Resources and Frequently Asked Questions

Capacity Building Grants Resources

California Council of Land Trusts Website
https://calandtrusts.org/

Pathways to 30x30 Strategy
https://www.californianature.ca.gov/

Natural and Working Lands Climate Smart Strategy
https://resources.ca.gov/Initiatives/Expanding-Nature-Based-Solutions

California Department of Conservation, Climate Smart Lands Management Program
https://www.conservation.ca.gov/dlrp/grant-programs/Pages/Climate-Smart-Land-Management-Program.aspx

Frequently Asked Questions

1. How do I describe my project's location for capacity building? Or for a proposal that will cover multiple locations?

   In this case, please use your organization's address, or similar organizational reference.

2. Where can I find my State Senate and State Assembly District?

   Go to the following website and enter your address to find both Senate and Assembly representatives. *https://findyourrep.legislature.ca.gov/*

3. How is a land trust defined for eligibility requirements?

   A land trust is a nonprofit organization whose principal purpose and activity is the direct protection and/or stewardship of land and water resources and/or the preservation, protection, or enhancement of land in its natural, scenic, historical, agricultural, forested, or open-space condition or use. This purpose is reflected in its articles of incorporation, by-laws, and mission/purpose statement. More information about land trusts can be found in CCLT's Membership Qualifications.

4. My small land trust just needs resources to develop our own internal capacity. Can we apply on our own without partners?

   Yes! Applications that build internal land trust capacity, but do not include partnerships or collaborations are welcome and encouraged and will not be penalized in scoring.

5. For Partnership Proposals, if successful, must the partnering entity subcontract with the eligible land trust or can it contract directly with the California Council of Land Trusts?

   There are several potential contracting arrangements for Partnership Proposals. Options will be discussed and evaluated during the grant agreement process if a project is recommended for funding.

6. What does "rolling deadline" for partnerships with Tribes or Tribal organizations and/or underserved community organizations mean?

   CCLT understands that partnership building takes time, as does securing approvals from Tribal governments or from leadership in organizations with limited capacity. Therefore, we have concluded that there will not be a specific deadline for the following specific applicants:

   - *Native-led Land Trusts*

   - *Land trusts partnered with a Tribe or Native-led organization*

   - *Land trusts partnered with a community organization that represents an underserved community*

   CCLT has reserved 15% of available funding for partnerships with underserved community organizations and 15% of funding for Native-led land trusts or partnerships with Tribes or Native-led organizations. This reserved funding will be awarded on a rolling basis as applications are received and evaluated.

   In order to be as equitable as possible with this process, we are asking all applicants who will need additional time to contact the Program Director to alert us of your intent to apply no later than September 20, 2024 so that we can determine the interest in this reserved funding.

7. What is an underserved community organization?
   A historical underserved community organization or California designated Severely Disadvantaged Community (SDAC) or Disadvantaged Community (DAC), can be defined and documented by using one of the following tools:
   - *Department of Water Resources Disadvantaged Community Mapping Tool (https://gis.water.ca.gov/app/dacs/)*

- *Cal Enviro Screen 4.0
  (https://experience.arcgis.com/experience/6b863505f9454cea802f4be0b4b49d62)*

- *Climate and Economic Justice mapping tool
  (https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5)*

If you feel that none of these tools appropriately describes your organization and community, please reach out to the Program Director to discuss your specific scenario.

8. My organization needs capacity building, but we don't even have the capacity to apply for this capacity building program. Can you help us complete the application?
   Yes! Please reach out directly to the Program Director for assistance.

   Karin Winters, Program Director, California Council of Land Trusts
   E-mail: grants@calandtrusts.org   Phone: 916-497-0272 x2
   Book a meeting: [Book time with Karin Winters: 15 minutes meeting](#)

9. Do I have to contact CCLT before I apply?
   We strongly encourage <u>all</u> applicants to contact the Program Director at least once before applying to discuss your proposal. If you intend to apply under the "rolling deadline" you <u>must</u> contact the CA Onward Program Director by September 20, 2024.

10. I need funds to conduct an appraisal and complete due diligence work on a potential easement or acquisition. Can I apply for funds under this program?
    These Capacity Building Grants are targeted towards building and sustaining capacity and expanding and increasing the diversity of land trusts and their partners. CCLT has launched another grant program, [Project Advancement Grants for Land Trusts,](#) , funded by the Wildlife Conservation Board, that will focus on project development, transactions, and implementation. That program is better suited to support appraisals and due diligence costs.

11. While you can't apply for restoration projects, can you apply for restoration project planning? Will this grant program be able to support restoration project planning?
    Yes, if you can tie your project to the goals of NWLCSS and/or 30x30 implementation. We recommend you take note of the guidance under the category for Strategic Planning that can be found [here](#) and which better describes planning projects that will be considered for funding.

12. This year, we received a DOC SALC Capacity Grant. Does that effect our eligibility for this grant?
No. This is a separate program.

13. Could funds be used for Tribes to establish new 501c3 Land Trusts?
Unfortunately, no, unless they are applying in partnership with an existing land trust. However, we are planning for training for Tribes and Native organizations around how to establish land trusts.

