The renewal pre-application is completed in the Accreditation Management System (AMS) and is submitted approximately two months (see renewal process timeline) before the complete application is due. After you submit the initial registration, you will get access to the pre-application and you will be able to start working on it. Each applicant for renewal is required to,

- Complete and submit a pre-application form
- Submit the required pre-application attachments in the AMS

To find the supporting materials for your pre-application and pre-application attachments, visit Materials for Renewal Applicants page.

- Pre-Application Form
- Pre-Application Attachments
- Submitting Your Pre-Application
- Project Documentation and Sample Documentation Request

**Pre-Application Form**

The Pre-Application asks basic questions about your land trust's land conservation activities, related entities (if any), and potential conflicts of interest with current staff and commissioners. The Pre-Application can be found in Materials for Renewal Applicants.

[accordion id="a1" heading="Click for Tip"]
The information provided must be no older than 3 months prior to the pre-application due date.
[/accordion]

[accordion id="a2" heading="Click for Tip"]
If applying with related entities, it is important to review the reference copies of the Addendum for Multiple Corporations - Basic and the Addendum for Multiple Corporations - Intermediate (as applicable). Each applicable entity must submit the required information as part of the application process as noted in each document in accordance with the Commission's policy.
[/accordion]

[accordion id="a3" heading="Click for Tip"]
Here are examples of how you might respond to the verification statements, using amendments as the category: Narrative style response Chart style response (In every case include all requested information, including enough detail to explain what the land trust did and why).
[/accordion]

[accordion id="a4" heading="Click for Tip"]
Learn more about requirements for land trusts that, accepted land or easements from other organizations or that engaged in mergers or affiliations
[/accordion]

**Pre-Application Attachments**

The pre-application requires a number of attachments including:

[accordion id="a6" heading="Your land trust's most recent Form 990 (or Form 990-EZ, or Form 990-N).*"]
- The Form 990 is used to determine the accreditation application fee, and is also evaluated as part of the application review process.
- Please include all completed Schedules, Statements and Attachments that accompanied your organizationâ€™s Form 990 (or Form 990-EZ) filed with the Internal Revenue Service (not the public inspection version).
[/accordion]
Renewal of Accreditation Agreement

Your land trust must download, sign and submit a scanned copy of the signed Accreditation Agreement as part of your pre-application.

- The Accreditation Agreement obligates the organization to abide by the terms and conditions of the accreditation program. It also obligates the Commission to abide by its policies.
- It should be signed by an individual with the authority to enter into contracts on behalf of the organization.

The Land Conservation Project List (LCPL)

The LCPL must be submitted electronically as part of your pre-application. Read more >>

Video Tutorial: Completing the Land Conservation Project List

Schedule of Dedicated and Restricted Funds (SDRF)

The SDRF (excel file) must be submitted as part of the pre-application.

- Read more >>
- Video Tutorial: Completing the Schedule of Dedicated and Restricted Funds
- FAQ video on completing the SDRF

Submitting Your Pre-Application

Failure to submit a complete pre-application by the deadline will make your organization ineligible to participate in that accreditation round. Click here for information about penalties for failure to meet required due dates prior to the expiration of your organization’s accredited status.

Commission Review of Pre-Applications

The Commission reviews each renewal pre-application to a) select projects and attestation verification items for inclusion in the main application, and b) calculate the accreditation application fee due at time of application. Staff may also review the LCPL and contact your land trust to try to resolve gaps in LCPL data prior to the application due date.

Project Documentation and Sample Documentation Request

- At least five weeks before the application due date, applicants receive the list of projects and the list of additional sampled documents. These documents need to be submitted along with a complete application and all attachments.
- An invoice for the balance of the application fee will also be sent at this time; fees are due at the same time as the application.

At this time applicants must notify key stakeholders that they are applying for accreditation, and be prepared to provide copies of the notice(s) with their complete application. Read More>>

Page updated 5/14/20