

Virginia Land Conservation Foundation Grant Program
Office of the Secretary of Natural Resources
GRANT APPLICATION 2021 (~~FY2021~~) Round H FY2022

The maximum application length is 50 PAGES ~~excluding~~ that includes:

1) The Application Information

2) The Application Narrative Write Up

3) Required Items (i.e. maps, photos, comprehensive plan pages, letters, and resolutions)

* An optional Appendix may include other additional items (beyond the 50 page max. length)

PLEASE USE THE APPLICATION FORMAT WE HAVE PROVIDED

- For a list of items required ~~documents such as a Forest or Agricultural Management Plan, sample easement, or pre-appraisal~~ in a complete application, see Appendix A of the grant manual.

- *Be sure to refer to Appendix B of the grant manual to ensure your application addresses all of the scoring criteria for your chosen category and the Additional Scoring Criteria*.

1. Applicant and Project Information

Applicant:

Contact Person:

Title:

Address:

Phone:

Email:

Type of Applicant: ☐ Locality ☐ State agency ☐ Nonprofit

For nonprofit entity, number of years office maintained in Virginia:

Project location (county/city/town):

Total acres to be protected:

Tax Parcel Number(s):

Virginia House District #: Virginia Senate District #: Congressional District #:

Project Name:

(Reminder: do not use landowner's name without their permission as a press release will be issued listing all projects by name)

Street address of the Project (No P.O. Box):

Current fee owner of the property:

Project Specifics: (click to place an X in the box for **all** statements below that apply)

- ☐ Fee-simple acquisition by the grant applicant
☐ Fee-simple acquisition by entity other than the grant applicant
 Name of entity acquiring land:
☐ Easement to be held by the grant applicant
☐ Easement to be held by an entity other than the grant applicant
 Name of entity holding easement:
☐ Other (describe briefly here)(additional info can be provided later in the application):

Does the property fall within one or more layers of ConserveVirginia? (click all that apply)

- | | |
|--|--|
| ☐ Agriculture | ☐ Natural Habitat and Ecosystem Diversity |
| ☐ Forestry | ☐ Floodplains and Flooding Resilience |
| ☐ Cultural and Historic | ☐ Scenic Preservation |
| ☐ Protected Landscapes Resilience | ☐ Water Quality |

Primary VLCF Application Category: (choose only one)

- ☐ Farmlands ☐ Forest Preservation
☐ Historic Area Preservation
☐ Natural Area Preservation
☐ Open Space & Parks

Secondary Category: (choose only one) (2nd category is not required, but recommended. Please provide a brief explanation of how the project meets the criteria of the secondary category in the [narrative](#) [Narrative Project Information](#) section below.)

- ☐ Farmlands ☐ Forestland Preservation
☐ Historic Area Preservation
☐ Natural Area Preservation
☐ Open Space & Parks

Summary of Costs and Grant Request (itemize costs on page 6):

(A) Expected cost to acquire property/easement: _____ \$

(B) Expected due diligence costs: _____ \$

Total Grant Request: \$ _____

Total Project Cost (A+B): \$ _____ (minimum is \$10,000): _____ \$

Total VLCF Grant Request: \$ _____ (cannot exceed 50% of Total Project Cost, unless a state agency)

~~Narrative Section of Application~~

1.

2. Brief Project Description (200 words or less)

Please provide immediately below a brief summary of your proposed land conservation project. Include project name, grant category, locality, acreage, land use, conservation values, partners, etc. This summary will be used to provide an introduction of your project to the interagency task force and the VLCF Board. *(Not to exceed 200 words. The opportunity for a more in-depth description of the project is provided later in the application in the Detailed Description of the Narrative Project Information section.)*

2. Proposed Project Timeline

~~How far along is the project? Briefly describe the expected timeline for the project:~~

~~Task _____ Month(s), Year~~

~~Negotiations with landowner:~~

~~Due Diligence Items:~~

~~Deed/Easement language:~~

~~Final steps/Recording:~~

~~Provide more information if needed to explain the expected process of completing the project:~~

3. Additional General Project Information:

A. Public Access *(may check more than one)*:

- ☐ Public access will be allowed 365 days per year
- ☐ Public access will be allowed 180 to 364 days per year
- ☐ Public access will be allowed less than 180 days per year
- ☐ Property provides demonstrated visual access (e.g., adjacency to scenic rivers)
- ☐ No public access

If public access is being provided, describe the Recreation Access Model Identified Need (aquatic and ~~or~~ terrestrial layers) as requested in the Additional Scoring Criteria:

B. Has the landowner presented evidence of sufficient legal and physical access to the property adequate for the intended use of the property and for site monitoring?

