



## *RALLY WORKSHOP D14*

Get Set for Success: Tips and  
Guidance for Avoiding Common  
Mistakes When Applying for  
Accreditation

LAND TRUST   
ACCREDITATION  
COMMISSION



# Road Map

- **Accreditation Basics - How the Process Works**
- **Words of “Wisdom” - Tips & Guidance**
- **Common Mistakes – How to Avoid Them**
- **Resources & Support – Where to Find Them**
- **Q&A – Throughout & At the End**

# Accreditation Basics

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About the  
Commission



Requirements  
Manual vs  
Standards



Application  
Process



First-time vs  
Renewal

# Land Trust Accreditation Commission

*An Independent Program of the Land Trust Alliance*

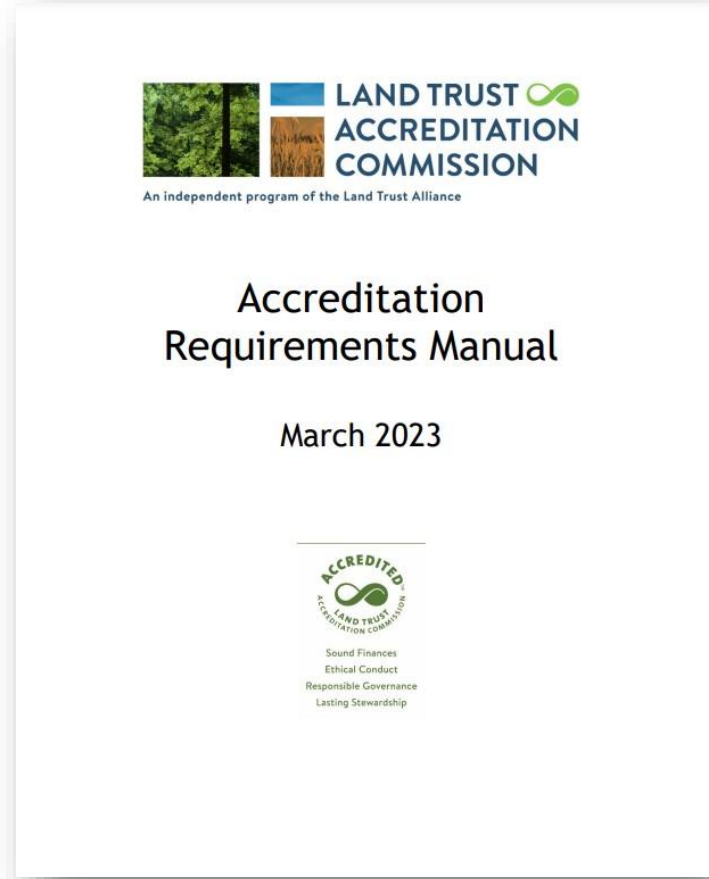
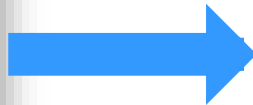
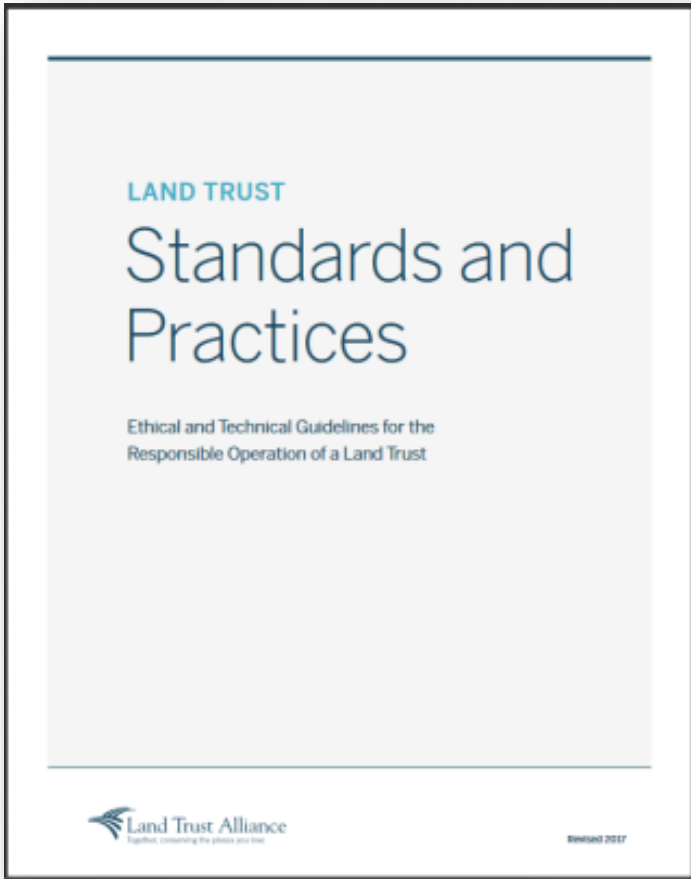


