

- [Before Applying to the Lottery](#)
- [Reference Application Packet for First-Time Accreditation](#)
- [Attachments](#)
- [Helpful Resources](#)

## Before Applying to the Lottery

Resources to use before your organization decides to enter the first-time lottery.

- [Are You Ready for Accreditation Quiz](#)
- [Assessing Your Organization](#)

## Reference Application Packet for First-Time Accreditation

You are welcome to download and preview the entire application as a reference copy. This is a good way to plan and prepare for first-time accreditation. Ultimately, lottery registration, pre-application, and application responses and documentation are submitted online via our Accreditation Management System (AMS). The downloadable packet includes:

- |  |  |
|--|--|
| • Registration Form                        | • Project Documentation Checklist                        |
| • Pre-Application Form                     | • Addendum for Related Entities (Basic and Intermediate) |
| • Main Renewal Application                 | • Glossary and Clarification of Application Terms        |
| • Targeted Verification Item Documentation |  |

**Download First-Time  
Reference Application Packet**



[accordion id="a1" heading="Click for Tip on Transforming PDF packet to a Word Document"]  
If you would like to have a copy of the Reference Application Packet as a word document:

1. Download PDF of Reference Application Packet
2. Open PDF and navigate to "File"
3. Select "Export To"
4. Select "Microsoft Word"
5. Select "Word Document"

If you have any issues, please email [Lisa McCarthy](#) for assistance.

[/accordion]

## Attachments

The following are items to be completed as noted in the reference pre-application and main application. These are also accessible in the AMS.

[accordion id="L52" heading="Land Conservation Project List (LCPL)"]

The LCPL is submitted as an Excel file.

- [Download Land Conservation Project List](#)
- [Instructions](#)
- [Video Tutorial](#)

[/accordion]

[accordion id="a2" heading="Schedule of Dedicated and Restricted Funds (SDRF)"]

The SDRF is submitted as an Excel file.

- [Download Schedule of Dedicated and Restricted Funds](#)
- [Instructions](#)
- [Video Tutorial](#)

[/accordion]

[accordion id="a3" heading="Accreditation Agreement"]

Applicants can chose to sign a copy of this document and upload to application **or** use the new e-Signature option in the AMS to sign the agreement. The agreement should be signed by an individual with the authority to enter into contracts on behalf of the organization.

- [Download Accreditation Agreement](#)

[/accordion]

[accordion id="a4" heading="Board Resolution"]

Applicants can chose to sign a copy of this document and upload to application **or** use the new e-Signature option in the AMS to sign the resolution. The resolution should be signed by an individual with the proper authority.

- [Download Board Resolution](#)

[/accordion]

[accordion id="a5" heading="Legal Defense Reserves Calculator"]

To access the Legal Defense Reserves Calculator for free, you must be logged in to your Land Trust Alliance Resource Center account.

- [Legal Defense Reserves Calculator](#)
- [Video Tutorial](#)

*If you have additional questions, please contact [help@terrafirma.org](mailto:help@terrafirma.org).*

[/accordion]

## Helpful Resources



First-Time  
Handbook



Online video tutorials for first-time  
applicants



Requirements  
Manual

---