☐ Yes ☐ No

If yes, describe the access:

~~C. Landowners have been notified and are receptive to negotiation on the proposed project. A letter from the landowner or a notice of intent to sell the property is included (required with the application):~~

~~☐ Yes ☐ No~~

~~D. If applicant is a nonprofit organization, provide a letter from the public body willing to hold/co-hold an easement on the property.~~

~~Is this letter included with the application? (required with the application)~~

~~☐ Yes ☐ N/A (applicant is not a nonprofit organization)~~

~~E. Is the property~~

~~C. Is the project~~ adjacent to other protected conservation lands, including land under conservation easement or publicly-owned land? ~~Please provide an~~(Show this adjacency on the required aerial photo ~~or and~~ topo map ~~to illustrate.~~)

~~☐ Yes ☐ No~~

If yes, identify the ownership or use of the adjacent land? (e.g. private property under easement, national forest, state or local park)

~~FD.~~ State below the length of all shorelines, rivers, perennial streams, and water bodies with perennial outflow that are present on or border the ~~property~~project. Indicate the planned width of the required vegetated riparian buffer on these water features. This buffer width will be required in the recorded legal instrument for the project.

Shoreline linear footage:

Perennial stream linear footage:

Wetlands:

Other:

Planned riparian buffer width (i.e. 35', 50', 100'):

Will the riparian buffer be forested? ☐ Yes ☐ No

~~GE.~~ Does the ~~proposal~~project meet a specific recreational or resource conservation need identified in the *2018 Virginia Outdoors Plan*?

~~☐ Yes ☐ No~~

Recreational need?

☐ Yes ☐ No

If yes, provide the *VOP* page number:

Resource conservation need?

☐ Yes ☐ No

If yes, provide the *VOP* page number:

~~HF.~~ Does the ~~property~~project align with or contribute to a local or regional plan for parks, open space, and recreational facilities, or contribute to the protection of a documented conservation corridor?

☐ Yes ☐ No

If yes, give the name of the plan:

Please include [in the Required Letters and Documents section below](#), the relevant pages from the plan - *only the relevant pages, **not the entire plan.***

~~I~~G. Does the ~~proposal~~[project](#) meet a specific goal in the local comprehensive plan?

☐ Yes ☐ No

If yes, include [in the Required Letters and Documents section below](#) the relevant pages from the plan only - **not the entire comprehensive plan.**

~~J~~H. Does ~~your~~[the](#) project offer protection of a Local Cultural Resource? [See page 23 of the grant manual for examples. such as remnants of prior settlements or burial sites of enslaved or indigenous people, former segregated schoolhouses, or sites of early racial integration during the Civil Rights movement, or other cultural significance?](#)

☐ Yes ☐ No

If yes, give the name of the site here and provide pictures: [in the Project Photos section below](#). (Also, describe [fully](#) the site and the resources to be protected in the ~~Detailed Description of the Narrative~~ Project [Information](#) section below.)

CONTINUE IF YOUR APPLICATION IS FOR FARMLANDS OR FOREST PRESERVATION; OTHERWISE SKIP TO ITEM # 4 BELOW

[I. Does the project intersect ConserveVirginia layers in addition to the Primary VLCF Application Category for your project?](#)

[Yes ☐ No ☐](#)

[If yes, is the landowner agreeable to language being inserted in the deed for the project that will protect the associated resources in order to be awarded additional points for each confirmed intersecting layer?](#)

[Yes ☐ No ☐](#)

4. Specific Category Questions for Farmlands, Forestlands, or Historic Preservation ONLY

Information for Farmlands category projects only:

FA1. Does the property have, or has the owner begun the process of obtaining, a farm-management plan that specifies Best Management Practices (BMP) that will be implemented in the normal operation of this farm?

