

NONPROFIT GRANT APPLICATION
Hunterdon County Open Space Trust Fund

APPLICANT INFORMATION

1. Name of applicant organization: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_
(name and title)

Principal contact person for this application:
\_\_\_\_\_
(name and title)

Telephone No.: \_\_\_\_\_

Telefacsimile No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Please submit copy of:

- ✓ Proof of qualification as a charitable conservancy (P.L. 1979, c. 378)
(Please attach a letter from the organization's attorney certifying qualification.)
✓ Organization's By-Laws
✓ Corporate resolution authorizing the submission of an application for County
Open Space Trust Funds (refer to Exhibit NGP\_A)

3. Is the applicant organization currently registered and in full compliance with the
Charities Registration Investigation Act of 1994? (NJSA 45:17-A-18 et. seq.)
[ ] YES [ ] NO

PROJECT INFORMATION

4. Type of Project Application

- [ ] Acquisition of lands for RECREATION, CONSERVATION OR GENERAL OPEN SPACE
[ ] Acquisition of lands for FARMLAND CONSERVATION and FARMLAND PRESERVATION
[ ] Acquisition of HISTORIC PROPERTY (use Historic Preservation Grant Application form)

5. Type of Acquisition (include acreage)

- [ ] Fee simple absolute \_\_\_\_\_ acres
[ ] Less than fee simple \_\_\_\_\_ acres (excludes Historic Properties)

6. Estimated total cost of land purchase: \$ \_\_\_\_\_

▪ Open Space Trust Funds requested: \$ \_\_\_\_\_

▪ Percentage of total project cost: \_\_\_\_\_ %

Please indicate **all other funding sources** for the subject project and application.

Include all amounts of funds approved or requested AND sources:

- other state funds: \$ \_\_\_\_\_ / \_\_\_\_\_
- other municipal funds: \$ \_\_\_\_\_ / \_\_\_\_\_
- other federal funds: \$ \_\_\_\_\_ / \_\_\_\_\_
- other private funds: \$ \_\_\_\_\_ / \_\_\_\_\_
- other sources: \$ \_\_\_\_\_ / \_\_\_\_\_
- additional county funds**<sup>o</sup>: \$ \_\_\_\_\_

7. Project Title: \_\_\_\_\_

8. Do you intend to apply County Open Space Trust Funds toward the purchase of land through the Green Acres Program?  YES  NO

If YES, has the project received funding approval?  YES  NO

If YES, please indicate the assigned project number and grant amount:

PROJECT NO.: \_\_\_\_\_; AMOUNT: \$ \_\_\_\_\_

9. Do you intend to apply County Open Space Trust Funds toward the purchase of development rights through the SADC Farmland Preservation Program?  YES  NO

If YES, indicate PROGRAM ROUND and State SADC (&/or County CADB) review status:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY LOCATION AND DESCRIPTION:**

Municipal location: \_\_\_\_\_  
 (Street Address)

Block	Block	Block	Block
Lot	Lot	Lot	Lot
Acres	Acres	Acres	Acres

Total area (in acres): \_\_\_\_\_

**OWNER INFORMATION:**

Current Owner of Record: (name) \_\_\_\_\_  
 (address) \_\_\_\_\_  
 (contact information) \_\_\_\_\_

Is the property currently encumbered by a mortgage, lien or lease?  YES  NO

IF YES, please describe and list all parties and their interests

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>o</sup> For Cooperative Open Space Acquisition Assistance Requests **Only**; refer to Procedures Manual SECTION IV

ATTACHMENT II.

- ❑ Please describe the property's existing characteristics and land use, including the applicant's intended use (use additional sheets as needed).

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- ❑ If a conservation easement/restriction is to be purchased, please describe the type of easement and the proposed deed restrictions. Describe any public access limitations or restrictions and describe how the applicant will monitor the grantor's compliance with the terms of the easement (use additional sheets as needed). **Include and attach a draft copy of the proposed easement; please include all referenced attachments and exhibits, if available.**

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- ❑ For *FARMLAND CONSERVATION* projects and nonprofit farmland preservation projects that are approved by the SADC, please indicate if the farm IS [ ] or IS NOT [ ] included in the Hunterdon County Comprehensive Farmland Preservation Plan as a Targeted Farm or a Municipal Planning Incentive Grant (PIG) plan, and within an approved Agriculture Development Area. Please address the project's consistency with State, County and/or municipal farmland preservation goals; or its consistency with general open space preservation goals. *Refer to the Hunterdon County Comprehensive Farmland Preservation Plan.* **Relevant comments from the municipal C.A.D.B. liaison must, also, be provided with the application, as applicable.**