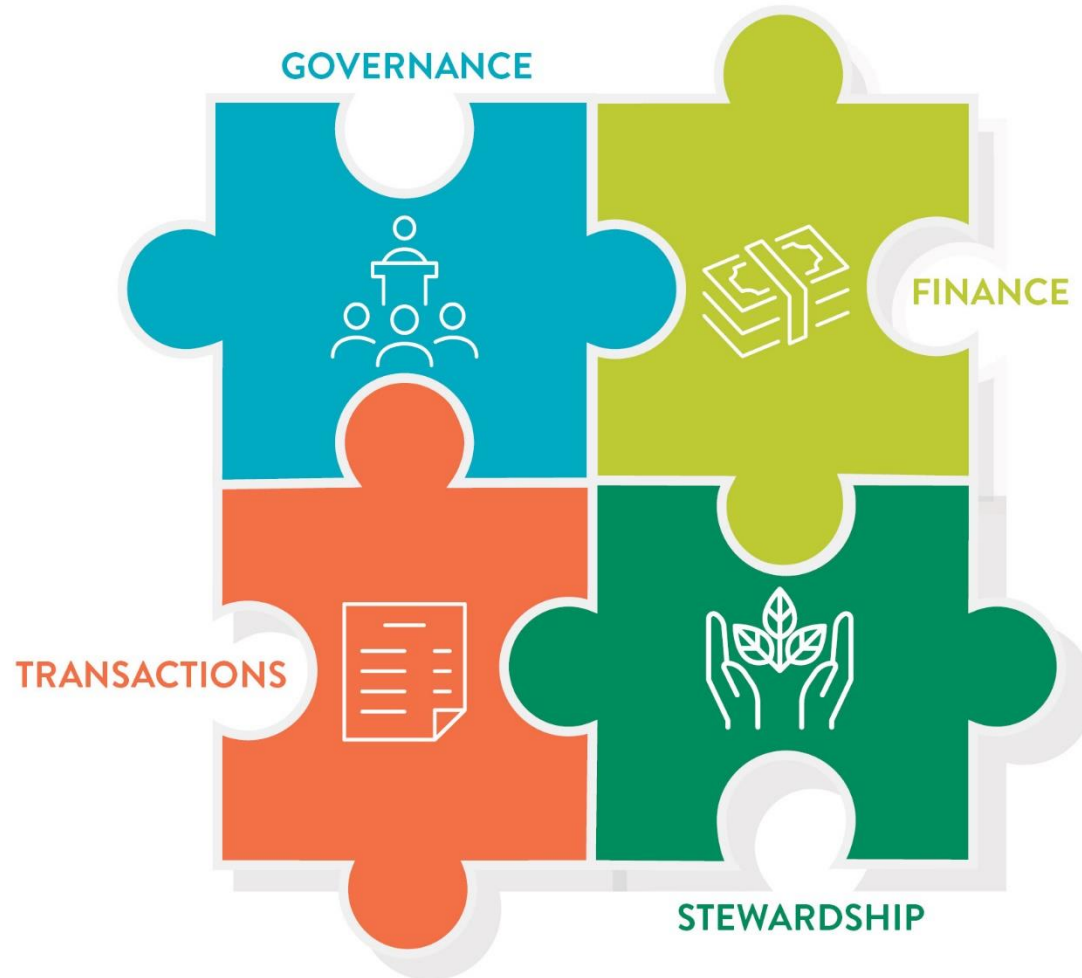
## Commissioners:

- 19 volunteers from around the country
- Expertise in various areas of conservation
- Collectively volunteer nearly 5,000 hours each year

## 8 Commission Staff







# Application Overview

Registration	Pre-Application	Main Accreditation Application			Review Process
		Questions & Documents	Project Documents: Conservation Easements & Conservation Fee Properties	Targeted Verification Documents	<u>First-Time:</u> Applicant Call & Additional Information Request
					<u>Renewal:</u> Additional Information Request

