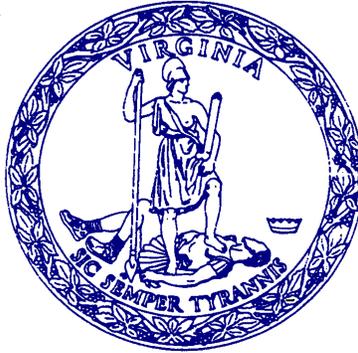


**Civil War Sites Preservation Fund Grants
Spring 2012 Grants
Application Form**



Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

Name of Applicant

Name of Project

**Civil War Sites Preservation Fund Grants
Spring 2012 Grants**

APPLICATION INSTRUCTIONS

Applicants for grants through the Virginia Civil War Sites Preservation Funds (CWSPF) must provide the information requested in this application form in order to be considered for an award. Incomplete applications will be rejected. Organize the application in the precise manner of this application form. Please provide a cover page that includes the name of the applicant and the name of the project. Applicants may design their own cover page or use the one included in this application form.

Department of Historic Resources staff is available for consultation at any time during the CWSPF application process. Please call whenever necessary; we are here to help. Check the contact information below.

Application must be RECEIVED at the DHR Kensington Office by 5:00 PM, July 5, 2012. Applications should be submitted electronically in PDF format either on a CD, USB drive, or via email. If submitted via email, please leave time to confirm receipt. Unusually large documents may not be receivable via email. If the document is too large for email submission, please contact staff to arrange for an FTP site transfer. We need a minimum of 4 business days to arrange an FTP site transfer. It is the responsibility of the applicant to work with staff early enough to ensure that the submission meets the deadline. Applicants should retain copies for future reference.

Late applications, no matter how compelling the reason for their tardiness, will not be considered for funding in this grant round. Thank you for participating in the Virginia Civil War Sites Preservation Fund program. Good luck!

Submit Applications To:

M. Catherine Slusser
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23111
Catherine.Slusser@dhr.virginia.gov
804-482-6083

**Civil War Sites Preservation Fund Grants
Application Summary Page**

1. Project Sponsor/Applicant: _____
2. Project Name: _____
3. Project Contact: Name _____
 Address _____

 City _____ State _____
 Zip _____
4. Project Type: Fee Simple Acquisition _____ Easement Acquisition _____
5. Funds sought: General Fund grant _____ Bond funding _____
 Either _____
6. Anticipated Purchase Date: _____ (For prior purchases give the closing date of the sale. No applications will be accepted for projects that closed earlier than July 5, 2011.)
7. Street Address for Project Site: _____
8. Town/City/County and Zip Code for Project Site: _____
9. Project Costs: Purchase Price: _____
 Total Project Cost: _____
 Grant Request: _____ (No more than 50% of allowable project costs)
10. Sources of Match (State funds are not allowable sources of match):

 Source: _____ Amount: _____
 Source: _____ Amount: _____
 Source: _____ Amount: _____
11. CWSAC Report Priority: Include the decimal as appropriate (e.g Priority III.2)

 Priority I _____, Priority II _____, Priority III _____, Priority IV _____
 Class A _____, Class B _____, Class C _____, Class D _____
12. Access: ___ Public access allowed ___ Limited public access allowed
 ___ Property provides visual access to passersby ___ No public access
13. State Delegate & District: _____ State Senator & District: _____
 Congressional Representative & District: _____
14. Signature: _____ Title: _____ Date: _____
 (Must be signed by an official with the authority to commit funds.)

**Civil War Sites Preservation Fund Grants
Application Requirements
Narrative Section**

I. Project Narrative:

1. Description of the project. Please provide a description of the project including the tract name(s), type of project (fee simple acquisition, purchase of easement) and whether or not the purchase has already been made or will take place in the future.
2. Project Location. Provide a description of the project location. Include relevant city, town, and/or county, adjacent streets/roads, adjacent development and land uses.
3. Project acreage. Provide the total acreage of the tract(s) to be purchased or placed under easement. Special priority will be given in this year to projects that protect large tracts of land.
4. Significance of the battlefield.
 - a. Provide a brief statement of the property's significance with regard to a battlefield listed in the CWSAC "Report on the Nation's Civil War Battlefields," (1993 or updated version) and National Register criteria. This section must include what priority was given to this battlefield in the report. Priority will be given to battlefields that are listed as Priority I or II, or as Class A or B sites in the CWSAC report.
 - b. Provide a brief summary of the battle with specific attention to the importance of this tract.
 - c. Describe the location of the proposed project in relation to core and study areas
5. Proximity to other protected lands. Describe the proximity and relationship of this tract to other protected lands. (For example, is this the last parcel of the battlefield surrounded by a National Park?)
6. Threat. Describe the specific threat to this property. It is not sufficient to assume that because that area of the state is experiencing development that this property is automatically under threat. If the purchase has already been made, then describe the specific threat the property was under at the time of purchase.
7. Integrity. Describe the physical integrity of the features associated with the battle in question.

