

**Civil War Sites Preservation Fund Grants  
Spring 2014 Grants (for SFY 2015)  
Application Form**



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

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Name of Applicant

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Name of Project

**Civil War Sites Preservation Fund Grants  
Spring 2014 (for SFY 2015) Grants**

**APPLICATION INSTRUCTIONS**

Applicants for grants through the Virginia Civil War Sites Preservation Funds (CWSPF) must provide all 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 (DHR) staff is available for consultation at any time during the CWSPF application process. Please get in touch with us whenever necessary; check the contact information below. We are here to help.

A complete application will consist of:

1. A Cover Sheet
2. Application Summary Page (see below)
3. Narrative (Sections I-III) (see below)
4. Attachments A-M (see below)
5. Completed Easement Application Form (attachment)

Completed applications must be RECEIVED at the DHR Richmond Office (address below) or via electronic submission by 5:00 PM, May 1, 2014. Applications must be submitted in PDF format either on a CD, USB drive, or via email. Unusually large documents may not be receivable via email. If the document is greater than 5MB in size, please contact staff to arrange for a large file transfer via DHR's secure FTP website. 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 to ensure that the submission meets the deadline. DHR staff will confirm receipt of your application. Applicants should also retain copies for future reference.

Under no circumstances will late applications be considered for funding in this grant round. Please make sure you read all guidance in this document and the grant announcement/criteria. Guidance for this year has changed. Thank you for participating in the Virginia Civil War Sites Preservation Fund program. Good luck!

Submit Applications To:

David A. Edwards  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221  
david.edwards@dhr.virginia.gov  
540-868-7030

**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. General Grant Funds sought \_\_\_\_\_
6. Anticipated Purchase Date: \_\_\_\_\_ (For prior purchases give the closing date of the sale. No applications will be accepted for projects that closed prior to April 30, 2013.)
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; no more than 50% of appraised value)
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 Now: \_\_\_ Public access allowed   \_\_\_ Limited public access allowed  
                  \_\_\_ Property provides visual access to passersby   \_\_\_ No public access
13. Access Resulting From Project: \_\_\_ Public access allowed; \_\_\_ Limited public access allowed; \_\_\_ Property provides visual access to passersby; \_\_\_ No public access
14. State Delegate & District: \_\_\_\_\_ State Senator & District: \_\_\_\_\_  
    Congressional Representative & District: \_\_\_\_\_
15. Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
    (Must be signed by an organization 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 "Report on the Nation's Civil War Battlefields", issued by the Civil War Sites Advisory Commission ("CWSAC Report") in 1993 or as amended or updated and National Register criteria. This section must include what rating 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. If possible, state what actually happened on the property during the battle.
  - 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. Compelling Preservation Needs/Considerations: Describe any additional considerations that might give this project additional priority. (For example, a parcel that fills the last gap in protected lands on a battlefield; a parcel that contains an identifiable and unique aspect of that battle such as an earthworks, a headquarters, a hospital, or another building dating to the time of the battle; or the last parcel linking a planned trail through or between battlefields.)
8. Multiple Applications: For any organization submitting multiple applications, please include a section in the narrative that specifies the priority that a particular project has among their own applications and why.
9. Integrity. Describe the physical integrity of the features associated with the battle in question. Consider what battlefield landscape features and/or historic buildings survive on the property.

## **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 CWSPF 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 property purchased in fee simple using this grant under perpetual easement to the Department of Historic Resources or other agency of the Commonwealth placing restrictions on the use or development of the land within 6 months of land acquisition.
- C. Draft easement deed or document outlining the proposed terms and conditions for projects involving acquisition of perpetual conservation easements using this grant.
- D. Completed copy of the attached easement application form (all applications).
- E. 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. The appraisal must be completed by 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 of Historic Resources for review to support the proposed acquisition cost.

- F. IRS letter verifying the applicant's 501(c)(3) status.
- G. IRS W-9 form
- H. Documentation that the applicant organization meets all other requirements for a "holder" as described in §10.1-1009 through 10.1-1017 of the Code of Virginia.
- I. 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 of the Code of Virginia.
- J. For national organizations, documentation that the applicant is registered and in good standing with the Virginia State Corporation Commission.
- K. 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:
  - The boundaries of the land for which a grant is sought;
  - The boundaries of the "core" and/or "study" areas of the battlefield, as defined by the CWSAC shown in a way that clearly shows the relationship of the project to those areas; and
  - Other nearby protected parcels, if applicable.
  - 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.
- L. 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 in 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.
- M. 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:

- Significance of the battlefield (based on the CWSAC Report 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 and the degree to which the property falls within the Core and/or Study areas of the specific battlefield;
- Proximity to other protected lands;
- Degree of threat to and integrity (degree or level of preservation) of the features associated with the battle in question;
- Additional compelling preservation and/or public benefit opportunities that the project will address;
- Plans and potential for education, recreation, research, heritage tourism promotion, or orderly community development;
- Public access;
- Any special preservation or other public benefit considerations and opportunities. Special priority will be given this year to projects that protect large tracts of land;
- Proportion of match greater than 50% of project costs (bargain sale does not count toward extra consideration);

- Priority will be given to projects that protect “new lands” not already purchased; and
- Record of timely submission of progress reports to DHR and timely completion of projects by past recipients of CWSPF grants.
- Lack of encumbrances on the property such as utility easements, environmental hazards, buried tanks, etc. that may complicate implementation of a battlefield easement.

**APPLICATION DEADLINE** Applications must be received by the Department of Historic Resources by 5:00 pm on May 1, 2014 in order to receive consideration. For questions contact David Edwards at 540-868-7030 or by email at [david.edwards@dhr.virginia.gov](mailto:david.edwards@dhr.virginia.gov)