



## Preservation Trust Fund Supplemental Material List 2024

Supplemental material is capped at 20 pages. These 20 pages must include the required information below, but they 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:

- Maps:
  - Aerial photograph.
  - Locality tax map with parcel highlighted.
- Photographs showcasing the property, community, or project (*JPEG format preferred*).

### OPTIONAL:

- Documentation of Land Protection Partner\*:
  - Letter from the public entity partner (if applicant is not a public entity) indicating willingness to hold easement or deed restrictions.
- 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 State Corporation Commission (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 through the application portal electronically as part of the application process. 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 entire copies of local, state, or regional plans, organizational financial reports, tax returns, etc.**