



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.