

Response lengths are capped intentionally, but answers may be expanded in the supplemental material section as described in the Application Checklist

SECTION I: PROJECT INFORMATION

Property/Project Name: _____ **County/City:** _____

Summary Description of Project*:

**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.

SECTION II: PROPERTY INFORMATION

Street Address:

City/Town: _____ **State:** _____ **Zip Code:** _____

Tax Map/Parcel/PIN No(s) _____ **Parcel Acres:** _____
(Attach additional sheet with parcel information if needed)

Total Acreage to be Conserved:

Describe the project location (e.g. topography, streets/roads, water bodies, adjacent development).

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](#). 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.

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](#).

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.

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.*

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.

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.

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.*

MODERN RESOURCES: Describe any buildings or structures on the property constructed after 1973. Include items such as septic systems, wells, utilities, and roads.

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:	<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

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.*

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/>

<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 <i>(completed, in process, not yet started)</i>

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.

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.

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).*

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.

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.

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.

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.

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.

Describe the property's natural environment and stewardship strategies for these resources (e.g., farmland, erodible soil, pasture, wetlands, streams/rivers, forest).

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 No *If yes, describe the project and attach permits, zoning applications, etc.*

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.

How does the proposed project address and mitigate the identified threat(s)?

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?

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.

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.*

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.*

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-- <i>applicable for all non-state funded grants</i>)	\$
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.

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 (<i>completed, in process, not yet started</i>)

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?

For any applicant submitting multiple applications, specify the priority that this project has among your organization’s other grant applications and why.

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. 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.

Required:	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Easement Acceptance Committee review letter(s)
<input type="checkbox"/>	For Civil War battlefield projects, location map showing project property in relationship to battlefield boundary with core and study areas clearly identified
<input type="checkbox"/>	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
<input type="checkbox"/>	Map showing proximity of project property in relationship to other conserved lands
<input type="checkbox"/>	Aerial map of project property
<input type="checkbox"/>	Correspondence from locality regarding comprehensive plan
<input type="checkbox"/>	Internal Revenue Service Form W-9 and letter verifying the applicant's 501(c)(3) status
<input type="checkbox"/>	Proof of registration with State Corporation Commission and Certificate of Existence/Good Standing
<input type="checkbox"/>	Applicant's by-laws and articles of incorporation (including any amendments)
<input type="checkbox"/>	For prior acquisitions, provide a copy of the recorded deed
<input type="checkbox"/>	Documentation supporting the presence of historic battlefield features and sites, such as photographs, archaeological survey reports, soldiers accounts, and historic maps
<input type="checkbox"/>	Documentation supporting association with Virginia's culturally diverse/underrepresented history, such as scholarly articles, primary sources, letters, oral histories, or community narratives
<input type="checkbox"/>	Documentation of threat, including copies of MLS/real estate listings, estate documents, zoning applications, permits, encroaching development, and recorded plats of subdivision
<input type="checkbox"/>	No more than ten (10) digital photos of the subject property
<input type="checkbox"/>	Letter demonstrating appropriate match and specifying the source of the funds
<input type="checkbox"/>	Letter from seller stating willingness to sell, or contract to purchase signed and dated by the seller
Optional:	
<input type="checkbox"/>	No more than 5 pages of supplemental documents such as letters of support, photos, maps, etc.
<input type="checkbox"/>	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
<input type="checkbox"/>	Environmental Site Assessment, if available
<input type="checkbox"/>	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