

## Vermont Housing and Conservation Board

**GUIDELINES FOR THE AWARD OF  
ASSOCIATED COSTS FOR  
NON-FARM CONSERVATION PROJECTS**

The Board's enabling legislation encourages the use of private or other funding sources in completing eligible projects. It is the policy of the Board to leverage, to the greatest extent possible, other sources of funding so that the public funds available to the Board can be used to complete the greatest number of eligible projects. While the Local Conservation Program is the only VHCB program with a prescribed match requirement, the Board encourages leverage on all types of projects including the donation of in-kind services, cash, bargain sales, land or easements. At the same time, the Board recognizes the need to cover reasonable associated costs for those projects which are unable to access additional funding sources. The Board may award grants for the purpose of developing projects and to cover reasonable associated costs based on the following guidelines.

**PRE DEVELOPMENT GRANTS**

## 1. Project Feasibility Fund

Staff may grant applicants with up to \$10,000 from the Project Feasibility Fund to assist in the early phases of development. General planning projects are not eligible for these funds. (See Project Feasibility Fund Policy.)

## 2. Project Related Capacity Grants

In unusual circumstances, the Board may award a Project Specific Capacity Grant when funds are needed to support staff and to conduct feasibility work prior to submitting an application. Applicants must demonstrate to VHCB staff satisfaction that site control has been secured prior to the award of feasibility funds. General planning projects are not eligible for these funds. (See Organizational Development Grants Policy.)

**NON-FARM ASSOCIATED COSTS GRANT GUIDELINES**

The Board encourages applicants to provide in-kind services to the greatest extent possible and encourages the use of other sources to fund associated costs. The amount of other funding or the extent to which VHCB funds have leveraged donations of services or interests in land may improve the chances of being funded by the Board.

The following guidelines illustrate the maximum amount of costs associated with conservation projects which can be included in VHCB budgets, provided that such costs have not been covered by other VHCB funding programs:

1.	Staff costs	up to	\$5,500
2.	Legal/closing costs	up to	\$3,000
3.	Mapping/Documentation	up to	\$1,200
4.	Stewardship endowment	up to	\$5,000 <sup>1</sup>
5.	Appraisals	up to	\$2,500

Additional line items such as surveys or management plans may be approved when the Board finds such work is required to complete a project.

The Board will use these fee levels as a guideline and reserves the right to evaluate all project requests on a case-by-case basis. VHCB staff will have the flexibility to recommend additional funds on projects that are particularly complicated (such as those with complicated titles, multiple parcels, multiple towns or similar complications).

Please use the attached budget format.

<sup>1</sup>For those organizations which participate in stewardship programs approved by VHCB staff.

Vermont Housing and Conservation Board  
**CONSERVATION PROJECT BUDGET**  
**INCOME AND EXPENSES**

<b>INCOME</b>		<b>EXPENSE</b>			
			<b>VHCB</b>	<b>Other</b>	<b>Total</b>
VHCB Funds	_____	Easement	_____	_____	_____
Town Funds	_____	Grantee Staff	_____	_____	_____
Foundation Funds*	_____	Mapping/			
Other Funds*	_____	Documentation	_____	_____	_____
Bargain Sale	_____	Closing Costs	_____	_____	_____
Easement Donation	_____	Stewardship			
In-Kind Donations	_____	Endowment	_____	_____	_____
Federal Funds	_____	Value Donation	_____	_____	_____
		Other Expense*	_____	_____	_____
<b>TOTAL</b>	_____	<b>TOTAL</b>	_____		

\*Describe

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**PRE-DEVELOPMENT COSTS TO VHCB**

Describe any predevelopment costs already funded by VHCB not included in above expenses (Feasibility Grant, appraisal)

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TOTAL PRE-DEVELOPMENT COSTS: \_\_\_\_\_

**VALUE OF DEVELOPMENT RIGHTS/ACREAGE CONSERVED**

Appraised value of easement to be purchased	_____
Purchase price of easement	_____
Number of acres conserved	_____
Price per acre	_____
Value of donated easements	_____
Number of donated acres conserved	_____
<b>TOTAL ACRES CONSERVED</b>	_____
<b>TOTAL PRICE PER ACRE</b>	_____