## Example: Title Investigation Update

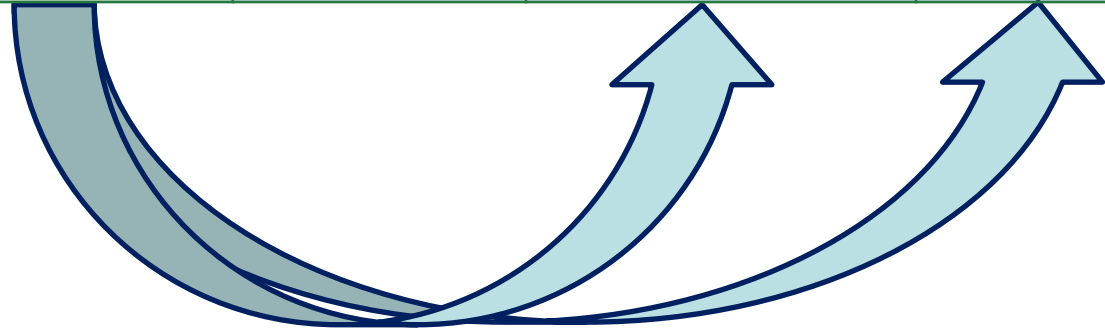
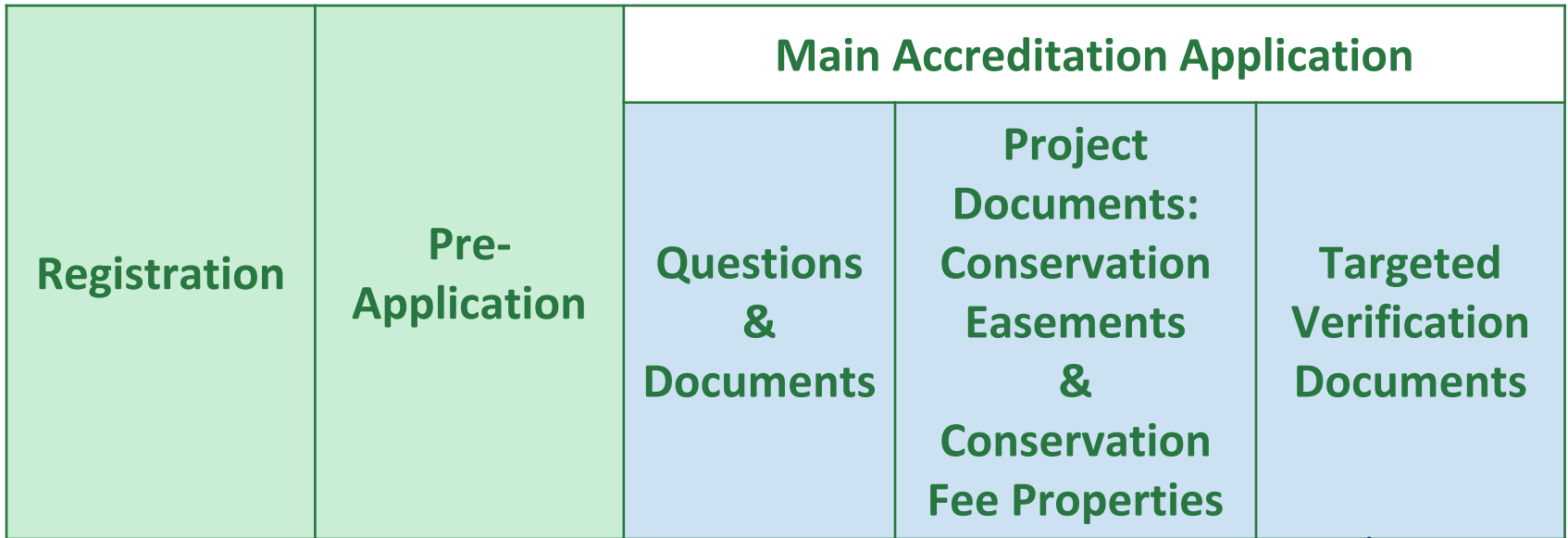
- 9F1.** Prior to closing and preferably early in the process, have a title company or attorney investigate title for each property or conservation easement the land trust intends to acquire
- 9F1(a).** Update the title at or just prior to closing



4. **Title investigation by title company or attorney identifies ownership and encumbrances<sup>2</sup> for each project.**  
(<sup>2</sup>Includes mortgages, severed mineral rights, severed water rights, tax liens or judgments, easements, use agreements, covenants or other restrictions. If mineral rights are excluded from the title investigation, then a risk analysis of the potentially severed mineral rights.)
5. Title investigation updated by title company or attorney within 30 days before closing.



Registration	Pre-Application	Main Accreditation Application		
		Questions & Documents	Project Documents: Conservation Easements & Conservation Fee Properties	Targeted Verification Documents



# Project Documents: Conservation Easements and Conservation Fee Properties

## Transactions

### Project Due Diligence<sup>8B2, 8C1, 9F1, 9F1(A), 9F2,9F3, 9H1,9H2</sup>

- 📄 Evidence of title investigation (*such as a title report, title insurance commitment, title insurance policy*)
- 📄 *If the title investigation was completed early in the transaction process: evidence the title investigation was updated within 30 days prior to closing by a title company or attorney (such as with an updated title search or title insurance commitment, a title insurance policy, a written communication from an attorney or title examiner that the title investigation was brought current at closing, written escrow or closing instructions requiring the closing agent or title company to bring the title investigation current)*



