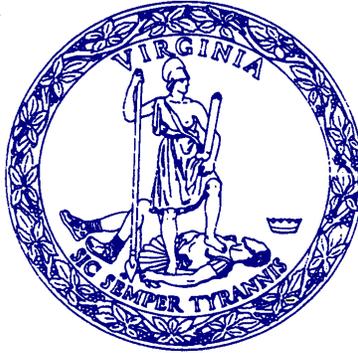


**Virginia Battlefield Preservation Fund Grants  
Summer 2015 Grants (State Fiscal Year 2016)  
Application Form**



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

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Property Location (County/City)

**Virginia Battlefield Preservation Fund Grants  
Summer 2015 (State Fiscal Year 2016) Grants**

**APPLICATION INSTRUCTIONS**

Applicants for grants through the Virginia Battlefield Preservation Fund (VBPF) must provide all information requested in this application form in order to be considered for an award. Incomplete applications will not be considered. Organize the application in the precise manner of this application form. Additionally, please submit the cover sheet included as page 1 of this application form. Department of Historic Resources (DHR) staff is available for consultation at any time during the VBPF application process. Please contact us with any questions; contact information is provided below.

A complete application will consist of:

1. Cover Sheet (page 1)
2. Completed Application Form (pages 3-4)
  - a. Application Summary Page (see below)
  - b. Narrative (Sections I-III) (see below)
  - c. Attachments A-L (see below)
3. Completed Easement Program Application Form (separate attachment)

Completed applications must be RECEIVED at the DHR Richmond Office (address below) or via electronic submission by **5:00 PM, August 7, 2015**. 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, applicants should use DHR's VITAShare site: <https://vitashare.virginia.gov/fcweb/jsp/logon.jsp>

It is the responsibility of the applicant to ensure that the submission meets the deadline. DHR staff will confirm receipt of your application by email only. DHR staff will notify the applicant within 30 days of receipt if the application is incomplete and will not be considered. An application cannot be supplemented once submitted. Applicants should retain copies of all application materials for future reference.

Under no circumstances will late applications be considered for funding in this grant round. Please make sure you read the grant announcement, the 2015 Grants Manual, and all instructions in this application.

**\*\*\*\*NOTE:** The requirements and criteria have been revised! PLEASE read carefully and follow the instructions.

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



13. Current Level of Access : \_\_\_ Public access allowed \_\_\_ Limited public access allowed  
\_\_\_ Property provides visual access to passersby \_\_\_ No public access

14. Access Resulting From Project: \_\_\_ Public access allowed; \_\_\_ Limited public access allowed; \_\_\_ Property provides visual access to passersby; \_\_\_ No public access

15. State Delegate & District: \_\_\_\_\_

State Senator & District: \_\_\_\_\_

Congressional Representative & District: \_\_\_\_\_

16. Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Must be signed by an organization official with the authority to commit funds.)

**Virginia Battlefield 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 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 following reports issued by the National Park Service's American Battlefield Protection Program: "Report on the Nation's Civil War Battlefields" ("CWSAC Report") in 1993 or as amended, or "Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States", issued in 2007, as amended. This section must include what rating was given to this battlefield as identified in the appropriate report. Priority will be given to battlefields that are listed as Priority I or II, or as Class A or B sites, as applicable.
  - b. Provide a brief summary of the battle with specific attention to the importance of this tract relative to the historic events associated with the war. To the extent 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, or other metric of association established by the American Battlefield Protection Program as applicable.
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 all threats specific to this property, including threats to its historic integrity. It is not sufficient to assume that because the area in which the property is located is being developed 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 and provide documentation. (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. Describe all modern improvements and provide documentation for all existing buildings, structures, and amenities on the property.

## **II. Financial and Administrative Capacity:**

1. Organizational Capacity. Provide documentation that shows the applicant has the financial and administrative capacity to complete the project. For all fee interest acquisitions, provide documentation confirming the applicant's ability to 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 Virginia Battlefield Preservation Fund grant.
3. Responsible parties. Provide a brief description of the applicant's plans to manage and account for the project and the grants funds, including who will be responsible for accounting, and their previous experience in grants administration.
4. Budget. Provide a project budget. Eligible costs for which monies from the Fund may be allocated include 1) acquisition of land and any improvements thereon (collectively referred to herein as "land"); 2) permanent protective interests, such as perpetual conservation easements; or 3) costs associated with such acquisitions, including the cost of appraisals, environmental reports, survey, title searches, and title insurance, and other closing costs, and/or costs associated with any rehabilitation of the historic landscape that may be required. Grants from the Virginia Battlefield Preservation Fund shall not exceed 50 percent of the appraised value of the land or of the 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. Documentation of the applicant's capacity to manage the Property in a manner that is consistent with public interests, such as education, recreation, research, heritage tourism promotion, or orderly community development.
3. Ability and willingness of the applicant and/or landowner to provide public access to the property.

