

## Stewardship Assistance Program Guidelines

### **Stewardship Assistance Program Overview**

Marin Agricultural Land Trust's (MALT) Stewardship Assistance Program (SAP) provides grants to farmers and ranchers with a MALT easement. We fund and support projects to plan, design and implement conservation practices that increase agricultural productivity, improve soil and water quality and build ecological health.

### Funding Guidelines

1. Maximum grant amount is \$20,000. Applicants who are working in partnership with another agency are eligible for a grant of up to \$50,000.
2. Projects **must be completed as indicated** in the executed Grant Agreement. MALT will follow up three months after project approval if we have not heard from the grant recipient. MALT reserves the right to rescind funding if the project is not completed by the date indicated in the executed Grant Agreement.
3. Proposals must include an estimated project cost and budget, preferably with quotes or bids for the proposed project work (see grant proposal form for more information).
4. Successful proposals include a grant recipient cost share of at least 15% of the total project cost. The 15% cost share is calculated from the total project cost once the project is completed. For example, for a project that costs \$15,000, the grant recipient will be reimbursed \$12,750; for a project that costs \$30,000, the grant recipient will have maxed out the grant amount at \$20,000).
5. Grants will fund materials and labor that are used for the specific project outlined in the Grant Agreement. Labor completed by the grant recipient, family member or non licensed employee will be reimbursed at a rate of \$33/hour.
6. SAP is a reimbursement program. No grant will be paid out until the project is complete, MALT has confirmed project completion, and project standards have been met, as defined in the Grant Agreement.

### Eligibility

SAP grant applicants must meet ALL of the following eligibility requirements:

1. Grant recipient/landowner approval or proof of right to manage the land is required for all applicants.
2. Agriculturalists engaging in commercial agriculture (i.e., producing food and/or fiber products for sale) in Marin County on land with a MALT conservation easement are eligible for this grant.
3. Applicants may be awarded only one (1) SAP grant per fiscal year (July 1 - June 30). MALT will consider multiple applications for the same property submitted by different agricultural operators of the land (e.g., a landowner and a lessee). SAP recipients still are

eligible for funding from MALT's Small Grants Program for different projects, if applicable (limited to one (1) small grant per fiscal year).

4. Due to a limited funding pool, MALT requests applicants only apply if the financial resources are needed.
5. SAP funding is available to new projects that have *not* been started prior to execution of the Grant Agreement.
6. No project may receive more than \$50,000 per fiscal year.

#### Proposal Deadlines

- MALT will accept proposals on a rolling basis.
- Technical assistance is available by appointment Monday through Friday from 9am to 5pm.

#### Proposal Evaluation

1. Projects are evaluated to the degree that they advance MALT's mission and the goals of the Stewardship Assistance Program to preserve agriculture, protect biodiversity, connect our community, and/or build climate resilience.
2. All eligible proposals will be evaluated by a review committee composed of MALT staff.
3. Proposals will be evaluated, scored, and ranked by the selection criteria found in Exhibit C.
4. MALT staff may visit the proposed project site as part of any project proposal evaluation.
5. Proposals will be reviewed and all applicants will be notified of their proposal status within thirty days of receipt of application. A non-exhaustive list of potential projects can be found in Exhibit A. All necessary permitting must be pursued by the applicant as part of the project.

#### Grant Awards

1. MALT will enter into a Grant Agreement with the grant recipients (and landowner, if different).
2. The Grant Agreement will include a detailed project scope, deliverables, timeline, the grant amount, and property owner approval.
3. Funding reimbursement will occur upon successful implementation of the proposed project, as determined by MALT staff after a site visit. All projects **must be completed by the date indicated in the Grant Agreement**, unless otherwise noted in the executed Grant Agreement.
4. Grant recipients must allow MALT to photograph and video any completed projects, develop narratives around the project, and permit MALT to use such photographs, videos, and project narratives for fundraising and publicity purposes. Grant recipients may also be asked to attend MALT events to share their project and the results of the grant.
5. Project evaluation will be completed after the project is fully constructed and properly functioning. MALT staff will visit the project site to assess functionality, ensure project completion, and confirm that the terms of the Grant Agreement have been met. MALT will take photographs and video of the project, interview the grant recipient about the impact of the project, and confirm project extent and scope.