II. Financial and Administrative Capacity:

1. Organizational Capacity. Provide documentation that shows the applicant has the financial and administrative capacity to a) complete the project and to b) maintain and manage the property consistent with the public investment and public interests,
2. Availability of match. Provide a table that details sources of funding along with documentation that the match is available. Include all sources and amounts. Note that state funds may not be used to match a CWSPF grant.

3. Responsible parties. Provide a brief description of how the applicant plans to manage and account for the project and the grants funds, including who will be responsible for accounting, and what is their previous experience in grants administration.
4. Budget. Provide a project budget. Eligible costs for which moneys from the Fund may be allocated include 1) acquisition of land and any improvements thereon (collectively referred to herein as "land") or 2) permanent protective interests, such as perpetual conservation easements, and/or 3) costs associated with such acquisitions, including the cost of appraisals, environmental reports, any survey, title searches and title insurance, and other closing costs. Grants from the Fund shall not exceed 50 percent of the appraised value of the land or permanent protective interest therein.

III. Public Benefit

1. A statement describing in detail any other public interests which will be served by preservation of this parcel.
2. Plans and potential for education, recreation, research, heritage tourism promotion, or orderly community development

ATTACHMENTS:

- A. Confirmation of match: Applicants must demonstrate that they have appropriate match from eligible sources. A bank statement and/or certification from the applicant organization's president or executive director may be used to meet this requirement. Such statement and/or certification should specify the source of the funds to ensure that no state funds are used as part of the match.
- B. Statement from the applicant organization of the commitment to place any purchased property under perpetual easement to the Department or other agency of the Commonwealth placing restrictions on the use or development of the land within 6 months of project completion. Applicants who intend to acquire perpetual conservation easements must submit proposed terms and conditions to the Department for approval.
- C. Valid Appraisal, if available at time of application. A current appraisal must be obtained prior to the expenditure of grant funds. This appraisal must have an effective date within 180 calendar days of the signing of the contract to purchase the property. A professional appraiser licensed and certified in accordance with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), as amended. A copy of the appraisal must be submitted to the Department for review to support the proposed acquisition cost.
- D. IRS letter verifying the applicant's 501(c)(3) status.
- E. IRS W-9 form
- F. Documentation that the applicant organization meets all other requirements for a "holder" as described in Va. Code §10.1-1009 to §10.1-1017.
- G. Documentation that the applicant organization is currently registered with the Virginia Department of Agriculture and Consumer Affairs pursuant to Virginia's Charitable Solicitation of Contributions Law, §§ 57-48 through 57-69.
- H. For national organizations, documentation that the applicant is registered and in good standing with the Virginia State Corporation Commission.

- I. A 7.5 minute USGS quadrangle map (color copy or electronic/GIS version acceptable) suitable for printing on 8 ½ by 11 paper and clearly marked with the following information:
 - o The boundaries of the land for which a grant is sought;
 - o The boundaries of the “core” and/or “study” areas of the battlefield, as defined by the CWSAC shown in a way that clearly show the relationship of the project to those areas;
 - o Other nearby protected parcels, if applicable.
 - o (Other maps may be included if the parcel is too large to show the boundaries and context on a 7.5 minute quad. Please check with staff to confirm an alternate scale prior to submitting the application.)
- J. A statement indicating whether the acquisition is to be fee simple or an easement, and one of the following:
 - a. Evidence of the applicant’s financial and administrative capacity to manage the land following acquisition of fee simple (the applicant’s most recent audited financial statements, if available, are recommended); or
 - b. The proposed terms and conditions of a perpetual conservation easement.
- K. A contract of sale, contingent contract of sale, or letter from the property owner indicating willingness to sell the land or perpetual conservation easement to the applicant; or verification of the date on which the applicant closed on the sale of the property.

EVALUATION CRITERIA

In writing the narrative, please keep in mind that each proposal will be evaluated and prioritized based on the following criteria:

1. Significance of the battlefield (based on "Report on the Nation's Civil War Battlefields," and National Register criteria) Priority will be given to battlefields that are listed as Priority I or II, or as Class A or B sites in the CWSAC report as well as location of the proposed project in relation to core and study areas
2. Proximity to other protected lands;
3. Threat to and integrity of the features associated with the battle in question;
4. Financial and administrative capacity of the applicant to a) complete the project and to b) maintain and manage the property consistent with the public investment and public interests,
5. Plans and potential for education, recreation, research, heritage tourism promotion, or orderly community development
6. Public access
7. Special priority will be given in this year to projects that protect large tracts of land.
8. Proportion of match greater than the required 50% of project costs.
9. Pursuant to direction from the General Assembly priority may be given to a project to create an interpretive battlefield park in the Northern Virginia area.

APPLICATION DEADLINE Applications must be received by the Department of Historic Resources by 5:00 pm on July 5, 2012 in order to receive consideration.

For questions contact Catherine Slusser at 804-482-6083 or by email at catherine.slusser.dhr.virginia.gov.