PRE-APPLICATION

SNC Grant #	
Applicant Organization	
Project Name	
Project Category	☐ **Category One** On-the-ground site improvement or fee title acquisition. $1,000,000 limit. ☐ **Category Two** Pre-project activities that are necessary for a specific, future on-the-ground project(s). $100,000 limit.
SNC Grant Request $	

Contact Information

Please provide information below for both the primary contact related to the application and the representative who is authorized to apply for a grant and enter into a grant agreement on behalf of the applicant organization.

Applicant Contact Name	Authorized Representative Name
Applicant Contact Title	**Authorized Representative Title**
Applicant Contact Phone	**Authorized Representative Phone**
Applicant Contact Email	**Authorized Representative Email**
Applicant Contact Address	**Authorized Representative Address**

Project Summary

Please provide a Project Summary of no more than five sentences including the project location, acreage, purpose, partners, and estimated cost.

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Project Description

Provide a brief overview of the project including why the project is a priority, project acreage, proposed treatments (Category One) or planning approach (Category Two), timeframe, and the expected natural resource and community benefits. If SNC would be funding only a portion of a larger project, please clearly identify how and where SNC funds would be used. Proposals for Category Two planning projects should describe both the planning effort and the specific potential future implementation project.

Provide a general overview only, no more than two pages. A more detailed Project Description will be required in the Full Application.

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Project Location and Map

Following the upload link and instructions in the Welcome email, please upload:

1. *A Project Location Map in .pdf format.*
    *   *For Category One grants the map should clearly delineate where SNC funds will be used and, if the proposed SNC activities are part of a larger project, approximate boundaries of that larger project.*
    *   *For Category Two grants the map should identify where pre-project activities will be focused and the potential location of the future implementation project.*

2. *Photographs of the project site - no more than 6. All photos must be labeled and compiled into one .pdf document.*

In addition, please list or succinctly describe the project location in the space below, including
- o *the county*
- o *nearby communities and public lands*
- o *the watershed in which the project is located*
- o *any downstream beneficiaries of the project*

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Project Workplan and Schedule

Please provide a general workplan with anticipated schedule and potential deliverables. Identify who may implement various project activities (i.e. grantee, federal agency, county).

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Proposed Budget

Please complete the general budget chart below with anticipated costs requested within the proposed SNC grant. Include staff time and all expenses directly related to the project as direct project costs (Management, Implementation, or Other). Administrative Overhead refers to shared overhead expenses and may not exceed 15% of the direct project costs.

In the Additional Project Costs line include additional funds or in-kind from sources other than SNC directly invested into this specific project, within this workplan and time frame. These resources may be included as one lump sum or identified from different sources, if known.

NOTE: In the event of an audit, projects with budgets that include administrative costs must be able to document the appropriateness of these expenses. A typical method for documenting administrative overhead expenses is a Cost Allocation Plan (CAP): a formal accounting plan used to calculate and document the method for recurring overhead costs. SNC strongly recommends that grantees consult with an accounting professional to develop an appropriate method for calculating an overhead rate and prepare a CAP.

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Activity	Anticipated Cost
Project Management	$
Project Implementation	$
Other	$
Administrative Overhead *(no more than 15% of total project cost)*	$
Total SNC Grant Request	$
Additional Project Costs *(Funds or in-kind from sources other than SNC directly invested into this specific project, within this workplan and time frame)*	$
Total Project Cost	$

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Partners and Community Support

Please identify who project partners are, if the project is part of a larger plan or collaborative effort (i.e. an Integrated Regional Watershed Management Plan, Community Wildfire Protection Plan, Forest Health Collaborative, etc.), and if there is known opposition to the project.

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Land Ownership and Restrictions on Land Use

Please identify all legal property owners and land managers within the project area, as well as any property easements or other restrictions that may impact the project.

Please note that the Full Application will require letters of support from all landowners. Category One applications will be required to include a draft land tenure agreement and acquisition projects will be required to include a willing seller letter. The grant agreement will require a formal land tenure agreement with all landowners giving permission for the project. SNC can provide sample land tenure agreements for private and public properties.

