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| A close up of a logo  Description automatically generated with low confidence | **VIRGINIA BATTLEFIELD PRESERVATION FUND (VBPF)****2024 GRANT APPLICATION FORM** **(July 1, 2024-June 30, 2025 Funds)*****Deadline: August 2, 2024 by 5:00 p.m.*** |

***Response lengths are capped intentionally, but answers may be expanded in the supplemental material section as noted in the Application Checklist. Please do not change font size, font type, or formatting when answering questions.***

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| **SECTION I: PROJECT INFORMATION** |
| **Property/Project Name:** | **County/City:**  |
| **Summary Description of Project\* (150-word limit):****\****The Department of Historic Resources (DHR) may share the property/project name and summary with the public and replicate it for press releases and grant documents should funding be awarded.* |
| **Grant Amount Requested: $**  |
| **Project Type:** [ ]  Fee Simple Acquisition [ ]  Easement Acquisition |
| For fee-simple acquisition projects, does the applicant already own the subject property? [ ]  Yes [ ]  No If yes, provide acquisition date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \**Acquisitions that closed prior to August 2, 2023 are not eligible.* |
| Has the landowner agreed to the proposed acquisition of, or placement of an easement on, their property? [ ]  Yes [ ]  Not Yet *\*Attach contract or willing seller letter.* |
| Describe why this specific battlefield property is important to your organization and its partners. **(150-word limit)** |
| **SECTION II: PROPERTY INFORMATION** |
| **Street Address:** |
| **City/Town:**  | **State:** | **Zip Code:** |
| **Tax Map/Parcel/PIN No(s)***(Attach additional sheet with parcel information if needed)* | **Parcel Acres:** |
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| **Total Acreage to be Conserved:** |
| Describe the project location (e.g. topography, streets/roads, water bodies, adjacent development). **(150-word limit)** |
| **SECTION III: APPLICANT & OWNER INFORMATION** |
| **Applicant Organization:**  |
| **Contact Name & Title:** |
| **Address:** |
| **City/Town:**  | **State:** | **Zip Code:** |
| **Phone:** | **Email:** |
| *\*Attach IRS Form W-9, letter from IRS verifying 501(c)(3) status, by-laws, articles of incorporation, and documentation of registration and good standing with the State Corporation Commission.* |
| **Owner Name:**  |
| **Address:** |
| **City/Town:**  | **State:** | **Zip Code:** |
| **Phone:** | **Email:** |
| **SECTION IV: PROJECT ELIGIBILITY** |
| **CIVIL WAR:** If the property was the site of multiple battles, select one battlefield to use for this application. All evaluation and scoring of your application will be based on this battlefield. Provide the name and priority rating for the battlefield as identified in the [Civil War Sites Advisory Commission’s *Report on the Nation’s Civil War Battlefields*](https://irma.nps.gov/DataStore/Reference/Profile/2274482). If the property crosses multiple battlefields, select the battle with the highest rating/most core acreage. |
| **Name of Civil War Battle/Battlefield:**  |
| [ ]  Priority I.\_\_\_\_ [ ]  Priority II. \_\_\_\_ [ ]  Priority III.\_\_\_\_ [ ]  Priority IV. \_\_\_\_ |
| [ ]  Class A [ ]  Class B [ ]  Class C [ ]  Class D |
| Approx. Acres in Core Area: | Approx. Acres in Study Area: |
| Provide a summary description of the battle, including the specific battle actions or troop movements that occurred on the property. Describe how the property contributes to the significance and integrity of the entire battlefield. **(500-word limit)** |
| **REVOLUTIONARY WAR/WAR OF 1812:** Provide the name, significance category, and integrity rating as identified in the [*Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States*](https://irma.nps.gov/DataStore/Reference/Profile/2274495). |
| **Name of Revolutionary War/War of 1812 Site:** |
| [ ]  Priority I [ ]  Priority II [ ]  Priority III [ ]  Priority IV [ ]  Needs Further Study [ ]  Commemorative Opportunity |
| [ ]  Class A [ ]  Class B [ ]  Class C [ ]  Class D |
| Provide a summary description of the site and its historic significance, including the specific military actions or events that occurred on the property and/or its association with related government or citizen actions. **(500-word limit)** |
| **SECTION V: HISTORIC SIGNIFICANCE AND INTEGRITY** |
| Is the property individually listed or designated a contributing resource to a historic district listed on the Virginia Landmarks Register? [ ]  Yes [ ]  No If yes, provide the DHR ID number(s):  |
| HISTORIC BATTLEFIELD FEATURES AND SITES: Describe the historic character-defining **man-made** battlefield features/sites that remain intact on the property, such as fortifications (earthworks, rifle pits), roads, bridges, archaeological sites (encampments), and historic buildings/structures. *Attach documentation supporting the presence of these features, such as photographs, archaeological survey reports, soldiers accounts, and historic maps.* **(200-word limit)** |
| HISTORIC BATTLEFIELD TERRAIN: Describe the **natural** terrain and topographic features that comprise the historic battlefield landscape, such as ground cover, waterways, drainages, marshes, and knolls/ridges currently present on the property. **(200-word limit)** |
| HISTORIC NON-BATTLEFIELD RESOURCES: Identify any historic resource(s) (50 years or older) on the property that are not associated with the battle. Note if any resource(s) have been documented through professional archaeological survey. **(200-word limit)** |
