



Preservation Trust Fund (PTF) Application Questions FY23

Applications for the PTF Program must be submitted via [VOF Grant Portal](https://vaoutdoors.webgrantscloud.com)
<https://vaoutdoors.webgrantscloud.com>.

Application Submission Deadline: 5:00 p.m., March 7, 2023

Below is a preview of the required fields/questions.

Contact VOF grant staff at grants@vof.org with questions.

Response lengths are capped intentionally, but answers may be expanded upon in the supplemental material section. Unless requested by the question/prompt, do not include links to any outside sources as they will not be considered.

General Information

1. Organization*:

- a. Organization Type*:
- b. Organization Website*:
- c. Address*:
- d. Phone*:
- e. Partner Organization:

2. Primary Contact*:

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

- a. Title:
- b. Email*:
- c. Address*:
- d. Phone*:

3. Additional Applicants:

List any additional contacts within your organization that will also manage this grant.

4. Would you like to be considered for any other VOF grant program if eligible*? Yes/No

Project Information

5. Project Title* (50-character max):

This name will be used in public relations and grant documents should funding be awarded.

6. Type of Applicant*:

Individual, Non-Profit, Local Government, State Government, Federal Government, Tribal Government, Public K-12 Education, Private K-12 Education, State University, Private University/College, Community College, Regional Organization, Political Subdivision of State Government, Other (if Other, please specify)

7. Select the real estate structure that best describes the project*.

Projects may consist of land acquisition, easement acquisition, and/or components critical for public use of the land such as infrastructure and the associated necessary engineering, design, and planning. Land protection is a required deliverable for all projects.

___ Fee-simple acquisition and land protection of entire parcel(s)

___ Acquisition and land protection of a trail easement, right of way, or public access easement on portion of parcel(s)

___ Land protection of owned parcel(s)

___ Land protection of an existing trail easement, right of way, or public access easement on portion of parcel(s)

___ Other (*describe briefly here; additional information may be provided later in the application, 300 characters*):

8. Land Protection Partner*:

A real estate interest must be conveyed to VOF or a locality to be eligible for PTF funding. Such an interest could consist of ownership, an easement, a dedication to Open-Space, a right of way, or a lease.

9. Is documentation of land protection partner included with this application*? Yes/No

If requesting VOF as holder of real-estate interest, please contact VOF at grants@vof.org before submitting the application. VOF will review request and determine if they are best partner.

10. Project Location*: Latitude (00.00000) Longitude (-00.00000)

Use Google Maps or contact grants@vof.org to ask for help getting lat/long coordinates.

11. Other Location Information (such as street address or tax parcel ID):

12. Total Acres to be Protected*:

This is the number of acres that will be required to be protected in perpetuity should the project receive funding.

13. GIS Boundary of Property/Project Area Available*? Yes/No

If yes: Attach shapefile/geodatabase/KML/KMZ. Please upload a single compressed/zip file with all special data in it.

14. Provide a brief summary of this project*. (500 characters)

Please note this summary will be shared with the public and replicated for press releases and grant documents should funding be awarded.

Project Description

15. Describe the property, including the existing conditions*. (2,000 characters)

Size and composition of property, natural resource values, recreational, scenic, and cultural resources, and/or significant landscape features

16. Describe the planned method of land protection for this project*. (500 characters)

I.e., how the PTF requirement for a conveyance of real estate interest to VOF or a locality will be met. Some options include ownership by a locality, an easement or deed of dedication to Open-Space to/by a locality, another form of land protection held by a public body that includes VOF in the 1704 process, or a VOF easement (must be requested prior to application submission).

- 17. List the proposed goals and objectives of the project*. (2,000 characters)
- 18. Is this project part of a larger movement*? (800 characters)
E.g., have other projects of a similar nature happened near this one? Is this one of many that are ongoing in this area?
- 19. How will this area be managed in the future*? (800 characters)

Plan and Policy Alignment

Indicate which of the following plan goals the project supports:

- 20. Local Comprehensive Plan or Master Plan*:
 - Date of Plan:
 - Page #:
 - Cut and paste the relevant plan excerpt below or provide the URL if you have one: (200 characters)
- 21. Regional Plan*:
 - Name of Regional Plan:
 - Date of Plan:
 - Page #:
 - Cut and paste the relevant plan excerpt below or provide the URL if you have one: (200 characters)
- 22. Virginia Outdoors Plan*:
 - Date of Plan:
 - Page #:
 - Cut and paste the relevant plan excerpt below or provide the URL if you have one: (200 characters)
- 23. Does this project meet stated economic goals of VEDP or another state agency? Examples include land focused economic development (Ag & Forestry Industries, brownfields redevelopment)*. Yes/No
 If Yes:
 - a. VEDP:
 - Date of Plan:
 - Page #:
 - Cut and paste the relevant plan excerpt below or provide the URL if you have one: (200 characters)
 - b. Additional State Plan (if applicable):
 - Date of plan:
 - Cut and paste the relevant plan excerpt below or provide the URL if you have one: (200 characters)
- 24. Does this project contribute to coastal resilience*? Yes/No
 If Yes:
 - Please provide support documentation
 - Examples: plan citation, models supporting the project, etc.*

