



LAND TRUST 
ACCREDITATION
COMMISSION

An independent program of the Land Trust Alliance

Application for Land Trust Accreditation

Addendum for Multiple
Corporations:
Basic Level



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May 2020

LAND TRUST ACCREDITATION COMMISSION

An independent program of the Land Trust Alliance

The Land Trust Accreditation Commission takes a scaled approach to its review of land trusts that operate under a multiple corporation structure. The Commission requires information about all of the organizations, but the level of information required varies depending on the nature of the relationship and the role of each organization. The purpose of examining all organizations is twofold:

1. Help preserve the integrity of the accreditation program by preventing confusion over or unauthorized use of the accreditation seal by entities affiliated with accredited organizations, and
2. Ensure that the Commission has the full set of information that it needs about the applicant and the related organization at the time of application.

The online application is structured to gather the information necessary to review organizations that operate with multiple corporations. For reference and preparation purposes, the Commission has prepared this application addendum to clarify its expectations and requirements for these organizations. This application addendum is for those multiple corporate structures the Commission has determined fit the basic level as per its policy. The [Commission's policy on Multiple Corporate Structures](#) is available at its website.

For the basic level, the Commission will require some additional information in the main application section to help it understand the structure and relationship among the entities. Project documentation, while generally not necessary, may be required at the Commission's sole discretion. The Commission will not verify a basic level entity's compliance with *Land Trust Standards and Practices* and program requirements and will not award the related entity use of the accreditation seal.

Contacting the Commission

If you have any questions, please contact the Commission.

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MASTER ATTACHMENT CHECKLIST FOR MULTIPLE CORPORATIONS: BASIC LEVEL

The application is an electronic process that is completed entirely online; this annotated Master Attachment Checklist Addendum for Multiple Corporations (Basic Level) is a reference guide only. For general information about statements or attachments, see the [Applicant Handbook](#). For specific information about each attachment, refer to the description of the attachment in the Application Questionnaire. For more information about the type of documents the Commission is looking for in an attachment(s), refer to the [Requirements Manual](#). For copies of other Commission publications visit www.landtrustaccreditation.org.

An application submitted by a Basic Level land trust includes these documents.

Number	Attachment Name
1	Land Conservation Project List(s) (LCPL) , if not incorporated into the primary organization's LCPL
2	Statement describing the nature and purpose of the relationship between the primary organization and the related entity
3	Written documentation that provides evidence of which party has the responsibility for stewardship of the conservation fee properties or conservation easements (<i>see Note 1</i>)
4	Articles of Incorporation
5	Current bylaws
6	List of current board members and board member biographies
7	Schedule of Dedicated and Restricted Funds , <i>if the related entity holds funds</i>

Annotations

Note 1: The Commission has an obligation to ensure that the lands held by the primary organization and/or its related entity are adequately stewarded. As such, the Commission will need documentation of who is responsible for the lands of the related entity. For example, the Green Acres Land Trust Foundation has one nature preserve in its name, but the preserve is managed by the Green Acres Land Trust. In its application, Green Acres Land Trust should include documentation in the Multiple Corporation Information tab that the Green Acres Land Trust has responsibility for Green Acres Land Trust Foundation's nature preserve. This documentation can take a variety of forms, including a memorandum of understanding, board resolution, attestation, etc.