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- ❑ For COOPERATIVE OPEN SPACE ACQUISITION ASSISTANCE requests, please describe the type of initiative and its consistency with one/more land preservation plan goals and objectives. Refer to SECTION IV I.A. and C. **Include and attach any supporting Plan, report or study documents.**

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- ❑ For Cooperative Open Space Acquisition Assistance Requests, describe the proposed management and use statement that clearly defines the proposed role/responsibility of each partner and the intended public use. **Include and attach a draft copy of the proposed management and/or maintenance plan, if available.**

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- ❑ If applicable, describe any contemplated transfer of ownership or assignment of the applicant's real property interest and/or responsibilities to another qualifying nonprofit organization or government entity<sup>▪</sup>. **Include and attach a copy of the proposed assignment agreement or other document, if applicable and available**

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<sup>▪</sup> A Nonprofit Organization **SHALL NOT** assign any of its interest to purchase real property utilizing County Open Space Trust Funds in advance of the closing of title except upon approval of the Hunterdon County Board of Chosen Freeholders.

ATTACHMENT II.

- ❑ **Please provide a concise narrative description of the project addressing, in order, each factor applicable to the property in accordance with the Evaluation Criteria in Appendix A.**
- ❑ **In addition, all applications for Cooperative Open Space Acquisition Assistance must complete and submit the specified Property Information Fact Sheet – immediately following**

**PROPERTY INFORMATION FACT SHEET**  
**(Nonprofit Grant Program & Cooperative Open Space Acquisition Applications)**

**A. Property Information**

1. Who is the current owner of the property? If owned by a corporation or LLC please provide a list of all owners with a 10 percent and greater share, in accordance with Municipal Land Use Law.

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2. Please include the principal owner's name, address and contact information. (The County of Hunterdon reserves the right to contact the owner directly to discuss the application request, and for any additional information.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tele. No. \_\_\_\_ \_\_\_\_ \_\_\_\_ (and; if applicable)  
Email \_\_\_\_\_

3. What is the property's current preservation status?
- a. Is the parcel under an option agreement or contract for sale? [ ] YES [ ] NO  
(If YES, please include a copy of the agreement or contract.)
- b. Is the parcel already preserved? [ ] YES [ ] NO  
(If YES, please include a copy of the filed deed; include any and all encumbrances and restrictions)

4. What is the current zoning of the property (lot size, permitted uses, etc...)?

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5. What percentage of property is classified as wetlands or otherwise constrained or undevelopable?

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6. Is there documented development pressure? [ ] YES [ ] NO

a. If **YES**, describe the actual ability for development (e.g. number of acres and number of building lots). Please include any site plan.

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b. How was the actual ability for development calculated?

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c. Is there documentation to substantiate the ability for development (if substantiated by any governmental approvals, describe the approvals in detail)?

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d. Are there any governmental approvals required to substantiate the development pressure which have yet to be obtained? [ ] YES [ ] NO  
If **YES**, describe the outstanding approvals.

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**B. Parcel Valuation Information**

1. Date of most recent appraisal(s) and value.

(date)	_____	(value)	_____
(date)	_____	(value)	_____
(date)	_____	(value)	_____

2. Number of acres of each parcel and total cost per acre. (List separately)

_____	(parcel #)
_____	(parcel #)
_____	(parcel #)
_____	(parcel #)
_____	(parcel #)

**C. Funding**

1. Is this the first time this property has been presented to the County for funding?

YES  NO  
 If **NO**, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. What is the total purchase price? \_\_\_\_\_

a. What is the amount of county funding requested? (Amount and percentage of purchase price). (\$)\_\_\_\_\_ (%) \_\_\_

b. Is funding requested consistent with percentage and not-to-exceed amount reflected in the County Policy?  YES  NO  
 If **NO**, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c. Is host municipality participating with their allocated municipal County Open Space Trust Fund funds?  YES  NO

If **YES**, please provide the dollar amount. (\$)\_\_\_\_\_

If **NO**, please explain why or describe the circumstances.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ATTACHMENT II.

3. Are there other funding partners? [ ] YES [ ] NO

If YES, please list and provide the dollar amount and percentage for each partner.

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(Name, amount, percentage)

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(Name, amount, percentage)

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(Name, amount, percentage)

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(Name, amount, percentage)

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(Name, amount, percentage)

**In addition to the Open Space Advisory Committee's parcel merit ratings contained in Appendix A, the Board of Chosen Freeholders will rely upon the responses to the questions above when considering funding requests.**

**CERTIFICATION**

I, \_\_\_\_\_ hereby certify that the information  
 (name of official)  
 provided within this Nonprofit Grants Program application is accurate and complete.