14. Can funds be used for software (remote sensing) and/or printing (community outreach/maps)?
Both software and printing costs are considered administrative costs under this grant and should be covered through your indirect or overhead rate. Acceptable expenses under this grant include direct costs (staff and consultant time), travel costs (excluding meals), and permitting. All other expenses are considered administrative and should be covered through your indirect or overhead rate.

15. Is the land trust allowed to receive an administrative fee from the grant?
Yes, land trusts can receive up to 20% indirect or overhead under this program. This rate must be included within your budget.

16. Can we apply for both the Capacity Building and the Project Advancement grants?
Yes, absolutely. However, you may only submit one application to each program.

17. In the Building and Sustaining Partnerships section it says, "The partners should submit a joint proposal." Can you explain the joint proposal process more?
A joint proposal is just one project proposal co-developed between partners. It should be submitted only once by the lead applicant.

18. Are fringe benefits considered part of direct costs?
Fringe benefits for staff should be included in the staff rate in your budget. The rates for staff should be the fully burdened cost of staff. In addition, you may include an administrative overhead or indirect rate in your overall budget.

19. Can we add maps and additional documents to help tell our story?
Not in the initial application. If we have questions about your proposal, we will reach out for more information.

20. Can you share more about the structure of the reimbursement grant? Specifically, when a task is invoiced, how long does it take for an organization to receive reimbursement? Where/when do we apply for the 20% advanced payment? Is this awarded on a limited basis as an exception to the normal arrear's payment process?

All grant recipients will be eligible for up to 20% advance funding, while some recipients may be eligible for additional advance. Beyond the initial advance, we anticipate that reimbursement will be quarterly, and will be within 60-75 days of receipt of invoice. If this delay puts a burden on your organization, we will work with each recipient one on one to determine the most equitable structure for payment within the confines of our funding.

21. I know sometimes urban projects can be excluded from conservation land and working lands opportunities. I'm wondering if that's the case here?
Urban projects are not excluded from this funding, as long as you can relate your project to the goals of 30x30 and/or NWLCSS.

22. Will grant awards be solely based on scoring or will they also take into consideration supporting all regions of California?
Grant awards will be based on both scoring and other criteria related to CCLT's overall goals around geographic representation, equity, and focus areas.

23. The guidelines and website say that "Funding is limited and will be provided as applications are received and evaluated." Does this mean I need to drop all my work and get my application in as soon as possible?
No. Applications are due September 20, 2024 with the exception of those eligible for the rolling deadline. No application will be evaluated prior to September 20, 2024.. This statement only refers to applications received after the grant due date that are eligible for the rolling deadline for Native-led land trusts or partnerships with Tribes, Native-organizations or underserved community organizations.

24. My project is not an acquisition project, nor am I applying for additional grant funds. How can I "leverage" this grant in other ways?
We strongly encourage <u>all</u> applicants to consider and describe both the direct and the indirect benefits that these grant funds may provide to your organization. Think expansively throughout your organization and your community.
    - *What outcomes will your project lead to?*
    - *How many community partnerships will you be able to build?*
    - *Of those partnerships, how many are underserved or disadvantaged?*
    - *What other funding – in kind or $$ - will you be able to access when you have more capacity?*
    - *What other funding will you be able to access through your partnerships?*
    - *What planning processes will lead to future expansion or capacity?*

- *What new grant applications will you be able to access?*
- *Will a new staff person or consultant free up existing staff to do more or different work? In what ways?*
- *How will these funds ripple through your organization and community?*

25. Can I include the cost of computer software or hardware as a line item in my budget?
If you are proposing to hire new staff as part of your project, you may include appropriate computer hardware as a line item. Software costs or licenses are not eligible as a line item but should be included as part of your administrative overhead rate.

26. Is there a standard rate to apply to in kind volunteer work?
Yes. $38.61 per hour per https://independentsector.org/resource/value-of-volunteer-time/

27. How much time should we budget for project management?
You should budget at least 2 hours each quarter for cohort meetings. You should also budget an appropriate amount of time to develop ~1 page report on grant progress, complete a corresponding quarterly task-based invoice, meeting with the program director, and completing a more in depth final report.

28. How does the reimbursement process work? Are all line items, including labor for outside vendors and materials, going to be invoiced?
Yes, all line items must be invoiced for reimbursement.

29. When we invoice does it have show how much time/expenses are applied to each task identified broken out as line items?
Yes. So please keep your Tasks simple and straightforward, as all invoicing and reporting will need to be done on a Task by Task basis, and your budget and Work Plans that outline your tasks will be incorporated as part of your contract.

30. Is there a potential for a longer grant agreement period than two years? Are extensions available?
No. All grants must be completed by October 2026.

31. How do I access the Work Plan and Budget Worksheets templates?
On the [grant application page](), you will click on the orange highlighted text Work Plan, Budget Worksheet A, and Worksheet B, which will open up a Google Sheet with three

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tabs or worksheets. You can download those sheets in your preferred file format by clicking on File >> Download. If you can not download these files, please email us and we can provide them to you.

This document will be updated as more questions surface.

8/30/24