



Preservation Trust Fund (PTF) Application FY27

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., July 29, 2026

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. 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)

3. 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. Name:*
- b. Title:
- c. Email:*
- d. Address:*
- e. Phone:*

4. Additional applicants:

List any additional contacts within your organization that will also work in this proposal or manage this grant.

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

Project Information

6. 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.

Project Purpose

Preservation Trust Fund grants may be given to create public access opportunities and/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".

7. 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
 - i. 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
 - ii. 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
 - b. Protect natural and cultural resources
 - i. Select a primary category that best describes the project:.*
Cultural/Historic Resources, Forest Protection, Natural Resource Protection, Water Quality
 - ii. Select a secondary category that describes the project:.*
Cultural/Historic Resources, Forest Protection, Natural Resource Protection, Water Quality

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

Project Summary

8. Provide an executive summary of this project.* (500 characters)
This summary should be a succinct yet comprehensive description of the proposed project which will be shared with the public and replicated for press releases and grant documents should funding be awarded.
9. Select the structure of the project.*
 - ___ Land acquisition and protection
 - ___ Land protection
 - ___ Other (*describe briefly here; additional information may be provided later in the application, 300 characters*):

Project Location

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

10. Locality:*

11. Latitude & Longitude:* *Latitude (00.00000) Longitude (-00.00000)*

12. Street Address:

13. Tax Map Parcel Identification Number(s):*

Project Area

14. Total acres to be protected:*

This is the number of acres that will be required to be protected in perpetuity.

15. Is a GIS boundary of the property/project area available?* *Yes/No*

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

Land Ownership & Access

16. List the current landowner as shown in the locality land records.*

17. If the current landowner is different from the applicant, has the landowner agreed to the proposed project?*

Yes/No/Not applicable/Unsure.

If no or unsure, please describe the state of negotiations with the landowner to date.

18. Is documentation of a willing landowner included with this application?* *Yes/No*

This document may be a non-binding agreement or indication of willingness in the form of a letter or email.

While not a requirement, proposals with a confirmed willing landowner are more competitive.

If no, please describe the state of negotiations with the landowner to date.

19. Is there legal and physical access to the property adequate for the intended use of the property and for site monitoring?*. *Yes/No/Unsure*

Describe below:

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.

20. Name the 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

21. 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 comply with the locality's comprehensive plan.

22. Indicate if permanent protection of the land aligns with the comprehensive plan of the locality in which it is located:* *Yes/No/Not Yet Determined*
23. If known, provide the current zoning of the parcel and the future land-use category. (100 characters):
24. Describe locality support for the project:* (250 characters)
25. Is documentation of comprehensive plan compliance from the locality included with this application?* *Yes/No*
While not a requirement, proposals with confirmed comprehensive plan compliance are more competitive.

Project Description

26. 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
27. Describe the planned method of land protection for this project.* (500 characters)
Explain 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).
28. List any deed restrictions that would be considered by the landowner should funding be awarded. Please address the following: divisions, location and type of buildings and structures, management of forest, and any water quality protection areas.* (1,000 characters)
Please note: Should funding be awarded, deed restrictions pledged in this application that supersede minimum requirements resources will be required.
29. How will this area be managed in the future?*(800 characters)

Impervious Surface

One goal of the Preservation Trust Fund is to preserve open space. To achieve this goal, deed restrictions that limit impervious surface are required by the program. **Should a grant award be made, the value specified in this application will be included in the grant agreement as a required deed restriction.**

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.*) For the land protection instrument, the measurement of impervious surface will be calculated using the land protection partner's standard definitions and methodology. For the completion of this application, gravel is considered impervious.

For natural and cultural resource projects, the total impervious surface, including both existing and additional improvements, may not exceed 0.25% to 0.5% 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.*) For the land protection instrument, measurement of impervious surface will be calculated using the land protection partner's standard definitions and methodology. For the completion of this application, gravel is considered impervious.

30. Indicate the **existing and planned square footage** of impervious surface on the property:*

Include both existing and planned impervious surface in this calculation. Compacted gravel is considered impervious and should be included in this calculation.

- a. Existing square feet of impervious surface (including gravel):
- b. Planned square feet of impervious surface (including gravel):
- c. Total square feet of impervious surface (including gravel):

Confirm the total square feet of impervious surface aligns with the maximum percentages allowed by project type which is outlined above.

Additional information (300 characters):

Additional Information

31. Are there extenuating circumstances relating to the proposed project such as development pressure, financial need, or time sensitivity?* *Yes/No*

If yes, please describe. (1,600 characters)

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)

SAMPLE

Public Access Characteristics

Complete these questions only if the project offers public access.

If there is no public access component, skip page 5 and continue to page 6.

33. Will the project offer public access to the property? * *Yes/No.*

If no, skip questions 34-40.

34. 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 (300 characters):

35. Select how much time the public will have access to the project site: *

Please note the extent of public access indicated in the application will be incorporated in the land protection instrument.

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):

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

Please note the extent of public access indicated in the application will be incorporated in the land protection instrument.