# Words of “Wisdom”

*Tips & Guidance for Your Application*



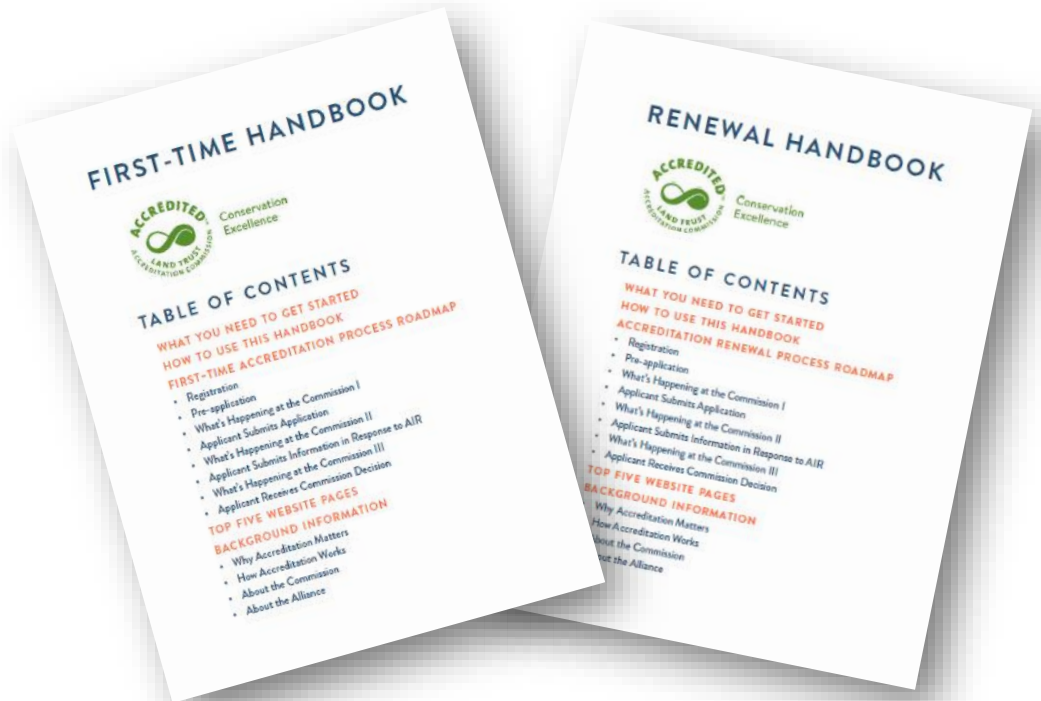
## Many Hands Make Light Work

- Share accountability for maintaining accreditation readiness
- Build an accreditation team
  - Ensure accreditation contact is up-to-date with Commission



“The time to repair the roof is when the sun is shining.”

Learn more about the process





## Reread the *Requirements Manual*

- Requirements AND introduction



### Detail of Review

The words used in the requirements are another key to understanding how a risk lens is used and what level of detail the application reviewers will use when evaluating the application documents.

- If a requirement uses the word “exists,” this means the application reviewers will simply verify if the document is present or not. Application reviewers will skim the document to make sure there are no high-risk concerns; on the rare occasion that something is flagged as high-risk, the land trust may be asked for clarification, additional documentation, and/or corrective action.

*For example, in the “Stewardship: Conservation Easement Enforcement and Amendment Policies” section, there is a requirement: “Violation policy and/or procedures exist.” Each*

# Conduct an organizational assessment & identify big hurdles

LAND TRUST

## Standards and Practices

INTRODUCTION TO

## Assessing Your Organization

### Organizational Strength

### 2017 Standards

STANDARD

1

#### Ethics, Mission and Community Engagement

*Land trusts maintain high ethical standards and have a mission committed to conservation, community service and public benefit.*

How well is the land trust meeting this practice?

1 = not currently meeting  
4 = meets or exceeds  
? = don't know

#### A. Ethics

1. Adopt a written code of ethics and/ or values statement and adhere to it in implementing the land trust's mission, in its governance and in its operations
  - Has the board adopted an ethics statement or a statement of organizational values?
    - If yes, does the statement address how the land trust will address transparency and uphold the public interest?
2. Adopt a written whistleblower policy that protects individuals who come forward with information on illegal practices or unethical behavior
  - Has the board adopted and implemented a written whistleblower policy?
3. Do not knowingly participate in transactions that are potentially fraudulent or abusive
  - What are the land trust's specific policies or actions that ensures it avoids participating in potentially fraudulent or abusive transactions?

?

?

?



?

?

?



# Find out what you will need to provide and when

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## Reference Application Packet for First-Time Accreditation

### Table of Contents



- [Overview](#)
- [Registration](#)
- [Pre-application](#)
- [Main Application](#)
  - [Targeted Verification Documents](#)
  - [Conservation Easement Project Documentation](#)
  - [Conservation Fee Project Documentation](#)
- [Addendum for Multiple Corporations: Basic-Level Information](#)
- [Addendum for Multiple Corporations: Intermediate-Level Information](#)
- [Glossary & Clarification of Application Terms](#)

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**Have additional questions?**  
If you have any questions, please contact the Commission.  
Phone: 518.587.3143  
E-mail: [info@landtrustaccreditation.org](mailto:info@landtrustaccreditation.org)

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July 2022

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## Reference Application Packet for Accreditation Renewal

### Table of Contents

- [Overview](#)
- [Registration](#)
- [Pre-application](#)
- [Main Application](#)
  - [Targeted Verification Documents](#)
  - [Conservation Easement Project Documentation](#)
  - [Conservation Fee Project Documentation](#)
- [Addendum for Multiple Corporations: Basic-Level Information](#)
- [Addendum for Multiple Corporations: Intermediate-Level Information](#)
- [Glossary & Clarification of Application Terms](#)

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July 2022

# Start gathering information

- *Over past five years (first-time)*
- *Over term (renewal)*

- How you met any EFIs (renewal)
- Above-appraised value purchases
- Conservation easement violations
- Fee ownership challenges
- Conservation easement amendments
- Conservation easement extinguishments
- Conflicts of interest (financial and land/easement)



