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**2020 Hampton Street ▪ Room 3063A ▪ Columbia, SC 29204**

**(803) 576-2083**

**APPLICATION FOR FY 2018-19**

**COMMUNITY CONSERVATION GRANTS**

**Deadline for receipt of application is 5:00 pm on February 5, 2018.**

**1.** **APPLICANT**

Applicant (organization, agency):

Contact person:       Daytime phone number(s):

Address of applicant:

E-mail:       FEIN:

Property Owner (if different than applicant):

Address:

Daytime phone number(s):       Email:

Project Manager (if different than Contact Person):

Project Manager Telephone:       Email:      

Fiscal agent contact information, if different from applicant:

**2**. **PROJECT NAME**

Name of project:

Location:

Tax Map Number:       County Council District:

**3. AMOUNT OF REQUEST** RCCC:       Match:       Total:

**4. PROJECT DESCRIPTION**

A. What is the environmental/conservation issue of concern and the baseline condition?

B. What are the objectives and the primary activities of the project?

C. What are the results/final product(s) from this project? How will outcomes be measured?

**5. PROJECT JUSTIFICATION**

A. What innovative approaches will be used? How will the project act as a catalyst for other conservation projects within Richland County?

B. How will the project be funded or maintained beyond the grant period?

C. How will this project benefit the public? Is public access allowed?

D. For educational projects, who is the primary audience and how will educational materials be distributed?

**6. PROJECT PERSONNEL**

A. Name of the project manager:

List his/her qualifications to manage the project

B. List names and companies of professional consultants (landscape architect, registered engineer, etc.) and/or licensed contractors:

C. Will students or volunteers be involved with the project? Yes No

If yes, what is their role and who will train and supervise them?

D. What permits will be required? Building, Land Disturbance, Site Development, etc.

How was this determined?

**7. BUDGET AND MATCH**

A. Use the budget template provided. **Be specific**. Include a budget narrative on a separate sheet to further explain categories and how charge was determined.

B. Attach a separate written statement signed by the appropriate authority affirming that matching funds are available and committed to the project.

C. List all RCCC grants the organization has received within the last five years; include amount, year and project name.

**8. TIMELINE**

Provide a schedule for completion of each of the activities proposed (activities cannot begin before the grant agreement is signed in mid-July).

**Important:** if the project is being done in multi-year phases, indicate timeline and estimated costs for each phase.

**9. ADDITIONAL INFORMATION**

A. Enclose a map showing the location of the property.

B. Submit photos on CD or email to [stonecollumn@rcgov.us](mailto:stonecollumn@rcgov.us)

C. Letters of support from partners are welcome.

**10. ASSURANCES**

A. Applicant agrees to sign a Funding Agreement with RCCC and understands any and all funds expended on this project prior to execution of the funding agreement are ineligible for reimbursement or to be credited to the required 20% match.

B. Applicant will seek three (3) or more quotes for purchases of goods and services to ensure they are procured at a reasonable cost.

C. Applicant agrees to post a sign and/or acknowledge RCCC on appropriate materials, websites, etc.

D. Richland County Conservation Commission (RCCC) reserves the right to make recommendations concerning consultant selection.

**The Applicant’s signature below certifies acceptance of all of the above conditions and attests the information provided is correct and accurate.**

Printed Name of Authorized Official and Title

Signature of Authorized Official

\_\_\_\_\_ Date

**Budget Template**  (add more lines/pages as needed)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RCCC Community Conservation Grant Project Expenses** | | | | | | |
| **Expense Category** | **RCCC Funds Requested ($)** | **Cash Match ($)** | **Source of Cash Match** | **In-kind Match ($)** | **Source of In-kind Match** | **Total ($)** |
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| **Total Project Costs** | **$** | **$** |  | **$** |  | **$** |

\* 20% match does not need to be applied to every category

**APPLICATION CHECKLIST**

**(include with original application only)**

**Required Elements**

Complete each section of the application. Do not change format. Look up your County Council District on [www.rchlandmaps.com](http://www.rchlandmaps.com)

Use budget template provided and include a budget narrative. **Be specific**; use as much space as needed.

Application must be signed by an authorized official, i.e. Executive Director, Chairman of the Board.

Attach letter of commitment for 20% match.

Attach current Secretary of State Charitable Organization Registration letter (governmental agencies and churches excepted). This is **NOT** the IRS 501(c)(3) letter **NOR** the Sec. of State Incorporation Certificate.

Attach supplemental information to explain the project, i.e. photographs and map. Photos should be sent electronically to [stonecollumn@rcgov.us](mailto:stonecollumn@rcgov.us) or included on a CD. Do not embed photos in a Word document.

**Optional**

Include Letters of Support, if desired

**Application Packet**

Submit one (1) signed original application and six (6) copies (total of 7); submit an electronic version to [stonecollumn@rcgov.us](mailto:stonecollumn@rcgov.us)

Secure each application with a staple, paper clip, or binder clip. NO report folders or 3-ring binders.

**Applications are due in the office by 5:00 pm on February 5, 2018.**

Richland County Conservation Commission

Attn: Nancy Stone-Collum

2020 Hampton Street, Suite 3063A

Columbia, SC 29204