☐ Yes ☐ No

If yes, please list the type of farm management plans that will be followed (examples: conservation plan, nutrient management plan, resource management plan, etc.):

Attach either a summary of each management plan or a full copy of each management plan.

FA2. Have Best Management Practices (BMPs) been implemented on the farm?

☐ Yes ☐ No

If yes, describe what practices are being utilized on the farm:

FA3. State the percentage of the property that contain the following soils:

Prime farmland:

Unique farmland:

Important farmland:

FA4. Is the property currently being farmed?

☐ Yes ☐ No

FA5. Is the property a designated Century Farm?

☐ Yes ☐ No

If so, what year was it certified?

FA6. Is the farm protected by any local farmland protection policies? (*check all that apply*)

☐ Ag zoning ☐ Ag/Forestal District ☐ Use value taxation

Information for Forest Preservation Forestlands category projects only:

FO1. Forested acreage of the property:

FO2. State the percentage of the forested portion of the property the project will preserve in perpetuity. ____%

Note: The fee or easement deed for the property must include language requiring this percentage of the property to remain in forest use in perpetuity. If you will reforest a portion of the property and then maintain it in forest in perpetuity, you can include it in the percentage.

FO3. What is the length of intermittent streams on the property?

FO4. Is there a written forest stewardship management plan (or equivalent) for the property?

☐ Yes ☐ No

If yes, attach a copy of the plan and describe how the recommendations of the plan are being implemented to achieve forest management goals.

4. Information for Historic Area Preservation category projects only:

H1. Is the property listed on the Virginia Landmarks Register, either individually or as a contributing resource in a listed historic district? ☐ Yes ☐ No

If yes, attach in the appendix the **first page only** of the applicable nomination form.

H2. Has the property been found eligible for listing by DHR on the Virginia Landmarks Register? ☐ Yes ☐ No

If yes, attach in the appendix a copy of the Preliminary Information Form.

H3. Is the property a Virginia battlefield identified with a priority rating in one of the following reports issued by the National Park Service's American Battlefield Protection Program: "Report

on the Nation's Civil War Battlefields" (1993, as amended), or "Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States," (2007, as amended)? ☐ Yes ☐ No

If yes, attach in the appendix a map showing the battlefield boundaries.

5. Project Budget Proposal Information

Expected ~~appraised value of the property/easement~~ Appraised Value (**AV**) of the fee or easement: \$

~~Explain how value was determined (pre-appraisal, tax assessment, review of recent sales, etc):~~

Expected ~~costs for acquisition~~ (Due Diligence) Costs (itemize ~~each item~~ below):

Legal Fees:

Survey ~~Fee~~ Cost:

Appraisal ~~Fee~~ Cost:

Title Search and Title Insurance:

Recordation ~~Fee~~ Costs:

Environmental Site Assessment Cost:

Other ~~Fees~~ Costs (explain):

TOTAL ~~DUE DILIGENCE COSTS (DD)~~ Expected Due Diligence Costs: \$

TOTAL BUDGET AMOUNT (**AV+DD**):

5. Amount of Grant Requested _____

Amount of grant requested (50% of Total Budget Amount, or less) \$

Amount of Matching Funds (itemize below) _____ \$

Total Project Cost (Total Budget Amount) _____ \$

~~Ratio~~ TOTAL PROJECT COST (Appraised Value + Due Diligence Costs): \$

6. Description of Match to Total Project Cost _____ _____ %

6. Applicant Matching Funds Breakdown

Please identify each ~~Has any~~ match ~~source and~~ for the ~~amount applied to the following~~ categories:

Cash: _____ \$

Land/Real Property Donations: _____ \$

Other (describe below and include a detailed cost breakdown): _____ \$

Total Matching Contributions: _____ \$

Note: If any matching funds are from project already been determined (other grants that may have restrictions on such funds, identify the source of this match and provide as much information as possible below, landowner donation, governmental resolution, etc)? Yes ☐ No ☐

Describe ~~here~~immediately below other sources of match that have been committed to the project, such as the expected value of any fee or easement donation by the landowner:

Please note that applicant must have grant match in hand or provide a letter of matching-funds commitment in the form letter provided in Appendix C of the grant manual.