# Any job worth doing is worth doing well

- Required Policies
- Insider Transactions
- Gift Acknowledgement Letters
- Financial Evaluations
- Monitoring & Inspection Reports
- Baseline Reports
- Title Update
- Financial Reports



# Finance: Board Oversight

- II.3 Board reviews financial reports periodically through the year that include the following:**
- a. Net assets<sup>2</sup> without donor restrictions, with board-designation, and with donor restrictions** (?Net assets are the difference between total assets and total liabilities on the balance sheet. Report must list each of the three categories of net assets that applies to the land trust.)
  - b. Statement of expenses and revenue that shows the following:**
    - i. Actual year-to-date operating revenue<sup>2</sup> and total expenses as compared to budget.** (?Excludes grants and contributions restricted by donors for specific purposes, other sources of funds that are not intended for use in operations, and grants and contributions not yet released from donor restrictions. Report should include operating revenue when restrictions are released on grants and contributions. Grants for land and conservation easement acquisition should be reported in (ii).)
    - ii. Schedule of restricted gifts/grants activity showing donor-restricted money received and released during the reporting period (if any), with level of detail appropriate to the scale of the land trust's financial activities**

Balance Sheet (Statement of Financial Condition)  
as of September 30, 2021

	30-Sep-21
<b>ASSETS</b>	
Bank Accounts	
Checking	\$ 20,658
Savings	49,618
Money Market	150,801
Investments	597,383
Sub-total	221,077
Accounts Receivable	33,440
Prepaid Expenses	6,309
Fixed Assets	
Furniture & Equipment	853
Land	1,756,414
Sub-total	1,757,267
<b>TOTAL ASSETS</b>	<b>\$ 2,615,476</b>
<b>LIABILITIES &amp; NET ASSETS</b>	
Liabilities	
Accounts Payable	940
Notes Payable	3,667
<b>TOTAL LIABILITIES</b>	4,607
Net Assets	
Without donor restrictions	1,826,551
Board designated	200,000
Total Net Assets without donor restrictions	2,026,551
Net Assets with donor restrictions (perpetual)	584,318
<b>TOTAL NET ASSETS</b>	2,610,869
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$ 2,615,476</b>

**Sample Land Trust**  
**Budget Comparison - Revised**  
**September 30, 2021**

	This Month	Year-to-Date Total	Annual Budget	YTD Percent of Budget
<b>Operating revenue</b>				
Member contributions	\$ 6,500	\$ 55,000	\$ 60,000	92%
Grants - released from restriction	80,000	90,000	115,000	78%
Foundations	-	5,000	5,000	100%
Investment income	560	3,910	4,000	98%
Project fees	4,000	15,000	20,000	75%
Stewardship - released from restriction	3,750	11,250	15,000	75%
<b>Total support and revenue</b>	<b>94,810</b>	<b>180,160</b>	<b>219,000</b>	<b>82%</b>
<b>Expenses</b>				
Salaries and wages	85,792	127,653	150,000	85%
Payroll taxes	1,298	19,125	22,500	85%
Office supplies	514	1,300	1,200	108%
Travel	892	5,000	6,500	77%
Professional services	6,000	13,000	15,000	87%
Insurance	3,574	6,481	16,500	39%
<b>Total expenses</b>	<b>98,070</b>	<b>172,559</b>	<b>211,700</b>	<b>82%</b>
<b>Operating surplus (deficit)</b>	<b>\$ (3,260)</b>	<b>\$ 7,601</b>	<b>\$ 7,300</b>	

<b>Other income, gains, and losses</b>		
Grants - restricted	110,000	112,675
Releases from restriction (grants)	(80,000)	(90,000)
Stewardship contributions - restricted	10,000	15,000
Releases from restriction (stewardship)	(3,750)	(11,250)
<b>Change in net assets</b>	<b>\$ 32,990</b>	<b>\$ 34,026</b>



## A stitch in time saves nine

- Be sure your application is complete
- Reduce requests for additional documentation

# Can't judge a book by its cover

- Tell your story
- Context matters







Honesty is the best policy


7. Did your land trust have an instance when it was not able to show compliance with the requirements in the Transaction section over the accredited term?

Yes



Governance  
Finance  
Stewardship

*If your land trust has an instance when it was not able to show compliance with the requirements in the Transactions section over the accredited term: Statement and/or related documentation explaining a) the circumstances, b) the alternative steps your land trust took to meet the intent of the requirement and/or mitigate risks associated with the non-compliance and c) how your land trust typically complies with the requirement (The Commission will review the information to determine if the instance was isolated and rare and risks were*

 *If your land trust was not able to show compliance with the requirements in this project: Statement and/or related documentation explaining a) the circumstances, b) the alternative steps your land trust took to meet the intent of the practice and/or mitigate risks associated with the non-compliance and c) how your land trust typically complies with the requirement*

What's done is done



**Actions speak  
louder than  
words...**

***Document,  
Document,  
Document***

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**Don't miss the forest for the trees**



**Patience  
is a virtue**



# Application timeline





# Common Mistakes



## How are Requirements Created?



<https://www.landtrustaccreditation.org/help-and-resources/requirements-manual>

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### Summary of Changes to the 2023 Requirements Manual

#### Overview

The *Requirements Manual (Manual)* helps land trusts understand how the Land Trust Accreditation Commission verifies that a land trust meets *Land Trust Standards and Practices (Standards)*. The Manual also helps land trusts be successful in the accreditation process. The Commission looks at the requirements annually to evaluate if updates are needed.