25. Does this project meet any other state defined policy goals? (Public drinking water, Carbon sequestration, Nutrient mitigation, Impaired streams, etc.)*. Yes/No

If Yes:

a. Policy Goal:

Please provide support documentation:

Examples: plan citation, models supporting the project, etc.

b. Additional Policy Goal:

Please provide support documentation:

Examples: plan citation, models supporting the project, etc.

26. Briefly describe any other plans that support this project, including relevant excerpts. (500 characters)

27. Does this property have undocumented historic or cultural resources*? Yes/No

If Yes:

Please describe them and their significance. (500 characters)

Partnerships

28. List any partners or partnerships related to this project. These do not have to be groups that are financially invested in the project, just those that participate or help with any aspect of the project. Please briefly describe their involvement*.

Partner	Type of Support/Involvement

Funding

29. While the budget section of this application must be completed, which includes documentation of any matching funds, please describe any details about the budget or funding that could not be captured in a chart format*. (500 characters)

30. Explain if the grant funding is a key component to getting the project started or completed*. (500 characters)

31. Address how reduced funding would impact the scope of the project*. (1,600 characters)

Please address viability and scope at 75% and 50% of the requested funding.

Additional Information

32. Is there additional information to be shared about this project*? *Yes/No*

If Yes:

Provide any other information about this project that makes it unique/special. If the area has special significance to the community, please describe. (1,600 characters)

Estimated Timeline/Plan of Work

33. Describe the estimated timeline/plan of work for this project*.

Work that has already been completed toward the project should be mentioned here.

Start Date	Completion Date	Activity	Status	Responsible Party
			<i>underway, completed, not yet started</i>	

Budget

34. The general budget is a guide for expenditure. Only enter those items for which PTF grant funding is being requested, and only include the portion of the total cost for which PTF funding is being requested.

For example, if the proposal is for acquisition of a property which is listed for \$1,000,000 but the PTF grant funding requested is only \$100,000, include only the \$100,000 in the budget, not the full listing price of the property. In addition, please indicate if these expense values are an estimated or actual (verified) cost. Any match funding or in-kind donations should be entered in the next section of the application, Other Fund Sources. Please review PTF program requirements to be certain funds have been requested for all due diligence that will be required. Funding may be disbursed only once a real estate interest has been conveyed such as the recordation of an open space easement, the dedication of land to open space, or another mechanism approved by VOF.

Item	Cost	Estimated or Actual
		<i>estimated or actual</i>

Other Funding Sources

35. Describe any match funding for the project.

Match Source	Funding Status	Match Type	Planned Use	Match Amount
<i>applicant's organizational budget, staff time, other grant program, locality support</i>	<i>secured or requested</i>	<i>cash, in-kind materials, in kind donation of services, volunteer hours</i>		

Supplemental Material

Supplemental material is capped at twenty (20) pages. These twenty pages must include the required information below, but it may also include any additional information about the project including expansion upon responses from previous questions. Creativity is encouraged, but the supplemental material limit is firm. Do not include links to any outside sources as they will not be considered.

36. Required Supplemental Material*

Refer to PTF Supplemental Material List document for guidance, page 10 of application packet

- a. Public entity partner (if applicant is not a public entity) letter indicating willingness to hold easement or deed restrictions.
- b. Aerial photograph
- c. Locality tax map with parcel highlighted
- d. Photographs showcasing the property, community, or project (*preferably in pdf format*)

37. Will you be providing additional supplemental material*? Yes/No

Project Purpose

38. Select the purpose that best fits the objectives/highlights the strengths of the project*.

If you are uncertain which best summarizes your project, please contact grants staff (grants@vof.org).

- a. Provide Public Access
If selected, answer additional questions on page 7 and skip pages 8 and 9.
- b. Protect Natural and Cultural Resources
If selected, skip page 7 to answer additional questions on pages 8 and 9.

Public Access Additional Questions

Complete these questions only if the project purpose is to provide public access.

If the project purpose is to protect natural and cultural resources, skip page 7 and continue to page 8.

Public Access Characteristics

1. Select which category best describes the project*:

Accessibility, Agriculture, Water Access, Cemetery, Community Garden, Community Center, Education, Historic, Outdoor Recreation, Park Creation, Park Improvements, Park Preservation, Playground, Trail Creation, Trail Improvements, Other (if Other, please specify)

2. Select which calendar option is relevant to the project*:

The project site will be open to the public daily (excluding nights/holidays).

