

FCT Application Completeness Check Sheet

FCT recommends completing this checklist before submitting the grant application. The purpose of the checklist is to minimize mistakes or omissions made in preparing the application. Please review each of the following items and check off those that have been completed.

- August 30, 2016 at 5:00 p.m. EDT is the deadline for FCT to receive all grant applications.**
- Application Form FCT-5 (effective 02-08-2010) was used.**
- Project Name, Applicant Name, Partnership Application information (if applicable).** Page 1, #1-3.
- Key Contact Person.** Page 1, #4.
- Project Site Location, Total Project Acreage.** Pages 1 and 2, #5-6.
- Acquisition Type.** Page 2, #7.
- Estimated Project Costs.** Page 2, #8. Please double-check math to ensure accuracy.
- Award Amount and Match (including percentages).** Page 2, #9. Please double-check math to ensure accuracy.
- Source of Match.** Page 3, #10.
- Other Funding Sources.** Page 3, #11.
- Ownership and Acquisition Plan.** Page 4. Identify priority parcels and the order in which multiple parcels will be acquired. Provide Tax ID Numbers, Owners Names and Addresses, etc.
- Project Summary:** Page 5. Provide one-page summary of future uses of the project site, location, Natural Communities, Listed Animal Species, proposed improvements, resource protection, etc. Include a concise narrative of how the project will provide accessibility, availability, or adaptability of conservation or recreation lands for individuals with unique abilities, as required by the 2016 amendments to the statutes that govern FCT.
- Project Evaluation Criteria:** Pages 6-22. Check either YES or NO on each of the evaluation criteria and provide narrative responses and backup documentation, where required. When you complete Section (3)(a)1-10 of the application, each response must cite at least one comprehensive plan directive, including a numeric citation and summary of each directive, and describe how the project furthers the directives cited.
- Exhibits:** Page 23. Provide each of the following exhibits or indicate if a particular exhibit is NOT APPLICABLE. Review all exhibits to ensure that each is legible, is of an appropriate scale, identifies the project site boundary and includes all of the required information.

- Exhibit A** Copy of each comprehensive plan directive cited in evaluation criteria.
- Exhibit B** Copy of each proposed comprehensive plan directives cited, if applicable
- Exhibit C** USGS 7 1/2 minute quadrangle map with Project Site location indicated.
- Exhibit D** County property appraiser's tax map with required information.
- Exhibit E** Aerial photograph with project site boundary indicated.
- Exhibit F** Map depicting Natural Communities found on the Project Site.
- Exhibit G** Map identifying existing physical improvements and other information.
- Exhibit H** Future Land Use Map covering the Project Site and surrounding area.
- Exhibit I** Map identifying lands within three-mile radius used for conservation or recreation.
- Exhibit J** Map depicting the 100-year floodplain, coastal high-hazard area and project site.

- Exhibit K** Conceptual site plan showing project boundary and proposed physical improvements.
- Exhibit L** Photographs of the Project Site (include in the original application).
- Exhibit M** If applicable, a copy of Nonprofit Environmental Organization's Articles of Incorporation, tax exempt certificate and bylaws.
- Exhibit N** If the Applicant is a Nonprofit Environmental Organization that anticipates managing a Project Site, a guaranty or pledge from a Local Government or State Agency that will serve as a backup manager. Also, provide evidence of a management endowment equal to 10% of the estimated project cost.
- Exhibit O** Letter from the owner(s) of each parcel, as identified in the Acquisition Plan.
- Exhibit P** If the site has been Pre-acquired, provide copies of the signed closing statement for each Pre-acquired parcel. If not yet available, a copy of the contract for each parcel. Provide closing statement for each Pre-acquired parcel within 14 days of the application deadline. Also provide a statement that condemnation or the threat of condemnation was not used to acquire the parcel(s).

Prior to Submitting the Application to FCT:

- Review the entire application** to ensure that all questions are answered and section headings, subsection headings and criteria have not been altered or deleted. Double-check the math in the Project Information section for accuracy. Ensure that all exhibits are legible, labeled and included with the Application. Also ensure that all documentation requested in the Application is included.
- Four sets of application materials (one original and three copies)** in separate three-ring binders must be submitted. Set up each binder in the same order as the application form: project information, project summary, project evaluation criteria and exhibits. Please tab all the exhibits. If possible, please provide a digital PDF version of your application on CD with the hard copies of the application.
- Transmittal Letter.** Include a transmittal letter in the original application printed on local government or nonprofit letterhead and signed by the appropriate official or administrator. The transmittal letter must include a statement that binds the Applicant to fulfill all the commitments made in the Application, states that neither condemnation nor the threat of condemnation has been used or will be used to acquire any portion of the Project Site, and identifies the key contact person. Partnership applications need to include a signed transmittal letter from each partner that includes the binding statement.
- Ownership and Acquisition Plan.** Include an Acquisition Plan that lists all the project parcels, parcels numbers, etc., and the general order of acquisition, if the Project Site consists of more than one owner.
- Willing Owner Statement.** Include, as Exhibit O, a willing owner statement for each parcel within the FCT project site boundary.
- Pre-Acquired Parcel(s).** Include, as Exhibit P, copies of the signed closing statement for each Pre-acquired parcel. If not yet available, a copy of the contract for each parcel. Also, a statement that condemnation or the threat of condemnation was not used to acquire the parcel(s).
- Review all applications** one last time for missing criteria, pages, responses, documentation, exhibits, etc., before submitting to FCT.

Submit the applications to FCT before or by the August 30, 2016, 5:00 p.m. EDT deadline!!