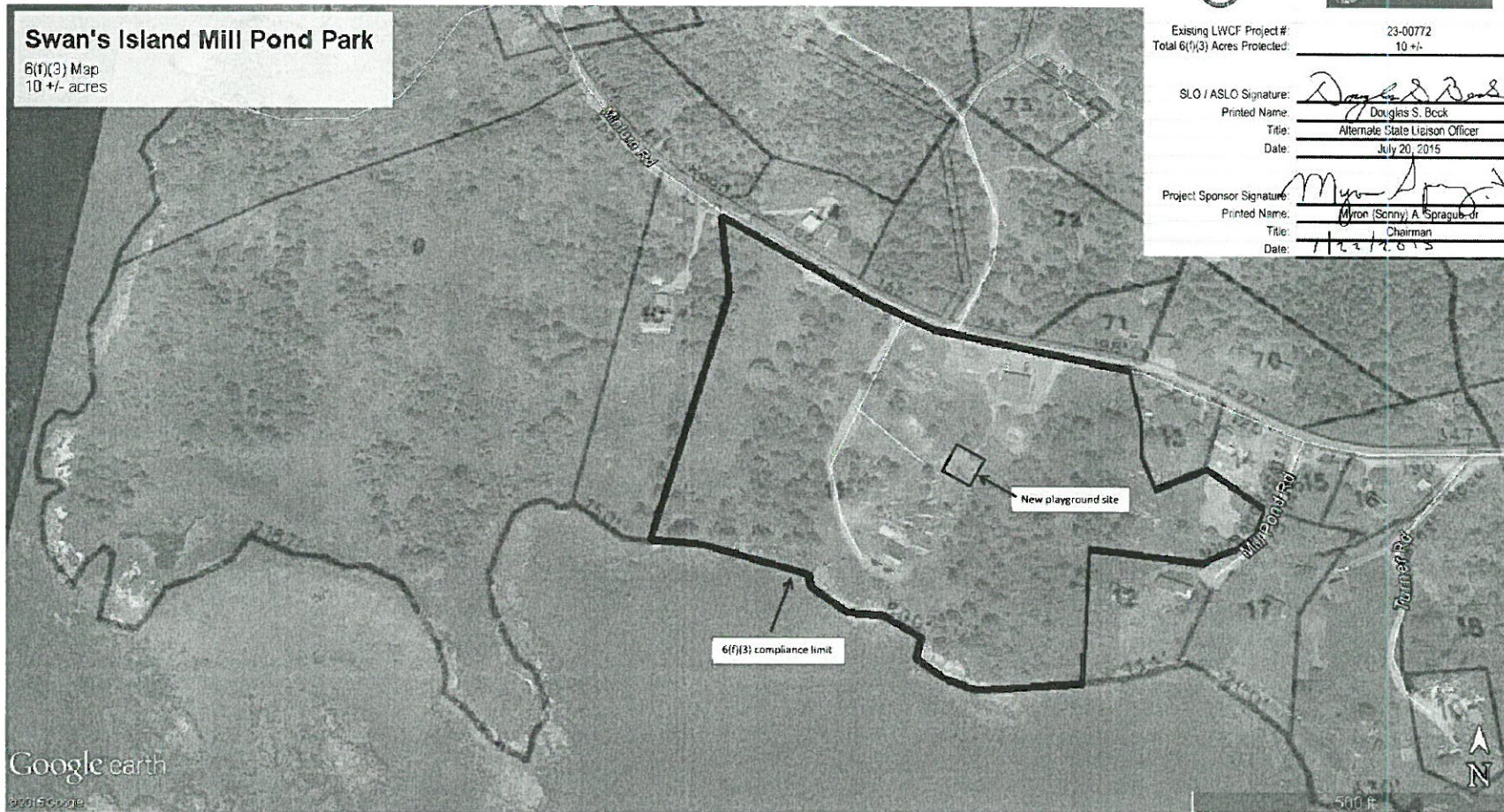
- PDESf (Proposal Description and Environmental Screening Form)
 - This will remain a part of the application, but it's confusing as heck
 - Fill out the form in the form – don't create a separate answer sheet.
 - Environmental Screening Form portion
 - Be sure to request letters from MNAP / IFW to inform your responses
 - Bring in folks who actually know the answers too!

6(f)(3) Map

- Take the time to make a good map
 - This map defines the area that has to be protected and managed for public outdoor recreation “in perpetuity” – which is a long time.
 - Map should identify boundary and acreage protected
- Map will have to be signed by town manager or equivalent
- State & local sponsor will negotiate final map

Swan's Island Mill Pond Park

6(f)(3) Map
10 +/- acres



Existing LWCF Project#	23-00772
Total 6(f)(3) Acres Protected:	10 +/-
SLO / ASLO Signature: <u>Douglas S. Book</u>	
Printed Name:	Douglas S. Book
Title:	Alternate State Liaison Officer
Date:	July 20, 2015
Project Sponsor Signature: <u>Myron (Sonny) A. Sprague Jr.</u>	
Printed Name:	Myron (Sonny) A. Sprague Jr.
Title:	Chairman
Date:	1/22/2015