When deciding whether to revise or add requirements, the Commission considers consistency with the Standards and professional sources; equity among land trusts; feasibility of implementation and verification; and the level of risk to land trusts and the land trust community. The goal is to have clear requirements informed by land trust community feedback that are the basis for fair and consistent decisions.

Land trust community feedback is gathered by having commissioners who represent accredited land trusts, receiving comments from land trusts throughout the year, and having public comment periods. An open call for comments was held in May 2022 and a request for comments on specific changes was held in Fall 2022. The Commission appreciates the forty responses that were received in response to this second comment period. These comments helped improve and inform the final requirements.

This document is a companion to the full *Requirements Manual* and provides more in-depth information on the changes.

A version showing revisions to the requirements is also available on the [Commission website](#).

Have additional questions?  
Please contact Valerie Roof at the Commission:  
[vroof@landtrustaccreditation.org](mailto:vroof@landtrustaccreditation.org) | 518.587.3143

#### What is Different?

Most requirements have not changed. Some have been modified slightly to improve consistency and clarity and respond to land trust feedback. Below is a summary of the four major changes along with an explanation of what changed, why the change was made, and what feedback was collected from land trusts.

Applicants will not see any major changes in the application or documentation required for accreditation, but minor changes to the accreditation management system will be made to reflect the updates to the requirements.

#### Explore by Requirement

<b>FINANCE</b>	<b>TRANSACTIONS</b>	<b>STEWARDSHIP</b>
<a href="#">AUDIT, REVIEW, COMPILATION.....2</a>	<a href="#">APPRAISALS.....5</a>	<a href="#">REMOTE MONITORING/INSPECTION.....6</a>
<a href="#">FINANCIAL REPORTS.....3</a>		

# What's new in 2023

- Audit threshold
- Financial reports
- Purchase appraisals
- Remote monitoring



# Land Conservation Project List

## CONSERVATION EASEMENTS PROJECT LIST

COMPLETE THIS WORKSHEET ONLY IF APPLYING FOR RENEWAL OF ACCREDITATION

First-time applicants, please select the First-Time CEList tab

(see separate tab for complete instructions, including a description of the contents of each column)

ORGANIZATION NAME:

DATE COMPLETED:

Conservation Easement Land Conservation Project List

A	B	C	D	E	F	G	H					I	J	K	L
Date Acquired (Recorded)	Project Name	Grantor	Town, City, or County	Acres	Type (D/B/P/M/O/C)	Baseline Report Date Completed (Signed)	Monitoring Dates (mm/yy)					Form 8283 (check if in last 5 years)	Complete if Form 8283		Notes (also, if "O" or "C" selected in Column F, please describe)
							most recent year completed	year prior	two years prior	three years prior	four years prior		Enter "yes" for transactions since 2016 if transaction was a) with a pass-through entity of unrelated parties with an appraised value of more than 2.5 times the basis in the property within 36 months of the entity's acquisition and b) the value of the donation.	If yes to column "J," enter appraised FMV	



- Start it early
- Use it (or database) to keep record of your portfolio
- Report all holdings, **even** at renewal

# Schedule of Dedicated and Restricted Funds

Schedule of Dedicated and Restricted Funds							
<i>Please see the instructions tab for a description of the contents of each column.</i>							
Organization Name:		<i>Name</i>					
Date and Source of Data:		<i>MM/DD/YY Document Name</i>					
FUND NAME AND CATEGORY	FUND DESCRIPTION	DOLLAR VALUE AND TYPE(S) OF RESTRICTIONS				TOTAL	NOTES
		WITHOUT DONOR RESTRICTIONS		WITH DONOR RESTRICTIONS			
		Undesignated	Board-designated	Restricted by Time or Purpose	Perpetual		
<b>Operating Reserves</b>							
<i>Enter name of fund here</i>		\$0	\$0	\$0	\$0	\$0	
<b>Conservation Easement Stewardship</b>							
<i>Enter name of fund here</i>		\$0	\$0	\$0	\$0	\$0	
<b>Conservation Easement Defense</b>							
<i>Enter name of fund here</i>		\$0	\$0	\$0	\$0	\$0	
<b>Fee Land Management</b>							
<i>Enter name of fund here</i>		\$0	\$0	\$0	\$0	\$0	
<b>Fee Land Defense</b>							
<i>Enter name of fund here</i>		\$0	\$0	\$0	\$0	\$0	
<b>TOTAL</b>		\$0	\$0	\$0	\$0	\$0	



Your turn





# Resources

## Governance

[Learn more about this group](#)

← [LINK TO ONLINE COURSE](#)

### Indicator Elements - [Compiled Guidance for Governance Indicator Elements](#)

← [LINK TO NARRATIVES  
COMPILED FOR THIS GROUP](#)

- 1B2.** Establish strategic goals for implementing the mission, and then review and update them, as needed, at least once every five years
- 2B1.** Incorporate or organize according to the requirements of state law and maintain legal status

- 3C2.** The board meets a minimum of three times per year and maintains adopted minutes of each meeting
- 3C3.** Provide board members with sufficient and timely informational materials prior to each meeting to make informed decisions

← [LINKS TO INFORMATION ABOUT  
SPECIFIC INDICATOR ELEMENTS](#)



Tip: Log into The Resource Center [before](#) clicking on the links.

