

Knowles-Nelson Stewardship Grants  
Fiscal Year 2013  
APPLICATION APPENDIX A

Dear Applicant,

Thank you for your interest in Knowles-Nelson Stewardship Grants.



Stewardship grant applications are big undertakings. Please make yourself familiar with the process, which projects are eligible for Stewardship funding, and the terms and conditions that accompany Stewardship grants. That information is available on the department website and from regional Community Service Specialists (CSS).

<http://dnr.wi.gov/org/caer/cfa/LR/Stewardship/NCO/nonprofit.html>

**Nonprofit Conservation Organizations (NCOs) applying will need to complete and submit:**

- Application (Form 8700-259) and all required attachments, which include:
- A self-scored copy of the project ranking criteria
- A Project Description – see p. 2
- A Land Management Plan – see p. 3
- A Second Appraisal Request Packet – see p. 6
- A Resolution from your Board of Directors – see p. 7

Please read all of the above-mentioned carefully as they have been revised slightly from the previous grant cycle.

The **NCO Grant application deadline for fiscal year 2013 awards is February 15, 2012.** This is a firm deadline. In an increasingly busy grant cycle, DNR staff cannot make exceptions.

**Project Scoring Criteria** have been revised thanks to helpful input from many sponsors. **We are asking sponsors this year to score their own projects and submit a copy with the application.**

Evaluation and approval of Stewardship grant applications are extensive processes and take several months. **If your project is selected for funding, you will be notified in May, 2012.** Pending further review of selected projects, the **Department will make grant awards beginning late summer, 2012.**

Please be in contact with your regional CSS with information about potential Stewardship projects and questions about applications.

From all the Stewardship grant staff, thank you for your valuable partnership to protect Wisconsin's outdoor treasures.

# Knowles-Nelson Stewardship Grants

## Project Description

The Project Description should be a snapshot of essential property information and a description of the ecological context of the property. The accompanying Land Management Plan is for more detailed description of the conservation and recreational plans for the property.

Many different DNR staff members review Stewardship grant applications. As project applications move through several personnel and DNR program offices, the project description provides important context for the project details described in the application form and Land Management plan. It is your responsibility to ensure that the project description together with the information you provide in your submitted ranking criteria and Land Management Plan provide Department staff a complete understanding of your project.

**At a minimum**, your project description should include the following items (please submit information with the headings and in the order of the list below).

1. **Landscape description:** Please generally describe the property and the conservation values will this acquisition/easement project. Please note especially important communities, natural features, species, etc.
2. **Surrounding Landscapes.** Is this project contiguous to other protected property or adjacent to residential development, etc?
3. **Is this part of a larger project previously approved by the Department?** Name the project, describe the purpose of the large project area, and include a copy of the DNR's approval if available.
4. **Partnerships.** Are you working in partnership to conserve this parcel or the larger project? Include organizations contributing financial or land management support.
5. **Supporting Plans.** List any land use or resource protection plans the project supports. Explain how the project implements recommendations in the plan. For example, indicate if the site is listed in the, *Wisconsin Land Legacy Report*, or the *Wildlife Action Plan*. **Please Be specific and attach relevant portions** of the plan/s.

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Developing a Land Management Plan

The purpose of the land management plan (LMP) is to describe current conditions of the property and explain any future activity intended to preserve and/or improve the conservation values on the property. This document should fill in specific details not described in the Project Description (see above), and will be used to rank your project against competing applications. Final approval of the Land Management Plan will occur after applications have been tentatively selected for grant awards.

It is important that your LMP describe practical objectives that your organization or partners will have the capacity to pursue. This plan and any future revisions to it become by reference part of the legal contract accompanying a Stewardship award. Unlike the Grant Contract which is a recorded document, the LMP is expected to change over time as conditions on the property or management practices change.

**NOTE: If this property is within the purview of a previously-approved State Natural Area management plan** or other Department-approved master plan, please indicate which plan and whether or not the subject property will be managed in accordance with that plan.

Even if project and management goals are identical to the larger plans', please *do* provide a description of the current condition of the property, and any important property-specific LMP details per the questions below (your plans for demolition of any existing buildings, development of a trail on the property, plans for any crop leases, wetland restoration, etc.).

Please also note that in many cases, the existing LMPs for State Natural Areas have now-outdated statements about public access. The *Public Access and Acceptable Uses* (Form 8700-322) accompanying this application must represent the sponsor's plans for public use of the subject property of this application. The public access conditions with which any grant is ultimately awarded will become part of the recorded contract and will supersede any public access described in the existing, larger LMP.

**NOTE: If it is your intention to transfer this property to the DNR** within a year of taking title, you do not have to describe future plans for the property in questions 2b, 3b, 4, 5 and 6. Be advised that should the DNR be unable to accept the transfer, a complete LMP will need to be revised and approved.

## **LMP Essential Ingredients**

At a minimum, your Land Management Plan must include the following sections (please submit this information in the order and with the headings listed below):

1. **Primary goals of the project.** Develop concise statements explaining the goals and public benefits of the project, why the site should be preserved, and how it will be managed. This statement must describe the conservation values that are being protected by this purchase.

