



Preservation Trust Fund (PTF) Application FY25

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 18, 2025

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. Character count includes spaces and punctuation. Unless requested by the question/prompt, do not include links to any outside sources as they will not be considered. Any question marked with an asterisk is required for submission.

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 work in this proposal or 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 characters):

Please note this title will be shared with the public and replicated for press releases 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 category 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 new trail easement, right of way, or public access easement on portion of parcel(s).

____ Land protection of already 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):

Land Protection Partner

A real estate interest must be conveyed to VOF or a locality (local government) to be eligible for PTF funding. Some examples of how this requirement could be met are through ownership, an easement, a dedication to open space, or right of way.

For public access projects, the locality is the preferred land protection partner (or applicant). Partnering with the locality indicates support for the project and alignment with locality goals and plans. Localities have the local resources and staff on the ground to help ensure project goals are maintained.

8. Land Protection Partner*:

Locality, State Agency, Subdivision of State Government, Virginia Outdoors Foundation, Other, Undetermined.

If requesting VOF as holder of real-estate interest, please contact VOF at grants@vof.org before submitting the application

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

While not a requirement, proposals with a confirmed land protection partner are more competitive.

Land Protection Compliance

The land protection instrument such as an open-space easement or a deed of dedication to open-space must be in compliance with the locality's comprehensive plan.

10. Indicate if the permanent protection of this land aligns with the comprehensive plan of the locality in which it is located*: Yes/No/Not Yet Determined

11. If known, provide the current zoning of the parcel and the future land use category (100 characters):

12. Describe locality support for the project*(250 characters):

Project Location

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

13. Locality*:
14. Latitude & Longitude*: *Latitude (00.00000) Longitude (-00.00000)*
15. Street Address:
16. Tax Map Parcel Identification Number*:

Project Area

17. Total Acres to Be Protected*:
This is the number of acres that will be required to be protected in perpetuity.
18. 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.

Project Summary

19. Provide a 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 Purpose

Preservation Trust Fund grants may be given to create public access opportunities or to protect natural or cultural resources on private property. Proposals intended to create parks, walking trails, or other opportunities for the public to get outside are considered "Public Access." Proposals intended to preserve and protect natural resources, which are usually on larger, non-urbanized parcels are considered "Natural & Cultural Resources."

20. Select the purpose that best fits the objectives/highlights the strengths of the project. If the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages*.
 - a. Provide Public Access
If selected, answer additional questions on page 4 and skip page 5. Resume answering questions on page 6.
 - b. Protect Natural and Cultural Resources
If selected, skip page 4 to answer additional questions on page 5.

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

Public Access Additional Questions

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

If the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address all of these questions in their supplemental pages.

If the project purpose is to exclusively protect natural and cultural resources, skip page 4 and continue to page 5.

Public Access Characteristics

1. Select a primary category that best describes the project*:

Agriculture/Community Garden, Community Planning/Engagement, Outdoor Educational Space/Classroom, Cultural/Historic Resources, Outdoor Programming, Park Creation/Park Infrastructure, Planting and Landscaping, Forest Protection, Natural Resource Protection, Safety and/or Accessibility, Trail Creation/Improvement, Water Access, Water Quality

2. Select a secondary category that describes the project*:

Agriculture/Community Garden, Community Planning/Engagement, Outdoor Educational Space/Classroom, Cultural/Historic Resources, Outdoor Programming, Park Creation/Park Infrastructure, Planting and Landscaping, Forest Protection, Natural Resource Protection, Safety and/or Accessibility, Trail Creation/Improvement, Water Access, Water Quality

3. Select how much time the public will have access 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):

4. Select how much of the project area will be open to the public*:

☐ 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):

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

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

☐ The public site is accessible by public transportation.

☐ The project site has public parking.

Additional information (300 characters):

Community Description

6. 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)
7. 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)
8. 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 has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages.

If the project purpose is to exclusively provide public access, skip page 5 and continue to page 7.