| UNDERREPRESENTED HISTORIC RESOURCES: Describe any resources on the property associated with Virginia’s culturally diverse or unrepresented communities. *Attach supporting documentation such as scholarly articles, primary sources, letters, oral histories, or community narratives.* **(200-word limit)** |
| MODERN RESOURCES: Describe any buildings or structures on the property constructed after 1973. Include items such as septic systems, wells, utilities, and roads. **(200-word limit)** |
| **SECTION VI: ADDITIONAL CONSERVATION VALUES** |
| *Check if the following are applicable to the property and identify the name of the designated heritage area, trail, byway, river, or locality as applicable. See the VBPF 2024 Grant Manual for a list of weblinks and resources.* |
| Within designated national/state/local Heritage Area: |  [ ]  Yes [ ]  No |
| Within designated national/state/local Trail System: |  [ ]  Yes [ ]  No |
| Fronts/adjoins national/state/local Water Trail or Blueway: |  [ ]  Yes [ ]  No |
| Fronts/adjoins designated national/state Scenic Byway: |  [ ]  Yes [ ]  No |
| Fronts/adjoins national/state Scenic River: |  [ ]  Yes [ ]  No |
| Within other designated area/route/trail: |  [ ]  Yes [ ]  No |
| Green space within urban/metropolitan environment: |  [ ]  Yes [ ]  No |
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| Identify adjacent or nearby conserved lands (e.g. federal, state, or local park, wildlife refuge, conservation easement lands) and note proximity (in miles). \**Attach a map of the property in relationship to conserved lands.* **(200-word limit)** |
| Identify whether the property is within any **ConserveVirginia** categories/layers. Additional information and related database are available at the following link: <https://www.dcr.virginia.gov/conservevirginia/>  |
| [ ]  Protected Landscape Resilience | [ ]  Scenic Preservation | [ ]  Cultural and Historic Preservation |
| [ ]  Natural Habitat and Ecosystem Diversity | [ ]  Agriculture and Forestry |
| [ ]  Floodplains and Flooding Resilience | [ ]  Water Quality Improvement |
| **SECTION VII: PUBLIC ACCESS AND INTEREST** |
| Indicate the amount of public access that will result from the project.[ ]  The property will be open and accessible to the public daily/365 days per year. [ ]  The property will be open and accessible to the public 180-364 days per year.[ ]  The property will be open and accessible to the public 1-179 days per year.[ ]  The property will not be physically open to the public but is visible from a public right-of-way.[ ]  No physical public access beyond the required easement provision of two days per year will be provided. |
| **PLANNED IMPROVEMENTS FOR PUBLIC ACCESS** |
| Are site improvements planned to facilitate physical public access to the property? [ ] Yes [ ] No *If yes, complete the table below. Consider amenities such as signage, visitor kiosks, historical markers, trails, geocaching, wayside panels, walking tours, restroom facilities, parking areas, and visitor centers.* |
| Activity/Amenity | Projected Start Date (month/year) | Projected Completion Date (month/year) | Status*(completed, in process, not yet started* |
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| **OTHER PUBLIC ACCESS** |
| Describe other activities planned to make information about the historic significance of the property accessible to the public. *Consider efforts such as scholarly articles, website development, lectures, lesson plans/public education kits for a community, school, or organization, mobile/web apps, online indexes of associated historical records, and podcasts, among other activities. Provide as much detail about plans for this property as possible.* **(200-word limit)** |
| Identify the community(s), such as descendant communities, local preservation organizations, underrepresented communities, museums, adjacent neighborhoods, historical societies, friends’ groups, and schools, that will be positively impacted by the project and what means you will use to reach them. **(200-word limit)** |
| Describe the current community support for this project. Note how these communities have been involved in the development of this project and how they will be involved in its implementation. *Attach letters of support as supplemental documentation (see Application Checklist).* **(200-word limit)** |
| Describe how the project will further research opportunities. What types of research or areas of focus are anticipated? *Consider how acquisition of the property/easement will increase knowledge about the history of the property, its archaeological resources, and/or the battle/battlefield.* **(200-word limit)** |
| Describe how acquisition of the property or placing it under easement will accelerate the development of heritage tourism experiences and stimulate investment into heritage places. **(200-word limit)** |
| **SECTION VIII: USES AND TREATMENT OF THE PROPERTY** |
| Describe the current uses of the property and how this may change if grant funding is awarded. Note how existing and future uses are consistent with the preservation and protection of historic resources. **(200-word limit)** |
| Describe the applicant’s plans for stewardship, treatment, and maintenance of the property, particularly its historic resources. If possible, provide specific examples of stewardship activities and/or projects implemented on other battlefield properties managed by the applicant. **(200-word limit)** |
| If applicable, describe plans for proposed battlefield landscape rehabilitation/restoration, including conversion of ground cover. Identify any existing non-historic buildings and structures proposed for demolition and removal and note the estimated timeline for demolition. **(200-word limit)** |
