



VIRGINIA BATTLEFIELD PRESERVATION FUND (VBPF)  
2025 GRANT APPLICATION FORM  
(Fiscal Year July 1, 2025-June 30, 2026)  
Deadline: August 1, 2025 by 5:00 p.m.

*This application form is provided for informational purposes only. All applications for the 2025 VBPF grant round must be submitted through WebGrants, DHR's online grant management system. To register and submit your application via WebGrants, please go to the following link: [WebGrants - Virginia DHR](#).*

*We recommend you use this form to review the questions and prepare your narrative answers prior to completing the application form on WebGrants. Any character limits identified in this form will be reflected in WebGrants.*

SECTION I: APPLICANT INFORMATION

Applicant Organization:		
Contact Name & Title:		
Address:		
City/Town:	State:	Zip Code:
Phone:	Email:	
<i>*Attach IRS Form W-9, IRS Affirmation Letter verifying tax exempt status (must be current within one year), by-laws, articles of incorporation, and certificate of registration and good standing with the Virginia State Corporation Commission (must be current within one year).</i>		

SECTION II: PROJECT INFORMATION

Property/Project Name:	County/City:
Summary Description of Project* (1,000-character limit): <i>*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.</i>	
Project Type: <input type="checkbox"/> Fee Simple Acquisition <input type="checkbox"/> Easement Acquisition	
For fee-simple acquisition projects, does the applicant already own the subject property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide acquisition date: _____. <i>*Acquisitions that closed prior to August 1, 2024 are not eligible. For prior acquisitions, please submit a copy of the recorded deed.</i>	
Has the landowner agreed to the proposed acquisition of, or placement of an easement on, their property? <input type="checkbox"/> Yes <input type="checkbox"/> Not Yet <i>*Attach contract or willing seller letter.</i>	
Is the landowner different from the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide the owner's contact information below.</i>	
Owner Name:	
Address:	
City/Town:	State: Zip Code:
Phone:	Email:
Describe why this specific battlefield property is important to your organization and its partners. (1,000-character limit)	

SECTION III: PROPERTY INFORMATION

Street Address:	
City/Town:	State: Zip Code:
Total Acreage to be Conserved:	<i>*Attach an aerial map of the Project Property.</i>
Describe the project location (e.g. topography, streets/roads, water bodies, adjacent development). (1,000-character limit)	
Tax Map/Parcel/PIN No(s) (Attach additional sheet with parcel information if needed)	Parcel Acres:

#### 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](#). 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:

*Attach a map showing the project property in relationship to the battlefield boundary with core and study areas clearly identified.*

Provide a summary description of the battle, including specific actions or troop movements that occurred on the property. Describe how the property contributes to the significance and integrity of the entire battlefield. **(3,000-character limit)**

**REVOLUTIONARY WAR/WAR OF 1812:** Select the name of the battlefield, associated war, site type, and priority as identified in the [Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 Sites in the United States](#). If the property was the subject of multiple battles or sites, select the one with the highest priority rating.

**Name of Revolutionary War/War of 1812 Site:**

☐ Revolutionary War ☐ War of 1812 ☐ Both

☐ Battlefield ☐ Associated History Property

☐ Priority I ☐ Priority II ☐ Priority III ☐ Priority IV ☐ Needs Further Study ☐ Commemorative Opportunity

*Attach a battle map or written account establishing that the project property is within the boundary of a Revolutionary War or War of 1812 site.*

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. **(3,000-character 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.* **(1,000-character 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. **(1,000-character 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. **(1,000-character limit)**

**UNDERREPRESENTED HISTORIC RESOURCES:** Describe any resources on the property associated with Virginia's unrepresented communities or history. *Attach supporting documentation such as scholarly articles, primary sources, letters, oral histories, or community narratives.* **(1,000-character limit)**

**MODERN RESOURCES:** Describe any buildings or structures on the property constructed after 1975. Include items such as septic systems, wells, utilities, and roads. **(1,000-character 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 2025 Grant Manual for a list of weblinks and resources.

Within designated national/state/local Heritage Area:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within designated national/state/local Trail System:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fronts/adjoins national/state/local Water Trail or Blueway:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fronts/adjoins designated national/state Scenic Byway:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fronts/adjoins national/state Scenic River:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within other designated area/route/trail:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Green space within urban/metropolitan environment:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the subject property adjacent to or in proximity (less than 2 miles) to conserved lands? ☐ Yes ☐ No

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. (1,000-character limit)

Identify whether the property is within any **ConserveVirginia** categories/layers. Select all that apply. Additional information and related database are available at the following link: <https://www.dcr.virginia.gov/conservevirginia/>

<input type="checkbox"/> Protected Landscape Resilience	<input type="checkbox"/> Scenic Preservation	<input type="checkbox"/> Cultural and Historic Preservation
<input type="checkbox"/> Natural Habitat and Ecosystem Diversity	<input type="checkbox"/> Agriculture and Forestry	
<input type="checkbox"/> Floodplains and Flooding Resilience	<input type="checkbox"/> 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)