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### Introduction to Accreditation and the Requirements Manual

★★★★★ (0)

In this module, you will learn how *Land Trust Standards and Practices* are linked to accreditation and how to use the *Accreditation Requirements Manual*, which is your guide to successfully earning and maintaining accreditation.

Accreditation Accreditation Indicators

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### Introduction to Accreditation and the Requirements Manual

★★★

This module explores the accreditation requirements. The Accreditation Requirements Manual can help you prepare a successful application.

Accreditation Transactions Standards

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### Introduction to Accreditation and the Requirements Manual

★★★

This module explores the accreditation requirements. The Accreditation Requirements Manual can help you prepare a successful application.

Accreditation Governance Standard 03: Board Accountability Accreditation Indicators

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### Introduction to Finance Requirements

★★★★★ (0)

This module explores the accreditation requirements. The Accreditation Requirements Manual can help you prepare a successful application.

Accreditation Finance Standard 06: Financial Oversight Accreditation Indicators

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### Introduction to Stewardship Requirements

★★★★★ (0)

This module explores the accreditation requirements. The Accreditation Requirements Manual can help you prepare a successful application.

Accreditation Stewardship Standard 11: Conservation Easement Stewardship Accreditation Indicators

## Discussion Forums

My Forums Browse Forums

16 Forums



### Stewardship

This community is a place for stewardship volunteers and staff from around the world to ask questions, discuss concepts, and obtain feedback about conservation easement stewardship issues. Stewardship personnel from every region of the country check this site regularly and will help facilitate the sharing of resources.


Last post 13 hours ago

## My Learning

Current Completed Submissions


Search Learning Items

11 Learning Items



### Learn Practice Element 11E1: Adopt a Conservation Easement Violation Policy and Procedures

Not Started



### Learn Practice Element 11B3: Documenting Changes to Land or Easements

0%

## LAND TRUST Standards and Practices

### STANDARD 11. CONSERVATION EASEMENT STEWARDSHIP

#### C. Conservation Easement Monitoring

- ▲ 2. Monitor each conservation easement property at least once per calendar year
  - ▲ a. If the land trust uses aerial monitoring, conduct on-the-ground monitoring at least once every five years
  - ▲ b. Promptly document the annual monitoring activities for each conservation easement

Accreditation indicator elements located at [www.landtrustaccreditation.org](http://www.landtrustaccreditation.org)

#### BACKGROUND

A land trust should monitor its easements at least once per calendar year. Monitoring helps a land trust develop a relationship with the landowner, helps discover changes in land ownership, enables it to see if the easement is effective, helps uncover violations, saves time and money on enforcement actions, and establishes a record in case of court action. Annual monitoring routinely involves annual landowner contact. With changes in the property's condition (for example, a drive-by visit), critical elements of the property inspected, who did the inspection, and the values and conditions with particularly sensitive areas may require documentation. Conservation Easement Monitoring  
Last revised November 16, 2018



# Standards and Practices

## STANDARD 11. CONSERVATION EASEMENT STEWARDSHIP

### C. Conservation Easement Monitoring

- ▲ 2. Monitor each conservation easement property at least once every five years
  - ▲ a. If the land trust uses aerial monitoring, conduct it at least once every five years
  - ▲ b. Promptly document the annual monitoring of each conservation easement

Accreditation indicator elements located at [www.landtrustalliance.org](http://www.landtrustalliance.org)

#### BACKGROUND

A land trust should monitor its easements at least once per calendar year. Monitoring helps the land trust develop a relationship with the landowner, helps discover if the easement is effective, helps uncover violations, enforcement actions, and establishes a record in case of court action. Annual monitoring reminds the landowner of the easement and provides a means for the land trust to document any violations. In annual monitoring, the land trust should promptly document any violations relative to the easement. All monitoring activities, including informal or casual observations not done as part of a formal monitoring record for future monitoring and in case the land trust must complete its monitoring report promptly after the monitoring. The annual monitoring report should include the inspection date, name of the property inspected, who did the inspection, observations related to the property's condition and conservation values and observations related to potential easement violations. Some easements with particularly sensitive conditions or on land where a landowner is performing management activities may require

at your state laws. Twenty-six states have laws requiring charitable nonprofits to conduct an independent audit under certain circumstances. The requirement for a nonprofit to submit audited financial statements to the state is most often triggered by either the total revenue received by the charitable nonprofit during the fiscal year or the total contributions received. In some states, the threshold of contributions or income received that triggers the independent audit requirement is relatively low; in other states the threshold is higher.