## **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 confirming the applicant's commitment to place any property purchased in fee simple using this grant under a perpetual easement to be held by the Commonwealth of Virginia, Board of Historic Resources, or other agency of the Commonwealth with the approval of the Department of Historic Resources, which easement shall include restrictions on the use and development of the land, and which easement shall be recorded within twelve (12) months of land acquisition.
- C. Written affirmation from the applicant or landowner confirming that s/he has reviewed the Department of Historic Resources' draft battlefield easement and agrees to negotiate and execute such a deed. Completed copy of the DHR Easement Application Form (all applications).
- D. Valid Appraisal. 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 or of the execution of the deed of easement by the property owner. 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.
- E. IRS letter verifying the applicant's 501(c)(3) status.
- F. IRS W-9 form
- G. Documentation that the applicant meets all other requirements for a "holder" as described in Sections 10.1-1009 through 10.1-1017 of the Code of Virginia.
- H. Documentation that the applicant is currently registered with the Virginia Department of Agriculture and Consumer Affairs pursuant to Virginia's Charitable Solicitation of Contributions Law, Sections 57-48 through 57-69 of the Code of Virginia.
- I. For organizations incorporated or established outside Virginia, documentation that the applicant is registered and in good standing with the Virginia State Corporation Commission.
- J. 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 legal property boundaries of the land for which a grant is sought;
  - o The boundaries of the core and/or study areas of the battlefield for Civil War sites; or historic documentation, such as contemporaneous battle maps and/or contemporaneous battle accounts, establishing that the proposed project area is within the boundaries of Revolutionary War or War of 1812 battlefield or site shown in a way that clearly shows the relationship of the project to those areas; and
  - 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.
- K. 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.
- L. 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 as designated in the (i) "Report on the Nation's Civil War Battlefields" (CWSAC Report) or the "Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States" (together "Reports"). Priority will be given to battlefields that are listed as Priority I or II sites in "Report on the Nation's Civil War Battlefields" or as Class A or B sites in "Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States."
- Degree to which all or parts of the property are within the core and/or study areas of the battle or closely associated or other metric of association established by the American Battlefield Protection Program of the specific battlefield.
- Proximity to other protected or conserved lands.
- Degree of threat to and integrity (degree or level of preservation) of the features associated with the battle in question.
- Financial and administrative capacity of the applicant to complete the project.
- For fee simple acquisition, financial and administrative capacity of the applicant to maintain and manage the property in a manner that is consistent with the public investment and public interests, such as education, recreation, research, heritage tourism promotion, or orderly community development.
- Additional compelling preservation and/or public benefit opportunities that the project will address.
- Public access.
- Any special preservation or other public benefit considerations and opportunities. Special priority will be given again 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 Virginia Battlefield Preservation Fund grants (formerly Civil War Site Preservation Fund) from 2006-2014.
- Extent of encumbrances on the property such as utility easements that may interfere with the purposes of the easement.
- Environmental concerns or hazards, such as underground storage tanks or prior uses that may have resulted in contamination, that may complicate implementation of a battlefield easement.

## **APPLICATION REVIEW AND APPROVAL**

### ***First Review***

Applications will be received and reviewed by the Virginia Battlefield Grant Fund manager for completeness. Complete applications will be forwarded to a panel for review and scoring. The panel will conduct the initial review and scoring of all assigned applications.

### ***Second Review***

Following completion of the First Review, the panel will again meet to discuss and review scoring of projects and look for commonality of interest, resource protection urgency, the applicant's ability to finance (match) and manage the project proposal, and overall significance

of the proposal to the citizens of the Commonwealth. The panel consists of representatives from various program areas within the Department of Historic Resources.

***Final Review***

All applications will be presented to the Director of the Department of Historic Resources for review, action, and general grant approval. After qualified approval by the Director, pending further environmental studies, appraisal reports, and reviews, etc., a formal agreement will be issued. Agreements on all approved acquisition and easement projects shall include language that dedicates the specific project to protection in perpetuity as approved by the Virginia Board of Historic Resources.