Resource Protection

1. Is the property appreciated by the public in any of the following ways*? *Select all that apply*
☐ The property is frequently viewed by the public.
☐ The property is visible from nearby public recreational spaces.
☐ The property leads to or is within a historic setting.
☐ The property has over 500 feet 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*
 - a. If yes, is the property an active, working farm? *Yes/No*
 1. If yes, describe the farming activities taking place (200 characters).
 2. If yes, does the property have, or has the owner begun the process of obtaining, a farm management plan created with the Soil & Water Conservation District or Natural Resource Conservation Service that specifies Best Management Practices (BMPs) that will be implemented in the daily operation of the farm? *Yes/No*
 - a. If yes, list the type of farm management plans that will be followed (200 characters).
Examples: conservation plan, nutrient management plan, resource management plan, etc.:
 3. If yes, 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*
 1. If yes, describe the timber harvesting or tree farming activities taking place (200 characters).
 2. If yes, 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
 - a. 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.

Project Description

21. 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

22. 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 conversion/diversion process, or a VOF easement (please contact VOF prior to application submission).

23. How will this area be managed in the future*? (800 characters)

Impervious Surface

One goal of the Preservation Trust Fund is to preserve green open space. To achieve this goal, deed restrictions that limit impervious surface are required by the program.

For public access projects, the total impervious surface, including both existing and additional improvements, may not exceed 10% of the total area of the Property. *(Exceptions may be considered by the VOF Board of Trustees for projects located in urban areas or for specific community needs).* Measurement of impervious surface will be calculated using Virginia DEQ Stormwater standard definitions and methodology.

For natural and cultural resource projects, the total impervious surface, including both existing and additional improvements, may not exceed ¼% to ½% of the property area depending on the size and characteristics of the property as well as the Conservation Values being protected. *(Exceptions may be considered by the VOF Board of Trustees).* Measurement of impervious surface will be calculated using Virginia Outdoors Foundation's standard definitions and methodology.

24. Indicate the planned percentage of impervious surface on the property*:

Additional information (300 characters):

Project Deliverables, Objectives and Outcomes

- Deliverables are the concrete items to be installed or established through project implementation.
- An objective is a specific measurable action toward a goal or outcome.
- An outcome is a broad, long-term, overall result.

*Example: Project X consists of purchasing a piece of property to install a walking trail with interpretive signage and pollinator meadow. The **deliverables** may be the land acquisition, the creation of the walking trail, the interpretive signage, and the establishment of the pollinator meadow. **Objectives** may include recruiting volunteers to assist with the planting. **Outcomes** may be a new community gathering space, a healthier population, and increased awareness regarding pollinator habitat and the benefits of native plants.*

25. List the planned deliverables of the project*. (2,000 characters)

Deliverables are the concrete items to be installed or established through project implementation.

26. List the proposed objectives and outcomes of the project*. (2,000 characters)

An objective is a specific measurable action toward a goal or outcome. An outcome is a broad, long-term, overall result.

27. Is this project part of a larger movement*? (800 characters)

I.e., have other projects of a similar nature happened near this one? Is this one of many that are ongoing in this area?

Plan and Policy Alignment

Indicate which of the following plan goals the project supports:

28. 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)

29. 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)

30. 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)

31. Does this project meet stated economic goals of Virginia Economic Development Partnership or another state agency? Examples include land-focused economic development (agriculture and 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)

32. Does this project contribute to coastal resilience*? *Yes/No*

Executive Order Number Twenty-Four (2018) addressed the need to increase Virginia's resilience to sea level rise and natural hazards and resulted in the creation of the DCR Coastal Resilience Master Plan. Check the 2080 Floodplain Projection Map or The Nature Conservancy Resilient Land Mapping Tool to see if the project may contribute to resilience.

If Yes:

Please provide support documentation

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

33. Does this project meet any other state-defined policy goals such as 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.

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

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

Proposals will be analyzed using existing models and databases, so only undocumented resources need to be described below.

If Yes:

Please describe them and their significance. (500 characters)

Partnerships

36. 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

The amount of a PTF grant must be substantiated by the value of the real estate interest being conveyed as shown by an assessment, preliminary or final appraisal, or other accepted methodology. An estimated value is acceptable at the time of application. Substantiation must be provided and approved before grant funds are disbursed.