| Describe the property’s natural environment and stewardship strategies for these resources (e.g., farmland, erodible soil, pasture, wetlands, streams/rivers, forest). **(200-word limit)** |
| **SECTION IX: THREAT** |
| Is the property currently on the market for sale? *If yes, attach the MLS or real estate listing.* [ ] Yes [ ] No |
| Was the property listed for sale in the past twelve months? *If yes, attach the MLS or real estate listing.* [ ] Yes [ ] No |
| Is the property currently in an estate being settled? *If yes, attach copies of relevant estate documents.* [ ] Yes [ ] No |
| Is the property threatened by proposed development, such as a large-scale residential subdivision or infrastructure project, or an industrial-scale solar farm or data warehouse center? [ ] Yes [ ] NoIf yes, describe the project and attach permits, zoning applications, etc. **(200-word limit)** |
| Describe the nature, extent, and severity of the threat(s) to the battlefield, specifically the property to be acquired/placed under easement. Address any threats not identified above. **(200-word limit)** |
| How does the proposed project address and mitigate the identified threat(s)? **(200-word limit)** |
| Describe any compelling needs for preservation that would give this project additional priority. Does it protect a unique resource (e.g. hospital site), underrepresented resource, or contribute to landscape scale conservation of the battlefield? **(200-word limit)** |
| Will your organization still acquire the property or easement that is the subject of this application if grant funding is not awarded? [ ]  Yes [ ]  No |
| **SECTION X: LEGAL MATTERS/REQUIRED PERPETUAL EASEMENT** |
| Are there any title defects/issues that may impact the ability to convey an easement on the property? [ ]  Yes [ ]  No If yes, describe the issue(s) and outline steps being taken to correct/address them. **(200-word limit)** |
| Describe any issues that need to be resolved before the perpetual easement can be drafted and recorded. *Consider the need to acquire access easements, conflicts with local planning documents, environmental issues, encroachments, etc.* **(200-word limit)** |
| Describe the current condition of the property and note any physical changes to the property or easement terms that have occurred since DHR’s Easement Acceptance Committee review. *Consider items such as changes to buildings/structures, new leases, ground disturbing activities, installation of signage, requests for new reserved rights, etc.* **(200-word limit)** |
| **STATE AND LOCAL PLANS** |
| **Zoning Designation:**  | **Future Land Use Designation**:  |
| Has the locality indicated that perpetual conservation of the property through an open-space easement is consistent with its current comprehensive plan? [ ]  Yes [ ]  No \**Attach correspondence from county/city planning official.*   |
| **SECTION XI: BUDGET** |
| **Purchase Price** | $ |
| **Appraisal** | $ |
| **Appraisal Review** | $ |
| **Environmental (as applicable)** | $ |
| **Title Search** | $ |
| **Title Insurance** | $ |
| **Boundary Survey** | $ |
| **Recording Fees & Taxes** | $ |
| **Legal Fees** | $ |
| **Easement Program Application Fee ($500)** | $ |
| **Easement Program Grant Funded Easement Fee ($10,000--*applicable for all non-state grants*)** | $ |
| **Other:** | $ |
| **Other:** | $ |
| **Total Project Cost** | $ |
| **VBPF Grant Request:** | $ |
| **Match** | $ |
| *Grant request may be no more than 50% of appraised value. See the VBPF 2024 Grant Manual for a list of eligible costs.* |
| **Sources of Match***Note: State funds are not allowable sources of match* |
| **Source** | **Amount** | **Applied, Awarded, Disbursed** |
|  | $  |  |
|  | $  |  |
|  | $  |  |
|  | $ |  |
| **SECTION XII: ORGANIZATIONAL CAPACITY** |
| List the desired goals/results/outcomes of this project. 1.2.3.4.5. |
| Describe how your organization will manage this project to completion, including recording the easement. Consider the economic viability of opening sites and providing necessary visitor facilities as applicable. **(200-word limit)** |
| Identify the steps and timeline necessary to complete the proposed project. List estimated dates for major milestones, including acquisition/purchase of the property interest, legal review, recordation of deed and/or easement, public access improvements, and battlefield restoration/rehabilitation. Steps already completed should be mentioned here. |
| **ESTIMATED TIMELINE** |
| Activity | Start Date (month/year) | Completion Date (month/year) | Status *(completed, in process, not yet started)* |
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| How will this acquisition of this property/easement and grant funding fit into your organization’s long-term goals and stewardship objectives for the larger battlefield? **(200-word limit)** |
| For any applicant submitting multiple applications, specify the priority that this project has among your organization’s other grant applications and why. **(200-word limit)** |
| Has a VBPF grant application been previously submitted for this property? [ ]  Yes [ ]  No \**No more than two applications may be submitted for the same property.*  |
| **CERTIFICATION & SIGNATURE** |
| This is to certify that (i) the applicant has received and reviewed the 2024 VBPF Grant Manual, (ii) the information set forth in this application is true and accurate to the best of the applicant’s knowledge, and (iii) the applicant shall notify the VBPF Grant Administrator of any material change of fact or condition related to the property or this application.  |
| SIGNATURE | DATE:  |
| PRINT NAME: |
| TITLE: |