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):

37. Select all accessibility options which are 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

38. 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)

39. 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. * (2,000 characters)

40. How does this project address a specific need in the community or provide a unique service to the community? * (500 characters)

Resource Protection Characteristics

Complete these questions only if the project has agricultural or forestal characteristics.
If there is no agriculture or forestry component, skip page 7 and continue to page 8.

41. Does the property have any agricultural or forestal characteristics to consider? * *Yes/No*
If no, skip questions 42-46.
42. Is the property an active, working farm? * *Yes/No*
- If yes, describe the farming activities taking place (200 characters).
 - 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*
 - 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.
 - 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).
43. Is the property in active timber production? * *Yes/No*
- If yes, describe the timber harvesting or tree farming activities taking place (200 characters).
 - If yes, does the property have, or has the owner begun the process of obtaining, a written forest stewardship plan? *Yes/No*
44. 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):
45. Has the property been recognized as a Virginia Century or Bicentennial Farm? * *Yes/No*
Additional information (200 characters):
46. Has the property been recognized as a Virginia Century Forest? * *Yes/No*
Additional information (200 characters):

Project Deliverables

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

*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.*

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

Estimated Timeline/Plan of Work

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

Include work that has already been completed. List due diligence items contracted or finalized such as an appraisal or survey work.

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

Partnerships

48. List any partners 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

Plan and Policy Alignment

Indicate which of the following plan goals the project supports.

49. Describe how the project supports local or regional plans.*

Select the most specific, accurate description and provide support documentation below.

- The project is specifically mentioned in a local or regional plan.
- The project purpose is mentioned or fulfills a specific need in a local or regional plan.
- The project area is referenced generally or meets a general goal identified in a local or regional plan.

Name of Local Plan:

Date of Plan:

Page #:

Cut and paste the relevant plan excerpt below or provide the URL if you have one: (500 characters)

Name of Regional Plan:

Date of Plan:

Page #:

Cut and paste the relevant plan excerpt below or provide the URL if you have one: (500 characters)

50. Virginia Outdoors Plan Need:*

Does the project address an Outdoor Recreation Priority identified in the 2024 Virginia Outdoors Plan (<https://vop-vdcr.hub.arcgis.com/>)?

Select all that apply

- d. The project provides public access to natural areas.
- e. The project provides public access to a developed park.
- f. The project provides public access to historic areas.
- g. The project provides trails for hiking, cycling, or horseback riding or walking OR access to water trails.
- h. The project provides opportunities for viewing wildlife.
- i. The project protects or supports dark sky conservation.
- j. The project will provide recreational support amenities such as restroom, parking, ADA accessibility features, drinking water, information kiosks, trash receptacles, seating, lighting.

51. Does this project meet any other state-defined policy goals such as economic development, coastal resilience, public drinking water protection, carbon sequestration, nutrient mitigation, impaired streams, etc.?* *Yes/No*

If Yes:

k. Policy Goal:

Please provide support documentation:

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

l. Additional Policy Goal:

Please provide support documentation:

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

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

53. 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)

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.

54. Indicate the value of the real estate interest of the property being acquired:*

The grant award may not exceed the real estate value being acquired with grant funds 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. For public access projects, the value of the public access easement is considered equivalent to the value of the fee-simple property. The value must be substantiated before grant funds may be disbursed.

55. 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: _____

56. Is documentation of real estate value available?* *If yes, upload here. If no, explain circumstances.*

57. 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)

58. 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.

Land Protection Budget

In recent cycles, grant awards have averaged \$150,000 per project. However, there is no absolute cap; 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 Funding 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

59. 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.*

*** Note: Consolidation may be required if the number of existing tax map parcels exceed the number of parcels allowed by the land protection instrument. Most localities require a new survey to consolidate the existing tax map parcels.*

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.

60. 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

61. 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>		

Required Documentation*

- Applicant Commonwealth of Virginia Substitute W-9 (for entity to be named on grant agreement if awarded)
- Maps:
 - Aerial photograph with property boundary shown.
 - Locality tax map with parcel highlighted.
- Photographs (Limited to 6) showcasing the property, community, or project (*JPEG format preferred*)

Supplemental Material

Supplemental material is optional, and it is capped at 15 pages. These 15 pages may include any additional information about the project including expansion upon responses to previous questions. Creativity is encouraged, but the supplemental material limit is firm.

- Letters may be addressed (but not mailed or emailed) to Emily Nelson White, VOF Grant Program Director.
- 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.

Examples of Supplemental Material

- 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 should a grant award be made.
- Documentation of Willing Landowner
 - This document may be a non-binding agreement or indication of willingness in the form of a letter or email.
- Continued responses to questions from the application
- Additional photographs (*JPEG format preferred*)
- Letters, such as:
 - Locality letters showing land-use support and comprehensive plan compliance.
 - Partner letters indicating support.
 - Community member letters or signed petition showing desire/need for project outcome.
 - 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).
- Due diligence, such as:
 - Purchase agreement
 - Appraisal
 - Title report or commitment
 - Boundary survey
 - Phase I Environmental Site Assessment
- Any additional material that showcases the unique qualities of the property and project.