The project site will be open to the public at least 75% of the year.

The project site will be open to the public 50-75% of the year.

The project site will be open to the public less than 50% of the year.

Additional information (300 characters):

3. Select which area option is relevant to the project*:

100% of the project site will be open to the public.

At least 75% of the project site will be open to the public.

At least 50% of the project site will be open to the public.

Less than 50% of the project site will be open to the public.

Additional information (300 characters):

4. Select all that apply for which accessibility option(s) is relevant to the project*:

The project site is accessible by foot, scooter, etc. (*Connected to sidewalk or an existing public park*).

The public site is accessible by public transportation.

The project site has public parking.

Additional information (300 characters):

Community Description

5. Describe the community being served by this project. Describe the importance of this project to the community and address how the project will better serve the community*. (2,000 characters)
6. Describe how the community has been involved in the development of this proposal and/or will be involved in the implementation of this project. Describe how community support is shown for this project*. (1,900 characters)
7. How does this project address a specific need in the community or provide a unique service to the community*? (500 characters)

Resource Protection Additional Questions

Complete these questions only if the project purpose is to protect natural and cultural resources.
If the project purpose is to provide public access, skip pages 8 & 9.

Resource Protection

1. Does the property have public appreciation value*?:

Select all that apply

The property is in frequent view by the public.

The property is visible from nearby recreational spaces.

The property leads to or is within a historic setting.

The property has over 500-ft of frontage along a public passageway/path or trail

Additional information (200 characters):

2. Would the landowner consider public access on any part of the property*? *Yes/No*

If yes, please describe what type of access might be considered. (500 characters)

3. Does the property have any agricultural or forestry characteristics to consider*? *Yes/No*

If yes:

- a. Is the property an active, working farm? *Yes/No*

If yes:

1. Describe the farming activities taking place (200 characters)

2. Does the property have, or has the owner begun the process of obtaining, a farm management plan that specifies Best Management Practices (BMPs) that will be implemented in the daily operation of the farm? *Yes/No*

If yes:

List the type of farm management plans that will be followed (200 characters)

Examples include conservation plan, nutrient management plan, resource management plan, etc.:

3. Have Best Management Practices (BMPs) been implemented on the farm? *Yes/No*

If yes:

Describe what practices are being implemented on the farm (200 characters)

- b. Is the property in active timber production? *Yes/No*

If yes:

1. Describe the timber harvesting/ tree farming activities taking place (200 characters)

2. Does the property have or has the owner begun the process of obtaining a written forest stewardship plan? *Yes/No*

4. Has the property been recognized by any programs or received any special designations*? *Yes/No*

Examples include clean water farm award, grand basin winner

If yes:

List the program recognitions or special designations (200 characters):

5. Has the property been recognized as a Virginia Century or Bicentennial Farm*? Yes/No

Additional information (200 characters):

6. Has the property been recognized as a Virginia Century Forest*? Yes/No

Additional information (200 characters):

7. Describe any deed restrictions the landowner would consider implementing to protect the natural and cultural resources on the property*. (1,000 characters)

***Please Note: should funding be awarded, deed restrictions protecting the property's exceptional resources will be required.*

SAMPLE

Preservation Trust Fund Supplemental Material List 2023

Supplemental material is capped at twenty (20) pages. These twenty pages must include the required information below, but it may also include any additional information about the project including expansion upon responses from previous questions on the application. Creativity is encouraged, but the supplemental material limit is firm. Do not include links to any outside sources as they will not be considered.

REQUIRED:

- Documentation of Support*:
 - Public entity partner (if applicant is not a public entity) letter indicating willingness to hold easement or deed restrictions.
- Maps:
 - Aerial photograph
 - Locality tax map with parcel highlighted
- Photographs showcasing the property, community, or project (*pdf format preferred*)

OPTIONAL:

- Letters*, such as:
 - Partner letters indicating support
 - Community member letters or signed petition showing desire/need for project outcome
 - Locality letters showing land use support
 - If land is being purchased, landowner letter of interest/intent
 - Any additional letters not previously listed
- Maps, such as:
 - Location map
 - Topography map (USGS 7.5-minute)
- Documentation of good standing with SCC (for non-profits)
- Land acquisition materials, if applicable, such as:
 - Substantiation of the value of the property to be protected if appropriate
 - Appraisal
 - Title report
 - Boundary survey
 - Environmental Site Assessment, Phase I
- Any additional material that showcases the unique qualities of the property and project

*Letters should be submitted with the application packet. They may be addressed to (*but not mailed to*): Emily Nelson White, VOF Grant Program Manager, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903

Please do not provide full copies of local, state, or regional plans, organizational financial reports, tax returns, etc.