**APPLICATION SUBMITTAL:**

Completed applications, support documents, and a GIS shapefile of the project boundaries must be submitted **no later than 5:00 PM on August 2, 2024**. Applications submitted after this deadline will not be considered. Except for the GIS file, please convert all material to PDF format. Applications, support documents and GIS shapefiles less than 20 MB in size may be submitted via email to Wendy Musumeci, VBPF Grant Program Administrator, at wendy.musumeci@dhr.virginia.gov.

Applications greater than 20 MB in size may be submitted through a large file transfer system. Please contact the VBPF Program Administrator at least one week in advance of the application deadline for instructions on how to submit the application via the [Virginia Information Technologies Agency (VITA) Large File Transfer site](https://lft.virginia.gov/workflow/jsp/logon.jsp). DHR will also accept applications submitted via SharePoint.

**APPLICATION CHECKLIST**

*The following documents must be submitted with your application. Failure to provide all required documentation may invalidate your application.*

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| **Required:** |
|  [ ]   | Completed application form |
|  [ ]  | Easement Acceptance Committee review letter(s) |
|  [ ]   | For Civil War battlefield projects, location map showing project property in relationship to battlefield boundary with core and study areas clearly identified |
|  [ ]   | For Revolutionary War/War of 1812 projects, historic documentation, such as battle maps and/or accounts, establishing that the project property is within the boundary of a Revolutionary War/War of 1812 site |
|  [ ]   | Map showing proximity of project property in relationship to other conserved lands |
|  [ ]   | Aerial map of project property |
|  [ ]   | Correspondence from locality regarding comprehensive plan |
|  [ ]   | Internal Revenue Service Form W-9 and letter verifying the applicant’s 501(c)(3) status |
|  [ ]   | Proof of registration with State Corporation Commission and Certificate of Existence/Good Standing |
|  [ ]  | Applicant’s by-laws and articles of incorporation (including any amendments) |
|  [ ]   | For prior acquisitions, provide a copy of the recorded deed |
|  [ ]   | Documentation supporting the presence of historic battlefield features and sites, such as photographs, archaeological survey reports, soldiers accounts, and historic maps |
|  [ ]   | Documentation supporting association with Virginia’s culturally diverse/underrepresented history, such as scholarly articles, primary sources, letters, oral histories, or community narratives |
|  [ ]   | Documentation of threat, including copies of MLS/real estate listings, estate documents, zoning applications, permits, encroaching development, and recorded plats of subdivision |
|  [ ]   | No more than ten (10) digital photos of the subject property |
|  [ ]   | Letter demonstrating appropriate match and specifying the source of the funds |
|  [ ]  | Letter from seller stating willingness to sell, or contract to purchase signed and dated by the seller |
| **Optional:** |
|  [ ]  | **No more than 5 pages of supplemental documents such as letters of support, photos, maps, etc.** |
|  [ ]  | Property or easement appraisal or preliminary appraisal, if available. An appraisal meeting the requirements of Va. Code § 58.1-512.1 and that conforms to the Universal Standards of Professional Appraisal Practice (USPAP) will be required prior to disbursement of grant funds |
|  [ ]  | Environmental Site Assessment, if available |
|  [ ]  | Current boundary survey prepared by Virginia licensed surveyor, if available at time of application. A draft survey or existing older survey may also be submitted with application |