

**ADAMS COUNTY GREEN SPACE GRANT PROGRAM
GRANT APPLICATION CHECKLIST**

Landowner's Last Name: _____ **Program Year:** _____

Prior to submission of this application package, a MANDATORY pre-application meeting must be held. The purpose of this meeting is to determine if the proposed project generally meets Program guidelines prior to any expenses being incurred by the applicant. Contact the Program Coordinator at (717)337-9827 to schedule this pre-application meeting. (See: Appendix "A" - Mandatory Pre-Application Meeting Form)

Assemble your application package in the following order prior to submission:

<u>ITEM</u>	<u>PROJECT TYPE</u>
<input type="checkbox"/> 1. This Checklist	All Projects
<input type="checkbox"/> 2. Mandatory Pre-Application Meeting Form	All Projects
<input type="checkbox"/> 3. Waiver Request Form	If Applicable
<input type="checkbox"/> 4. Grant Application Form (Sections I and II)	All Projects
<input type="checkbox"/> 5. Certification of Match funds	Municipalities
<input type="checkbox"/> 6. Appraisal Reimbursement Form	If Applicable
<input type="checkbox"/> 7. Letters of Financial Support for Match	All Projects
<input type="checkbox"/> 8. Letter of Intent from entity which will hold the easement	Conservation Easement Projects
<input type="checkbox"/> 9. Appraisal	All Projects
<input type="checkbox"/> 10. Location Map showing property	All Projects
<input type="checkbox"/> 11. Site Review Memo	All Projects
<input type="checkbox"/> 12. Letters of Support	All Projects
<input type="checkbox"/> 13. Copy of Agreement of Sale with Landowner	All Projects
<input type="checkbox"/> 14. Copy of Current Deed	All Projects
<input type="checkbox"/> 15. Intergovernmental Cooperative Agreement	Municipalities
<input type="checkbox"/> 16. Adopted Municipal Participation Ordinance	Municipalities
<input type="checkbox"/> 17. Copy of IRS 501c(3) Approval Letter	Non-Profits

All applications must be received or postmarked by Grant Submittal Deadline

Submit two copies of the complete grant application package to:

Adams County Green Space Grant Program
Adams County Agricultural and Natural Resources Center
670 Old Harrisburg Road - Suite 100
Gettysburg, PA 17325