



## **New York State Conservation Partnership Program**

### **Grant Deliverables Addendum**

#### **Documenting Your Grant Deliverables**

In addition to documenting how grant and matching funds are spent, grantees are expected to provide the Land Trust Alliance with documentation of key deliverables. Below is a sample list by grant category.

This list should be used as a guide; actual project deliverables may vary. Grantees should contact the Northeast Office to discuss documentation expectations for individual projects.

#### **Standards and Practices Assessment Grants**

Copy of Final Organizational Assessment Report  
Organizational Assessment Work Plan  
Process Evaluation  
Press clippings

#### **Capacity Grants**

Copy of completed strategic plan, strategic conservation plan, fundraising plan, etc.  
Copies of updated policies, procedures, land protection criteria, mission statement, etc.  
Copies of minutes from meetings with consultants for board development, organizational development work  
Roster of attendees (board trainings, workshops, conferences)  
Copies of maps if developing resource maps using GIS, on cd or printed  
Screen shots from website and links to website  
Copies of outreach materials developed such as flyers, brochures  
Land trust newsletter  
Press clippings

#### **Stewardship Grants**

For easement properties: List of all baselines updated, complete printed copy of at least one (1) baseline documentation report; others may be included on cd  
For fee properties: List of surveys, complete printed copy of at least one (1) deliverable, such as property survey, management plan, etc  
Land trust newsletter  
Press clippings



### **Conservation Transaction Grants**

Copy of closing statement

Deed

Title

Copy of survey; maps

Copy of management plan

Photographs and description of public access improvements

Land trust newsletter

Press clippings

### **Conservation Catalyst Grants**

Actual deliverables will vary depending on the type of project. Deliverables may include:

Comprehensive narrative in grant report about the program or initiative

Roster of attendees (workshops, conferences)

Project related photos

Land trust newsletter

Press clippings

### **Professional Development Grants**

Bio/CV/ resume of employee(s) hired with grant

Job description

Hiring notices

Individual/staff Annual Work Plan

Standards and Practices Assessment, if applicable (see above)

Documentation of other technical assistance received, if applicable

Land trust newsletter

Press clippings

Compliance with the grant agreement is your land trust's responsibility, and it ensures the integrity of this pioneering program. We appreciate your efforts to apprise the Alliance staff on the status and success of your project(s).

We also welcome feedback on ways we can improve this grants and technical assistance program going forward. As always, if you have questions, please contact the Northeast office at (518) 587-0774.