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## Reference Application Packet for Renewal\*

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

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

**Download Renewal  
Reference Application Packet**



[accordion id="L52" 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.

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## 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="a1" heading="Land Conservation Project List (LCPL)"]

The LCPL is submitted as an Excel file.

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

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[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](#)

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[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. **Please note:** if applying for third renewal, ensure you download the correct agreement below.

- [Download Accreditation Agreement](#) for first renewal and second renewal
- [Download Accreditation Agreement](#) for third renewal and beyond

[/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](#)

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[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).*

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## Helpful Resources



Renewal  
Handbook



Online video  
tutorials for renewal  
applicants



Requirements  
Manual



Explanation  
of internal  
controls



Sample five  
year  
workplan