## 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. (1,000-character limit)

<p>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. <b>(1,000-character limit)</b></p>
<p>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. <i>Attach letters of support as supplemental documentation (see Application Checklist).</i> <b>(1,000-character limit)</b></p>
<p>Describe how the project will further research opportunities. What types of research or areas of focus are anticipated? <i>Consider how acquisition of the property/easement will increase knowledge about the history of the property, its archaeological resources, and/or the battle/battlefield.</i> <b>(1,000-character limit)</b></p>
<p>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. <b>(1,000-character limit)</b></p>
<b>SECTION VIII: USES AND TREATMENT OF THE PROPERTY</b>
<p>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. <b>(1,000-character limit)</b></p>
<p>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. <b>(1,000-character limit)</b></p>
<p>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. <b>(1,000-character limit)</b></p>
<p>Describe the property's natural environment and stewardship strategies for these resources (e.g., farmland, erodible soil, pasture, wetlands, streams/rivers, forest). <b>(1,000-character limit)</b></p>
<b>SECTION IX: THREAT</b>
<p>Is the property currently on the market for sale? <i>If yes, attach the MLS or real estate listing.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Was the property listed for sale in the past twelve months? <i>If yes, attach the MLS or real estate listing.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is the property currently in an estate being settled? <i>If yes, attach copies of relevant estate documents.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe the project and attach permits, zoning applications, etc. (1,000-character limit)</i></p>		
<p>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. (1,000-character limit)</p>		
<p>How does the proposed project address and mitigate the identified threat(s)? (1,000-character limit)</p>		
<p>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? (1,000-character limit)</p>		
<p>Will your organization still acquire the property or easement that is the subject of this application if grant funding is not awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><b>SECTION X: LEGAL MATTERS/REQUIRED PERPETUAL EASEMENT</b></p>		
<p>Are there any title defects/issues that may impact the ability to convey an easement on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the issue(s) and outline steps being taken to correct/address them. (1,000-character limit)</p>		
<p>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. (1,000-character limit)</p>		
<p>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. (1,000-character limit)</p>		
<p><i>Attach Easement Acceptance Committee Review Letter #1.</i></p>		
<p><i>Attach Easement Acceptance Committee Review Letter #2 (as applicable).</i></p>		
<p><i>Attach Virginia Board of Historic Resources Review Letter #1 (as applicable).</i></p>		
<p><b>STATE AND LOCAL PLANS</b></p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Zoning Designation:</b></td> <td style="width: 50%; padding: 5px;"><b>Future Land Use Designation:</b></td> </tr> </table>	<b>Zoning Designation:</b>	<b>Future Land Use Designation:</b>
<b>Zoning Designation:</b>	<b>Future Land Use Designation:</b>	
<p>Has the locality indicated that perpetual conservation of the property through an open-space easement is consistent with its current comprehensive plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Attach correspondence from county/city planning official.</i></p>		
<p><b>SECTION XII: ORGANIZATIONAL CAPACITY</b></p>		
<p>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. (1,000-character limit)</p>		
<p>Identify <b>at least two</b> of your organization's desired goals/results/outcomes for this project. You may add a maximum of 5.</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		

4.			
5.			
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.			
<b>ESTIMATED TIMELINE</b>			
Activity	Start Date (month/year)	Completion Date (month/year)	Status ( <i>completed, in process, not yet started</i> )
<b>SECTION XI: BUDGET</b>			
<b>Budget Summary</b>			
Please enter the grant amount requested, appraised value of the project property or easement, total match, and total project cost. Then enter expense amounts for the various categories.			
<b>VBPF Grant Request:</b>		\$	
<b>Appraised Value:</b>		\$	
<b>Total Match:</b>		\$	
<b>Total Project Cost:</b>		\$	
<b>Expenses</b>			
Purchase Price		\$	
Appraisal		\$	
Appraisal Review		\$	
Environmental (as applicable)		\$	
Title Search		\$	
Title Insurance		\$	
Boundary Survey		\$	
Recording Fees & Taxes		\$	
Legal Fees		\$	
DHR Easement Program Application Fee (\$500)		\$	
DHR Easement Program Grant Funded Easement Fee (\$10,000-- <i>applicable for all non-state grants</i> )		\$	
Government Sponsor Fee:		\$	
Section 106 Fee:		\$	
Settlement Fees:		\$	
Signage:		\$	
Other:		\$	
Other:		\$	
Grant request may be no more than 50% of appraised value. See the VBPF 2025 Grant Manual for a list of eligible costs.			
<b>Sources of Match</b>			
<i>Note: State funds are not allowable sources of match</i>			
Source	Amount	Not Yet Applied, Applied, Awarded, Disbursed/In-Hand	
	\$		
	\$		
	\$		
Attach letter demonstrating appropriate match and specifying source of the funds.			

**ADDITIONAL DOCUMENTATION****Additional Required Attachments**

☐ Photographs of the subject property **must** be submitted with your application. Please attach at least five (5) but no more than ten (10) digital photos. Please include a caption for each photo specifying the date and subject.

**Optional Attachments**

You are encouraged to submit the following documents with your application.

☐ Property or easement appraisal or preliminary appraisal, if available at time of application. 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 at time of application.

☐ 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.

**CERTIFICATION & SIGNATURE**

By signing this document, I am certifying that:

(i) I have received and reviewed the 2025 VBPF Grant Manual; (ii) the information set forth in this application is true and accurate to the best of my knowledge; (iii) I will notify the VBPF Grant Program Administrator of any material change of fact or condition related to the property or this application; and (iv) I am authorized to sign this document.

SIGNATURE:

DATE:

PRINT NAME:

TITLE:

*For Electronic Signatures Only:* By selecting "I agree", I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document. I further agree that my signature on this document is as valid as if I signed the document in writing.

☐ I Agree.

**APPLICATION SUBMITTAL:**

Completed applications must be submitted through [WebGrants](#) no later than 5:00 PM on August 1, 2025. Applications submitted after this deadline will not be considered.

**2025 VBPF GRANT ROUND CALENDAR**

DATE	ACTIVITY
June 2	Grant round opens; update application form and grant manual released
June 20	Deadline for easement application to be submitted for July 21 Easement Acceptance Committee meeting
July 21	Last EAC meeting before VBPF application deadline
August 1	Applications due by COB
August-September	Review and scoring of applications
October	Awards announced (tentative) and grant agreements signed