Signature: \_\_\_\_\_ Attest: \_\_\_\_\_  
 (Chief Executive Officer or Equivalent)

## ✓ CHECKLIST OF ATTACHMENTS

- \_\_\_ Completed application form
- \_\_\_ Property Information Fact Sheet (*nonprofit grant & cooperative open space acquisition applications*)
- \_\_\_ Enabling resolution by the nonprofit organization's Corporate Body/Board of Trustees (*see attached Exhibit NPG\_A*)
- \_\_\_ Proof of Nonprofit Organization's qualification as a Charitable Conservancy
- \_\_\_ By-Laws
- \_\_\_ Legible street map or tax map with site location clearly indicated
- \_\_\_ Photographs of the project site and any associated structures
- \_\_\_ Current copy of the deed, including restrictions, encumbrances and easements, if any
- \_\_\_ Current owner(s) of record name, address and contact information
- \_\_\_ Existing land survey map (if available)
- \_\_\_ Site location and explanation of any reported or suspected environmental "Areas of Concern"
- \_\_\_ Applications for Nonprofit Grant Program and Cooperative Open Space Acquisition assistance shall include one appraisal that includes an engineering analysis of site consultants such as steep slopes, fresh water wetlands, Category One waters, soil suitability, and highest and best use based on development potential. If the applicant is utilizing other state funding sources which require 2 appraisals, both should be submitted as part of the application, including a copy of the state's summary review or certification of value, if applicable. In all cases, the County reserves the right to hire an independent appraiser to corroborate the value.
- \_\_\_ Letters and/or Resolutions of municipal support from the municipality where the project is located
- \_\_\_ Other letters of support
- \_\_\_ Updated Open Space Inventory that identifies all Preserved Lands which are Held by the Nonprofit Organization (*see attached Exhibit NPG\_B*)
- \_\_\_ Narrative description of the project which addresses, in order, each factor applicable to the application in accordance with the Evaluation criteria in Appendix A

**All applications must be complete and supporting information and documents submitted by the applicant before the County will review and evaluate the project's funding request. Refer to Procedures Manual SECTIONS III & IV, for all other necessary submissions and requirements**

**SAMPLE RESOLUTION  
COUNTY OF HUNTERDON**

**WHEREAS:** The Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan established a nonprofit Grants Program to provide Open Space Trust Funds to qualifying charitable conservancies for the acquisition of lands for public recreation, conservation and general open space purposes in Hunterdon County.

WHEREAS, the \_\_\_\_\_ (*name of nonprofit organization*) desires to further the public interest by obtaining funding in the amount of \$ \_\_\_\_\_ from the County of Hunterdon to fund the following preservation project: (describe)

\_\_\_\_\_  
\_\_\_\_\_

at a cost of \_\_\_\_\_ (*project cost*);

**NOW, THEREFORE,** the governing body/board resolves that \_\_\_\_\_ (*name of authorized official*) or the successor to the office of \_\_\_\_\_ (*title of authorized official*) is hereby authorized to:

- (a) make application for such County Open Space Trust Funds,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above named applicant; and

WHEREAS, the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, adopted Freeholder Board Policies and the Procedures Manual for the Nonprofit Grant Program adopted thereto, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the County funds in accordance with such adopted Policies and Procedures, and rules, regulations and applicable statutes;

**NOW, THEREFORE, BE IT FURTHER RESOLVED, BY THE**

\_\_\_\_\_ (*name of legal body or board*)

1. That the \_\_\_\_\_ (*title of authorized official*) of the above named body or board is hereby authorized to execute any documents and agreements with the County of Hunterdon known as \_\_\_\_\_ (*project name*);
2. That the applicant has its share of funds, if required, in the amount of \$ \_\_\_\_\_;
3. That, in the event the County of Hunterdon's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

**CERTIFICATION**

I, \_\_\_\_\_ (*name and title of Secretary or equivalent*) do hereby certify that the foregoing is a true copy of a resolution adopted by \_\_\_\_\_ (*name of legal body or board*) at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**IN WITNESS WHEREOF,** I have hereunder set my hand and the official seal of this body this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(*Signature of Secretary or equivalent*)

**OPEN SPACE INVENTORY  
COUNTY OF HUNTERDON**

The purpose of the HUNTERDON COUNTY OPEN SPACE INVENTORY (OSI) is to identify and catalog existing “**PRESERVED LANDS**” located in Hunterdon County. The OSI is intended to provide the Hunterdon County Planning Board with relevant land use information; the Hunterdon County Planning Board is charged with maintaining a comprehensive list of all Preserved Open Space Lands for planning and geographic information system (“GIS”) purposes. All preserved lands will be mapped by Hunterdon County Department of Information Technology, Division of GIS to serve a variety of land-use information needs and purposes by the county, municipalities, and interested public and private entities.