6. Monitoring of completed SAP projects may be included in annual MALT easement monitoring visits. If there are questions or concerns about the project site, MALT may request access to visit the site outside of the scheduled annual monitoring visits.

#### Reserved Rights

1. MALT reserves the right to request clarification and/or supplemental information from any applicant to facilitate evaluation of the proposed project.
2. MALT reserves the right to award funding it deems fit. This reservation includes and is not limited to: the right to reject any or all proposals for any reason; the right to award funding in different amounts to varying applicants; the right to award funding for multiple projects to the same applicant; and the right to request that an applicant reapply to remedy errors in submission.
3. MALT shall not be held liable for any expenses incurred by SAP applicants before the date of the Grant Agreement.
4. MALT reserves the right to modify these guidelines, the attached exhibits, and any of the SAP procedures with proper notice to relevant parties.
5. MALT reserves the right to terminate the program at any time and shall not be held liable for any projects without an executed Grant Agreement at the time of termination.

#### Attachments

- Exhibit A: Example Project List
- Exhibit B: Grant Proposal Form
- Exhibit C: Selection Criteria

# **EXHIBIT A**

## **EXAMPLE PROJECT LIST**

### Water Development

- Spring development
- Water tank
- Water trough
- Water pipe
- Water pump

### Fencing

- Cross fence or interior fence
- Riparian fence
- Exclusionary fence (spring, structure, etc.)

### Landscape Restoration

- Streambank repairs
- Creek crossing repairs
- Pasture headcut
- Riparian plantings
- Hedgerow/windrow planting
- Compost application

### Infrastructure Improvements

- Spillway/dam repairs
- Methane digester/manure management practices
- Road/sedimentation improvements

### Conservation Planning/Data Collection

- Comprehensive nutrient management plan
- Agricultural conservation plan
- Implementing carbon farm plan recommendations
- Grazing plan
- Data collection/equipment

**EXHIBIT B**

**GRANT PROPOSAL FORM**

**Grant Proposal Form**

**Applicant Information**

1. Project Name \_\_\_\_\_
2. Total Estimated Project Cost \_\_\_\_\_
3. Grant Amount Requested (max. \$20,000; with partner \$50,000 max) \_\_\_\_\_
4. Property/Ranch Name: \_\_\_\_\_
5. Applicant Name \_\_\_\_\_
6. Project Contact (if different) \_\_\_\_\_
7. Property Physical Address \_\_\_\_\_
8. Mailing Address (if different) \_\_\_\_\_
9. Telephone Number \_\_\_\_\_ 10. Email \_\_\_\_\_
11. Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_
12. Landowner Signature (if lessee applicant) \_\_\_\_\_ Date \_\_\_\_\_
13. Project has outside funding No \_\_\_\_ Yes (list funder) \_\_\_\_\_
14. Project require additional permits or trigger compliance issues No \_\_\_\_ Yes (list permits required or compliance issues) \_\_\_\_\_
15. Is the applicant or landowner a current MALT board member, MALT staff member, or of immediate relation to either? [See [MALT Conflict of Interest \(COI\) Policy](#)]  
No \_\_\_\_ Yes (explain relation) \_\_\_\_\_
16. How did you hear about MALT's Stewardship Assistance Program? \_\_\_\_\_

Successful proposals include a grant recipient cost share of at least 15% of the total project cost. The 15% cost share is calculated from the total project cost once the project is completed (*for example, for a project that costs \$15,000, the grant recipient will be reimbursed \$12,750; for a project that costs \$30,000, the grant recipient will have maxed out the grant amount at \$20,000*).

|  |           |
|--|-----------|
| Stewardship Assistance Program (SAP)<br>July 1 - June 30 | 2024-2025 |
|--|-----------|

**Project Description**

Please provide sufficient detail for the review committee to fully understand the size, scope, intended goals, and impact of the proposed project.