## **2. Improvements and structures.**

**A.** Provide a general description of any *existing* physical improvements and structures. These might include: trails, parking areas, signage, interpretive displays, boardwalks, bridges, boundary markers, picnic grounds, buildings, athletic facilities, waterway modification devices, restrooms, and roadways. These should be marked on the attached site plan.

**B.** Describe any *proposed* physical improvements and structures. These might include: trails, parking areas, signage, interpretive displays, boardwalks, bridges, boundary markers, picnic areas, waterway modification devices, restrooms, roadways, etc. These should be marked on an attached conceptual future site plan.

Please identify public access points and plans for vehicle parking if there is not a designated parking area.

## **3. Ecological issues on the property.**

**A.** Describe any problems such as exotic species, erosion, over-grazing by deer, contamination, debris that needs to be removed, environmental intrusions such as overhead power lines, trespassing issues, etc. Please also describe if adjacent properties will cause ecological issues with the subject parcel.

**B.** Describe any plans to eliminate or reduce the effects of the problems listed above.

## **4. Land management goals and practices.** Describe general land management goals for the property and the practices that will be followed to meet them and conserve the natural resources of the site. Goals may include:

- Preservation of specific ecological communities and any features or species of special concern.
- Protection of and/or improvements to any water bodies on or adjacent to the property, such as ponds, lakes, streams, wetlands, etc.
- Any site enhancement and or restoration plans.
- Control of any invasive species or other ecological issues listed in question 3 above.
- Any other management goals for this property.

## **5. Implementation.**

- Identify proposed time line for implementing key management activities and priorities.
- What ongoing maintenance activities will be needed (such as trash removal, surveillance, vehicle/visitor control, exotic species removal, controlled burning, etc)?
- Who will be responsible for maintaining the property and implementing the plan?
- Describe any partners who will play an active role and attach any existing third party management agreements.

## **6. Monitoring.** Describe plans for maintaining oversight and control of the property and for assessing progress in meeting management plan objectives.

**Maps and data.** Please Attach:

- Species List if you completed a biological survey of the property.
- If this is part of a “Big Scope” project including multiple parcels, attach a project map with proposed boundaries for the entire project.
- Site plan map – showing existing developments and structures, boundaries, roads, overhead power lines, etc.. Sample maps are available on the web <http://dnr.wi.gov/org/caer/cfa/LR/Stewardship/NCO/NCOappforms.html>
- Conceptual future site plan, if applicable

**Knowles-Nelson Stewardship Grants**  
**SECOND APPRAISAL REQUEST FORM**

If you anticipate that your project will appraise over \$350,000.00 state statute requires that you provide one appraisal and that the DNR obtain its own independent appraisal. You will need to provide the following information to your Regional Customer Service Specialist (CSS) as soon as you are certain you will apply for a Stewardship grant. Please compile all of the following and submit with this cover sheet.

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

Project Name: \_\_\_\_\_

- Rights to be appraised: Fee\_\_\_\_\_ Easement\_\_\_\_\_
- A narrative description of the proposed purchase.
- A copy of the first appraisal (if available) or the name and address of the appraiser and the date the appraiser will use as the valuation date.
- Name and telephone number of landowner and street address of property to be appraised.
- Plat map with property outlined.
- Full legal description for proposed purchase.
- Legal description for any remaining land retained by the landowner after the proposed acquisition.
- Survey, if available.
- Current or previous year's tax bill (available at county register of deed's office).
- Deed of current owner (available at county register of deed's office).
- Applicable local zoning and land use per county planning & zoning office, including minimum lot size.
- Information known about existing encumbrances (title commitment if available) – leases, government programs, easements, etc.
- Property Condition Report or Environmental Hazards Report
- What funding sources will you use to purchase the property: state Stewardship funds, federal NAWCA funds etc.
- Is the property presently listed with a realtor or is there any asking price. Are there any accepted offers or signed options to purchase?
- Copy of draft conservation easement (if applicable)

**RESOLUTION  
REQUESTING A STEWARDSHIP GRANT**

RESOLVED, that the \_\_\_\_\_  
(Board of Directors or other authorized governing unit)

of the \_\_\_\_\_  
(Name of organization)

headquartered at \_\_\_\_\_

HEREBY AUTHORIZES \_\_\_\_\_  
(Name and title)

to act on its behalf to submit an application to the Wisconsin Department of Natural Resources for financial assistance under the Stewardship Program for the

\_\_\_\_\_  
Name of Project

to sign documents; and to take action necessary to undertake, direct, and complete an approved Stewardship project.

BE IT FURTHER RESOLVED THAT the \_\_\_\_\_  
(Name of organization)

recognizes and acknowledges the long-term ownership and management responsibilities of the Stewardship Program, will comply with all Stewardship laws and regulations and will meet its obligations under the Grant and Management Contract for the project.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

I hereby certify that the foregoing resolution was duly adopted by

\_\_\_\_\_ at a legal meeting held  
(Name of organization)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Authorized signature \_\_\_\_\_

Typed or printed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_