

Jefferson County Farmland Conservation Easement Commission
Non-Profit Conservation Organization Matching Grant Program



Grant Application

Funds Requested: _____

Name of Organization: _____

Street Address: _____

City, State, Zip: _____

Name of Contact Person: _____

Phone: _____

Fax: _____

E-mail: _____

Owner of property funds are requested for: _____

Address of Property: _____

Acres: _____

Number of acres currently tillable: _____

Number of acres currently in permanent conservation programs: _____

Number of development rights associated with the property: _____

Number of development rights that will be retired under the easement: _____

Eligibility with Documentation

A non-profit conservation organization (NCO) shall be eligible for the Jefferson County Grant Program to purchase Agricultural Conservation Easements on working farms once it has provided evidence satisfactory to the Commission that it is a nonprofit conservation organization. Please submit the following documents with your application, please mark with an 'X' the documents that are attached.

- Most recent IRS Filing (Form 990). Organizations not required to file Form 990 should provide most recent year-end financial statements.
- A copy of the most recent audit.
- Most recent annual financial statements consisting of income statement and balance sheet.

- A copy of the NCO by-laws.
- A copy of the NCOs articles of incorporation.
- A copy of the IRS letter of tax-exempt status determination.
- A description of endowment funds, if applicable.
- Other materials in support of the NCO eligibility including mission statement, brochures about the organization, newsletters, annual reports, copy of land acquisition policies, criteria for evaluation of land, or other materials.
- List of Board Officers and Members
- NCO Board of Directors shall adopt a resolution indicating the organization's commitment to continual progress toward implementation of *Land Trust Standards and Practices*. Organization shall submit the adopted resolution to the Commission.

Resolutions and Letters of Interest

Resolutions by the Board of the Directors of the NCO and all its partners in this grant application requesting a grant from the Jefferson County Farmland Conservation Easement Commission are required. A letter of interest signed by the property owner(s) must also be submitted. A sample resolution and letter are included in the application packet.

- Signed resolution(s) by NCO Board of Directors and all partners.
- Signed letter of interest by owner(s).

Maps

- Please clearly show the location of the property on an aerial photograph, mark the farmstead area and mark any building sites left out of the easement.

Property Description

- Exact location and legal description of property if available.
- Property description, type of operation, crops, special features (....acres tillable land, 10 acres of wetland...).
- Any known encumbrances (easements, deed restrictions...).
- Proximity to other protected land.
- Proximity to Urban Service Areas or City/Village Limits.
- Any other relevant information.

Narrative

- Please describe how the property contributes toward the NCO's and Jefferson County Farmland Conservation Easement Commission's overall goals and priorities. Refer to the Jefferson County Ranking criteria for assistance.

Monitoring

- Please include an indication of the ability and experience of the applicant to monitor and enforce the easement, and specify whether a fund has been established for this purpose.

Preliminary Environmental Questionnaire

- Please indicate the presence of any hazardous or toxic materials on the property including underground tanks.
- Please list any known zoning or solid waste violations.

Appraisal

- MUST comply with the Uniform Standards of Professional Appraisal Practice, the Uniform Appraisal Standards for Federal Land Acquisition, and the statutory rules governing the determination of just compensation (Chapter 32, Wis. Stats.).
- Provide a copy of the appraisal to the Jefferson County Farmland Conservation Easement Commission.

Jefferson County Approval – *please initial your agreement to the following statements.*

_____ The grant request must be approved by the Jefferson County Farmland Conservation Easement Commission for recommendation to the Jefferson County Board of Supervisors.

_____ The grant request must be approved by the Jefferson County Board of Supervisors.

_____ Jefferson County will be a co-holder of any easement utilizing County funds.

RESOLUTION

Requesting a Jefferson County PACE Program Grant.

RESOLVED, that the _____

(Board of Directors or other authorized governing unit)

of the _____

(Name of Organization)

headquartered at _____

HEREBY AUTHORIZES _____

(Name and Title)

to act on its behalf to submit an application for financial assistance to the County of Jefferson under the Jefferson County PACE Program for the acquisition of agricultural conservation easements or for other qualified conservation purposes described below; to sign documents; and to take action necessary to undertake, direct, and complete an approved Jefferson County PACE Program grant project:

(Description of grant proposal project)

BE IT FURTHER RESOLVED THAT the _____

(Name of Organization)

recognizes and acknowledges the long-term monitoring responsibilities (when applicable) associated with this Jefferson County PACE Grant Program, and will meet its obligations under the Grant and Monitoring Contract for the project.

Adopted this _____ day of _____, 20 _____.

I hereby certify that the foregoing resolution was duly adopted by _____
at a legal meeting (Name of Organization)

held on the _____ day of _____, 20 _____.

Authorized signature _____

Printed or typed name and Title _____

Date: _____, 20 _____

LETTER OF INTEREST
TO SELL AGRICULTURAL CONSERVATION EASEMENT

TO: County of Jefferson

FROM: _____

Please print ALL Owner(s) Full Name(s)

Owner(s) Address & Telephone No.

PROPERTY: _____

Address

LEGAL DESCRIPTION:

Full legal description or attach copy of deed or title policy

SIZE OF PROPERTY: _____ Acres

DATE: _____, 20__

THIS LETTER OF INTEREST from the OWNER is issued to SELL an EASEMENT with respect to the above-referenced Property. The purpose of this Letter is to encourage the County of Jefferson to start the public review process to allocate monies from the JEFFERSON COUNTY PACE PROGRAM to assess, appraise and acquire an easement with respect to the Property by Jefferson County or other governmental units or private non-profit land conservation group(s).

The OWNER believes the fair market value of the easement over the property is \$ _____ per acre for a total easement price of \$ _____.

Note: the values expressed by OWNER above are not binding and are not to be shared with the appraiser.

OWNER grants permission for an APPRAISAL of the Property and will fully cooperate with and provide information about the Property to an appraiser and shall permit the appraiser and Jefferson County staff reasonable access to the subject Property and any adjoining property of OWNER for the purpose of the timely completion of such appraisal and determining the suitability of the property for agricultural preservation purposes.

OWNER agrees to complete, to the best of OWNER's knowledge, and attach to this Letter a "Preliminary Environmental Questionnaire." If additional information comes to OWNER's attention after the date of this Letter, Owner agrees to promptly contact the Jefferson County Zoning Department.

Owner agrees to make the Conservation Plan and Nutrient Management plan, if required, available to the Jefferson County Farmland Conservation Easement Commission.

The owner agrees to Jefferson County as a co-holder of the easement.

It is understood and agreed that this LETTER OF INTEREST is not intended to be and is not a contract. Rather, it is an expression of the basis on which the parties hereto would consider entering into a written contract to for purchase of a conservation easement in and to the Property.

OWNER(s) _____

Print Name

Signature

Print Name

Signature