7. Location/Area of the Project (Maps)

7. ~~Provide maps~~Maps and ConserveVirginia

- A. Insert immediately below an aerial map to show the geographic location of the project (must include USGS 7.5 minute. The map should show the shape of the planned project in relation to adjacent/nearby conserved lands.
- B. Insert immediately below a topographic map suitable for 8½" x 11" reproduction and an aerial photograph). Please include maps at the endthe project. The map should show the shape of the application-planned project in relation to adjacent/nearby conserved lands. (DO NOT insert the entire topographic quad map available from the US Geological Survey. Instead, show your project area on the USA Topo Maps basemap found in the Natural Heritage Data Explorer located at <https://vanhde.org/>)
- C. ~~8. Detailed Description of the~~Insert immediately below screenshots of ConserveVirginia layers that intersect your project.

8. Project Photos

Insert immediately below at least three photographs that highlight the conservation values being conserved by the project.

9. Required Letters/Documents

Insert each document under its heading below.

- A. Landowner Letter or notice of intent to sell
- B. Public Body Letter (for nonprofit applicants only)
- C. Required Match Letter (if required match is not confirmed)
- D. Letters and resolutions that confirm match amounts

10. Narrative Project Information

Provide more details of the project and fully describe how elements of the project meet the VLCF grant criteria for the chosen category and the ~~additional scoring criteria~~ Additional Scoring Criteria found in Appendix B of the grant manual. Keep in mind the 50-page maximum for the application. This will assist the review panel in understanding the scope of the project and in scoring the application.

- Describe the objectives and need for grant assistance.
- Provide a detailed description of how the project meets specific criteria of the grant category under which the application is made.
- If applicable, state how the project provides significant benefits for your chosen secondary category.
- Include an assessment of property market value to substantiate the project cost and grant request. Although final appraisals are not required at the time of application, submission of a preliminary appraisal is helpful.
- Identify the expected results and benefits the proposal will have.
- Describe how the project is consistent with or complements local and regional plans.
- ~~Show how the proposal acts on a risk that there will be a loss of natural, recreational, or significant open space lands.~~
- Discuss any cultural resources found on the property that will be protected by the project, providing photographs or other documentation that authenticate the resources, and explain any planned education opportunities that will be made available for the public.
- HISTORIC APPLICATIONS - Applications submitted under the Historic Area Preservation Category must include the following three items: 1) description of future use(s) of the property; 2) description of the proposed treatment of the historic resources on the property; and 3) list or summary of proposed restrictions to be included in the easement based on DHR's easement template.
- Describe the extent to which the project will protect water quality beyond the required 35'-wide vegetated buffers on perennial streams, rivers, shorelines, and waterbodies with perennial outflow. Include information about percentage of the forest canopy, degree of protection, and feet of water frontage buffered, with an indication of buffer width.
- Describe how the project will protect resources in perpetuity for any identified ConserveVirginia categories other than the primary application category.
- Provide information about how the project will benefit specific wildlife and their habitats, particularly Species of Greatest Conservation Need identified in Virginia's Wildlife Action Plan or State or Federally listed threatened or endangered species. Indicate if public access will be available for viewing or hunting wildlife, or for fishing.
- Describe the degree to which the community where the project is located is underserved or socially vulnerable.
- For easement projects (or fee-acquisition projects with an associated required easement), provide a list or summary of the restrictions that will be included in the easement,

including riparian buffer requirements, historic-resources protections, [\(See Page 8 of Grant Manual for historic resource protection requirements\)](#), preservation of forest acreage, limitations on allowed development, etc.

- Discuss the landowner's short-term and long-term management plans for the site.
- State the length of time that will be required to complete the project once the grant is approved.
- Identify any factors that might accelerate or delay the project.

[For a list of](#)

11. Appendix Items

[Optional items required for the Appendix \(NOT included in a complete the 50-page maximum\):](#)

- [Farm management plan](#)
- [Forest management plan](#)
- [Appraisal or pre-appraisal](#)
- [Letters of support for the project, and](#)
- [Other documents to support the application, see Appendix A of the grant manual.](#)