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Environmental Compliance

SNC requires that all projects comply with the California Environmental Quality Act (CEQA) at the time the SNC Governing Board authorizes a grant. Since the complexity of CEQA compliance will vary depending on project activities, it is important to consult with SNC staff as early as possible to discuss which documents may be required in a full application. A project will only be eligible to submit a Full Application if SNC determines there is a reasonable expectation that CEQA compliance will be completed in sufficient time for Board consideration. In addition to CEQA, projects subject to National Environmental Policy Act (NEPA) must be NEPA compliant.

Note: In the Full Application, projects not exempt from CEQA must identify the Lead Agency for CEQA and provide documentation from that Agency confirming intent to serve as Lead. Applicants may request that SNC serve as Lead Agency if there is no other organization with standing to serve as Lead, but this request must come during the Pre-Application process.

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Brief Description of CEQA Status. *If not exempt from CEQA, please identify the potential Lead Agency or if applicant is requesting SNC serve as Lead Agency*.

Brief Description of NEPA Status, if applicable

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Uploads

Instructions and a link to SNC's upload portal were included in the Welcome email. Please check the boxes below to confirm that the following uploads will be submitted. All uploads are limited to 5MB and the document name must include the project number. SNC appreciates if they are compiled into one pdf for uploading, but will accept separate documents.

☐ Completed Pre-Application form. The form may be uploaded in the existing Word document format or saved as a .pdf and compiled into one .pdf document with the map and photos.

☐ Project Location Map (.pdf format)
- For Category One grants the map should clearly delineate where SNC funds will be used and, if the proposed SNC activities are part of a larger project, boundaries of that larger project.
- For Category Two grants the map should identify where pre-project activities will be focused and the location of the potential future implementation project(s).

☐ Project site photos. Please upload no more than 6 photographs of the project site. Photos must be labeled and placed into one .pdf document. The photo document may be combined with the map and Pre-Application form into one document.

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Site Visits

SNC will conduct site visits for all Category One Pre-Applications to provide a greater understanding of the project for SNC and assist in developing the project and the Full Application. Key participants include a representative from the applicant organization (required), technical expert(s) associated with the project, landowner(s), and appropriate SNC staff. All site visits will be limited to a maximum of two hours and may occur during inclement weather. It is important to have a confirmed site visit date set as soon as possible. SNC will contact applicants after submission of the Pre-Application to schedule a visit. SNC aims to complete all site visits before September 15, 2018.

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Considerations for a Future Full Application

Please check the boxes below to confirm awareness of the following requirements __if__ projects are deemed eligible to submit a Full Application. **These are NOT requirements for the Pre-Application**.

☐   Under Proposition 1 and Proposition 68, applicants for Category One implementation projects are required to consult with the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC) to determine if it is feasible for the Corps to play a role in the project. Projects that only include planning or property acquisition are exempt from this requirement. The Corps have an email consultation process in place that takes five business days to complete. Please see the CCC website and CALCC website for more information about the process, or contact the CCC and CALCC at Prop1@ccc.ca.gov and inquiry@prop1communitycorps.org. Applicants will be required to submit the email consultation as part of the Full Application.

☐   SNC strongly encourages Native American engagement with projects. In the Full Application, all applicants will be required to demonstrate that appropriate Tribal representatives were notified of the project. SNC can assist applicants with identifying Native American Tribes whose ancestral homelands may be in the project areas and contact information for those Tribes.

☐   The Full Application will require letters of support from all landowners as well as a draft copy of the proposed land tenure agreement for Category One projects. If the project is awarded, a signed formal land tenure agreement with all landowners giving permission for the project must be submitted before the grant agreement can be executed. SNC can provide sample land tenure agreements for private and public properties.

☐   The Lead Agency responsible for CEQA compliance must be identified in the Full Application with documentation from that Agency confirming intent to serve as Lead. Applicants may request that SNC serve as Lead Agency if there is no other organization with standing to serve as Lead. This request **must** come during the Pre-Application process. The project will only be eligible to submit a Full Application if SNC determines there is a reasonable expectation that CEQA compliance will be completed in sufficient time for Board consideration.

☐   The full application will require a description of the long-term management and sustainability of the project. Category One projects must be maintained for a minimum of ten years, and SNC must have permission to monitor the project site for 25 years.

☐   SNC will establish a GIS record of the project location. SNC staff will work with applicants to develop or transfer GIS files.