Staff knowledgeable with the Nonprofit Organization’s land-use holdings should complete the OSI. The OSI should identify **ONLY** lands and interests owned and held by the nonprofit organization, in Hunterdon County, by their current municipal tax block and lot reference. If only a portion of a tax lot is preserved, use the term *portion of* or *part of* (“*p/o*”) before the tax lot reference; please include a legal description and/or land survey plan if available, or tax map depicting the property’s approximate boundary with the preserved acreage. When listing OSI lands, please indicate the Municipality in which the land is located.

**“PRESERVED LANDS” mean land or water areas subject to a permanent deed restriction, declaration, covenant or encumbrance for the purposes of restricting its use to any or all of the following: recreation, conservation and/or general open space, including areas of natural and environmental importance such as water reserves and areas of historic significance. “HELD” means owned in fee simple or lesser interests in real property** (e.g. easements) and otherwise dedicated, protected or restricted by the Nonprofit Organization to prevent further development in perpetuity.

- If the Nonprofit Organization owns an interest with another entity, please indicate the Nonprofit Organizations percent (%) of ownership interest.
- Lands that may be managed by or temporarily leased to the Nonprofit Organization should **not** be listed and identified in the OSI.

Please **do not** identify or list farms that have been preserved for farmland preservation purposes pursuant to the Agriculture Development and Retention Act, P.L. 1983, c.32 (C. 4-1C-13) and subject to State Agriculture Development Committee (“SADC”) or Hunterdon County Agriculture Development Board (“CADB”) program funding. The Hunterdon County Planning Department-Farmland Preservation Program and CADB maintains a separate list and (GIS) database of all preserved farmland as well as those approved and pending, which have been submitted for SADC and CADB funding including Municipal Planning Incentive Grant (“PIG”) farmland projects.

For land that is permanently restricted, reserved and maintained for open space and farm related purposes, by other than the Agriculture Retention and Development Act, P.L. 1983, c. 32 (C. 4-1C-13) use the category designation “**FARMLAND CONSERVATION**”. This includes land restricted by easement for agriculture and other purposes such as conservation or historic preservation. Farmland Conservation areas may restrict or prohibit public access.

Please indicate whether or not there is public access for each site.

Key attributes for listing **PRESERVED LANDS** on this OPEN SPACE INVENTORY include the following:

**OWNERSHIP-** In some instances, there may be more than one owner such as a Nonprofit Organization with a local or state government entity; please list all owners and the Nonprofit Organization's percent of ownership interest

**TYPES OF LAND INTEREST-** use only the following:

ENTIRE HOLDING (the entire lot was acquired outright in fee simple absolute and permanently preserved)

PARTIAL HOLDING (a portion of the lot was acquired outright and permanently preserved)

ENTIRE EASEMENT (an easement was acquired to permanently preserve the entire lot)

PARTIAL EASEMENT (and easement was acquired to permanently preserve a portion of the lot)

EASEMENTS also include the acquisition and ownership of development rights, including those for historic preservation which forbid or limit changes in appearance or conditions of a site or structure or other acts or uses detrimental to the appropriate preservation of such a site or structure

**CATEGORY-** use only the following:

NONPROFIT CONSERVATION LAND (applies to and use only when the Nonprofit owns the entire interest or the majority ownership interest)<sup>o</sup>

*FARMLAND CONSERVATION*

*FARMLAND CONSERVATION applies only to farmland that has not (yet) been accepted, approved and preserved by the SADC and/or CADB including land which may be permanently protected, maintained and reserved for agriculture, conservation and/or woodland management; either in fee simple absolute or by easement. (In some instances, this may include land pre-acquired for farmland preservation purposes.)*

**USE-** acceptable entries (only) are:

PARKS AND RECREATION (includes land developed, improved and maintained for public recreation uses)

CONSERVATION (includes land predominately undeveloped and maintained in its natural state and/or existing condition; conservation lands may be improved with trails and may include historic sites)

VACANT (includes land that is wholly unimproved with no current and/or stated public uses)

*AGRICULTURE* (this entry applies only to *Farmland Conservation* Category)

**JURISDICTION-** the entity responsible for the land's management and stewardship. (In some instances, this may be different than the owner; please name if applicable or known)

**FACILITY TYPE-** use entries (if appropriate) to designate special uses including public access limitations

**FACILITY NAME-** please identify the official, designated name

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<sup>o</sup> for minority interests with another governmental entity, the Category State; County; or Municipal Parkland and Open Space may apply – as applicable