The grant amount is capped at the substantiated value of the real estate plus the cost of any necessary due diligence work. The submitted budget should include costs associated with the conveyance of the real estate interest. The optional project budget should include costs associated with the planned use for the grant award.

37. Indicate the value of the real estate interest of the property*:

The grant award may not exceed the real estate value plus the cost of due diligence. The real estate value is the assessed, appraised or other approved valuation of the property or the land protection instrument. The value must be substantiated before grant funds may be disbursed.

38. Indicate the method by which the value has been determined*:

Examples include an assessment from locality, preliminary or full appraisal, or another value determined by an alternative methodology, such as an estimate prepared by the applicant. The grant amount disbursed may not exceed the substantiated value of the real estate interest, which must be approved by VOF.

- a. Preliminary appraisal
- b. Appraisal
- c. Assessment
- d. Other: _____

39. 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)

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

41. 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

42. 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

43. 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>	

Land Protection Budget

In recent cycles, grant awards have averaged \$150,000 per project. However, there is no absolute cap and exceptional projects, as well as those with substantiated need, have been funded at higher amounts. Partial funding is possible.

When completing the general budget, enter costs associated with conveying the real estate interest. Only include the portion of the total costs for which PTF funding may be applied. Any match funding or in-kind donations should be entered in the next section of the application, Other Fund Sources.

For example, if the proposal is for acquisition of a property which is appraised at \$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. The grant award will not exceed the substantiated value of the real estate value plus the verified actual costs of due diligence.

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.

Land Acquisition/Land Protection Costs

44. List the costs associated with the real estate interest conveyance, either fee simple acquisition or land protection*.

The grant amount is capped at the substantiated real estate value plus due diligence. Please review PTF program requirements to ensure adequate funds have been requested for all required due diligence. Example items include: fee simple acquisition of property, purchase of an easement, appraisal, legal fees, survey, title work/title insurance, and Baseline Documentation Report (BDR) fee.

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

Planned Project Budget (Optional)

Provide a budget for the project that will be implemented using the PTF grant award once the land is permanently protected. This budget will support the narrative of the larger project, but it will not impact the grant award. The grant award will be based on the value of the real estate interest plus the cost of due diligence.

45. List the costs associated with the planned project for which the PTF funds may be used once the land is protected.

Examples include: park infrastructure, trail construction, tree planting, etc.

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

Other Funding Sources

46. Describe any matching 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 20 pages. These 20 pages must include the required information below, but it may also include any additional information about the project including expansion upon responses to previous questions. Creativity is encouraged, but the supplemental material limit is firm.

Please note, if the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages.

- Letters may be addressed (but not mailed or emailed) to Emily Nelson White, VOF Grant Program Director, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903.
- If possible, please provide photo images in jpeg format.
- Do not include links to any outside sources in this section as they will not be considered.
- Do not provide full copies of local, state, or regional plans, organizational financial reports, tax returns, etc.
- An audio/video file may be submitted only if it is less than two minutes in length. If a link is needed to access the file online, please contact grant staff at grants@vof.org.

47. Required Supplemental Material*

Refer to PTF Supplemental Material List document for guidance, page 11 of application packet

- e. Aerial photograph with property boundary shown
- f. Locality tax map with parcel highlighted.
- g. Photographs showcasing the property, community, or project (*preferably in JPEG format*).

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



Supplemental Material Additional Guidance

The twenty (20) page maximum includes both required and optional information.

REQUIRED:

- Maps:
 - Aerial photograph with property boundary shown
 - Locality tax map with parcel highlighted
- Photographs showcasing the property, community, or project (*JPEG format preferred*)
- Should a grant award be made, substantiation of the value of the property to be protected as shown by an assessment, appraisal, or other accepted methodology.

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:
 - Purchase Agreement
 - Appraisal
 - Title report
 - Boundary survey
 - Phase I Environmental Site Assessment
- Any additional material that showcases the unique qualities of the property and project.