The renewal pre-application is part of the online application system. Each applicant for renewal is required to complete a pre-application form and submit the required pre-application attachments electronically. Applicants for accreditation submit a pre-application approximately 8 weeks before their complete application is due.

See the information below on the pre-application process. To find the supporting materials for you pre-application, go to 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.

**TIP:** The information provided must be no older than three months prior to the pre-application due date.

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.

Tip: Learn more about requirements for land trusts that accepted land or easements from other organizations, or that engaged in mergers or affiliations.

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)

### Pre-Application Attachments

The pre-application requires a number of attachments including:

- **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 organization’s Form 990 (or Form 990-EZ) filed with the Internal Revenue Service (not the public inspection version).
- **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)** 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"); 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

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

💡 TIP: 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 >>

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