- 1. Project Summary: Describe how your project aligns with the focus of SAP: To plan, design, and implement conservation practices that increase agricultural productivity, improve soil and water quality, and build ecological health (250 word maximum).**

- 2. Project Deliverables: Include a bulleted list of project deliverables. Include specific numbers and extent for each deliverable (Example of deliverables: Install one 5,000 gallon water tank, trench 430 feet of PVC water pipe, install 6,000 feet of cross fence, repair 550 feet of ranch road).**

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| <b>Stewardship Assistance Program (SAP)</b><br><b>July 1 - June 30</b> | <b>2024-2025</b> |
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**3. Project Impact: Describe the size and general land use of the agricultural operation(s) and how this project will impact your operation(s). Describe how this project aligns with the short- and long-term goals of your operation(s) (500 word maximum).**

**4. Project Timeline: Provide a project timeline with estimated completion dates for each project deliverable (MALT shall not be held liable for any expenses incurred by applicants before the date of the Grant Agreement).**

**Project start date** \_\_\_\_\_

**Project completion date** \_\_\_\_\_

| <b>Project Timeline</b>   |           |              |             |
|---|-----------|--------------|-------------|
| <i>Describe the phases of your project by using phrases like: planning, designing, construction, starting project, and expected completion, in the following boxes.</i> |           |              |             |
| Summer 2024   | Fall 2024 | Winter 24-25 | Spring 2025 |
|   |           |              |             |



Stewardship Assistance Program (SAP)  
July 1 - June 30

2024-2025

5. **Project Readiness:** Describe the stage of planning and design of your project and if it will be ready for implementation if funded. For example, is the project fully designed and shovel ready, or do certain details need to be finalized before construction begins (250 word maximum)?

6. Describe any other expected benefits and/or desired outcomes of the proposed project not listed above (100 word maximum).

7. **Project Budget:** Please list budget line items that directly relate to the project scope. Include an additional page if necessary and attach available quotes.

| Item #                             | Description | Requested Amount | Other Sources (if applicable) | Total Item Amount |
|------------------------------------|-------------|------------------|-------------------------------|-------------------|
|                                    |             |                  |                               |                   |
|                                    |             |                  |                               |                   |
|                                    |             |                  |                               |                   |
|                                    |             |                  |                               |                   |
|                                    |             |                  |                               |                   |
|                                    |             |                  |                               |                   |
| <b>Total Requested Grant Funds</b> |             |                  |                               |                   |

|   |                  |
|---|------------------|
| <b>Stewardship Assistance Program (SAP)</b><br>July 1 - June 30 | <b>2024-2025</b> |
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- 8. Project Budget Narrative: Describe the project budget and how the budget line items match with project tasks and intended outcomes and deliverables. Describe any additional sources of funding, including in-kind support (100 word maximum).**

**Supplemental Information: MALT will ONLY accept the following supplemental materials:**

1. One map of the project site. MALT staff are available to assist with the creation of project maps.
2. Up to four photos of the project site.
3. Available quotes as indicated in the Project Budget.

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Completed proposals should be submitted to Eric Rubenstahl, MALT Stewardship, via mail at P.O. Box 809, Point Reyes Station, CA, 94956 or via email [erubenstahl@malt.org](mailto:erubenstahl@malt.org).

**EXHIBIT C**

**SELECTION CRITERIA**

## SELECTION CRITERIA

**Instructions:**

*Please rank each proposal from 0 - 3 based on the criteria listed below, with 0 as the lowest score (least fit with criteria) and 3 as the highest score (most fit with criteria)*

| Category                            | Description/Criteria  | Score (0-3) | NOTES |
|-------------------------------------|---|-------------|-------|
| <b>Project Summary</b>              | Project summary aligns with intended focus of SAP: To plan, design and implement conservation practices that increase agricultural productivity, improve soil and water quality, and build ecological health. |             |       |
| <b>Project Deliverables</b>         | Project deliverables are clearly stated and relevant to achieve project completion.   |             |       |
| <b>Project Impact</b>               | Project clearly benefits agricultural operation(s), water or soil quality, or non- agricultural factors such as wildlife habitat.   |             |       |
| <b>Project Timeline</b>             | Project timeline is specific and provides details on project stages and deliverables. Project will be completed before the required completion date.  |             |       |
| <b>Project Readiness</b>            | Project is "shovel ready" and in the final stages of planning. Project is ready to be implemented upon receiving the grant.   |             |       |
| <b>Additional Benefits/Outcomes</b> | Project narrative clearly describes additional benefits and outcomes not mentioned previously in the application.   |             |       |
| <b>Project Budget</b>               | Necessary items for project completion are listed and amount(s) listed are reasonable for line item(s).   |             |       |
| <b>Project Budget Narrative</b>     | Applicant clearly describes the project budget and makes a convincing argument for how the budget aligns with project tasks, outcomes, and deliverables.  |             |       |
|                                     | <b>TOTAL</b>  | 0           |       |