

MUNICIPAL ACQUISITION GRANT APPLICATION CHECKLIST

This sheet must be completed and returned with the Grant Application.

Grant Application Forms

- Grant Application Checklist (this form)
- Application Summary and Certification
- Financial Summary
- Responses to Grant Application Questions
- Grant Application Resolution
- Landowner Letter of Understanding

Supporting Documentation

- Signed and attested grant contract signature page
- One appraisal for each property that complies with the grant program Appraisal Requirements
- Copy of any deed or other restrictions currently on the land, if applicable, and a project approval letter from any entity named in that document
- Agreement of Sale, if available at time of application
- For conservation easement projects, draft easement language or summary of easement restrictions
- Current photographs of the site
- Copy of the Capital Improvements Program (CIP), if one has been adopted by the municipality and/or appropriate documentation of budgeting for future recreation and open space needs (one of these two must be submitted)
- Copy of the Resolution adopting the CIP or Budget (one of these two must be submitted)
- Map(s) showing proposed project location, size of parcel(s), public access, the land use and protection status of adjacent parcels, and any other pertinent information
- Copy of the Municipality's Official Map (if one has been adopted) showing the property proposed for acquisition
- For cooperative projects - copy of the Intergovernmental Cooperation Agreement
- For land-owning municipal recreation authorities - copy of the Endorsement Resolutions

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- Review/Support letter from the municipal planning commission
- Review/Support letter from the municipal parks/recreation/open space commission or committee
- Letters of funding commitment from all sources contributing to the project
- Other:
- Other:
- Other:
- Other: