Pennsylvania Land Trust Association Qualification Form

Conservation Easement Assistance Program

Please email the completed form to [info@conserveland.org](mailto:info@conserveland.org) (subject line “CEAP”). If you have questions, contact the Pennsylvania Land Trust Association by phone at (717) 230-8560 or at [info@conserveland.org](mailto:info@conserveland.org).

# A. Applicant Information

|  |  |  |  |
| --- | --- | --- | --- |
| *Organization* |  | *Phone* |  |
| *Address* |  | *Email* |  |
|  |  | *Website* |  |

# B. Status with Pennsylvania Department of Conservation and Natural Resources

Is the applicant a “pre-qualified organization” with DCNR’s Keystone Land Trust Grant Program?

Yes. You may skip the requests in Section C and go to Section D.

No. You must provide the information requested in Section C.

# C. Attachments

Enclose the following items and check the boxes to confirm their inclusion:

**For private nonprofit entities**

IRS 501(c)3 determination letter

*Current* Pa. Dept. of State Bureau of Charitable Organizations Certificate of Registration

Documentation that the organization’s stated purposes are consistent with acquiring conservation or (non-motorized) trail easements and protecting the natural, scenic, rcreational, or open space values of real property

**For municipal authorities**

Documentation establishing that the organization is a municipal authority incorporated under the Municipal Authorities Act of 1945, whose articles of incorporation do not restrict the authority's ability to operate or manage park and recreation projects or facilities

# D. Certifications

The applicant certifies, represents, and warrants to the Pennsylvania Land Trust Association (PALTA) that:

1. The information contained in this form and any attachment is true and correct.

2. The applicant understands that while PALTA strives to support every worthy application, it reserves the right to reject any project that PALTA judges to provide too little public benefit.

3. If a private nonprofit entity:

* The Internal Revenue Service has granted the applicant tax exemption under section 501(c)(3) of the Internal Revenue Code, and the exemption is still in effect;
* The applicant is currently registered with Pennsylvania Bureau of Charitable Organizations.
* And if the applicant will be applying for conservation easement-related support, the applicant’s board has adopted [Land Trust Standards and Practices](https://conservationtools.org/library_items/86) and is addressing organizational deficiencies as indicated by them.

4. If a public entity, the organization is a municipal authority incorporated under the Municipal Authorities Act of 1945, whose articles of incorporation do not restrict the authority's ability to operate or manage park and recreation projects or facilities

*By:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date:*

*Signature of Chief Executive Officer*

*Printed Name Printed Title*