For accreditation, a land trust must obtain annual audited, reviewed or compiled financial statements at the following level based on total annual support and revenue, include footnotes and disclosures and show net assets without donor restrictions, with board-designation and with donor restrictions. [Annual support and revenue excludes the value of donated properties and conservation easements. It includes support and revenue from grants and special fundraising and for the purchase of land and easements, as well as money received for another organization as part of a fiscal sponsorship arrangement.] A land trust must meet these

1 - Land Trust Alliance · Land Trust Standards and Practices · Practice 11C2. Conservation Easement Monitoring  
▲ Accreditation indicator element and TerraFirma enrollment prerequisite Last revised November 16, 2018

[www.landtrustaccreditation.org](http://www.landtrustaccreditation.org)

# LAND TRUST ACCREDITATION COMMISSION

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**Accreditation is awarded to land trusts meeting the highest national standards for excellence and conservation permanence.**

Each accredited land trust completes a rigorous review process and joins a network of organizations united by strong ethical practices. [Learn More](#)

**Search for an  
Accredited Land  
Trust**

**How to Become  
Accredited**

**How to Renew  
Accreditation**

**Understanding the  
Requirements**

**Forms and  
Publication**

 [Leave a Message](#)

LAND TRUST ACCREDITATION  
COMMISSION 



01 - Accreditation Application Basics



02 - Application Process Overview



03 - Logging into Application



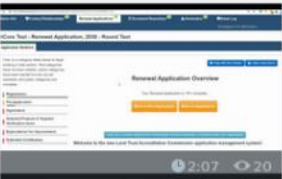
04 - Applicant Homepage



05 - Registration



06 - Registration Payment



07 - Pre-Application and Application Functionality



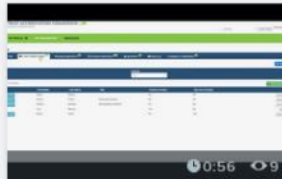
08 - Answering the Questionnaires



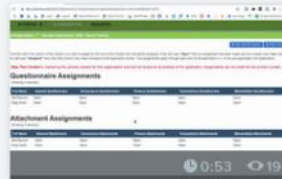
09 - Uploading Attachments



10 - Targeted Verification Items and Selected Projects



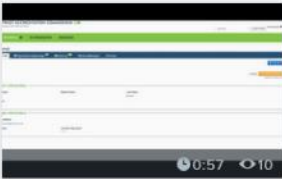
11 - Establishing and Managing User Accounts for Your



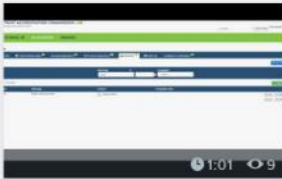
12 - Assigning Application Sections to Team Members



13 - Sending and Receiving Messages



14 - Your User Profile



15 - Setting Reminders



15-years-of-accreditation.mp4



16 - Completing the Schedule of Dedicated and Restricted Funds



17 - Answers to Frequent Questions about the Schedule of

<https://www.landtrustaccreditation.org/help-and-resources/online-training-opportunities>


# Online Application and System



Tip: If you see a , click on it for more information.

## Governance - Questionnaire

Click on a category listed below to begin working in that section. Red categories have not been started, yellow categories have been started but are not yet complete, and green categories are complete.

 Requirements

Updated 07/01/2019 by Libby Patch

### General

-  Questionnaire
-  Attachments

### Governance

-  Questionnaire
-  Attachments

### Finance

-  Questionnaire
-  Attachments

### Transactions

-  Questionnaire
-  Attachments

### Governance

1. Number of board meetings in the last 12 months with quorum.  
5
2. Does your organization employ staff?  
No
3. Is your land trust in “good standing” in the state it was incorporated?  
No
4. Describe the procedures for a) recruiting board members and b) training new board members.  
5
5. Describe how the board established the strategic goals or strategic plan.  
5
- 5a. Date the board last reviewed strategic goals or strategic plan  
07/09/2019
6. Did your land trust have an isolated or rare instance when it was not able to show compliance with the [requirements in the Governance section](#) in its recent work?  
No

[Continue to Next Section](#)

[Return to Application Overview](#)

[Return to First-Time Overview](#)

Reference Copies:

<http://www.landtrustaccreditation.org/first-time-accreditation/useful-documents>

<https://www.landtrustaccreditation.org/renewal/useful-documents>



You are not in this alone!

# Assigned Staff

section. Red categories have not been started, yellow categories have been started but are not yet complete, and green categories are complete.

**Application Overview**  
The application section is 100% complete

Don't forget to complete the applications for your Related Entities  
Based on your pre-application, your land trust is applying with related entities.  
You are required to complete an application for each entity you added to your pre-application.

[Click here to view the list of all applications for your land trust.](#)

[Print Application Section](#)

**General**

- Questionnaire
- Attachments

**Governance**

- Questionnaire
- Attachments

**Finance**

- Questionnaire
- Attachments

If yes, describe  
100% turnover

7. Does your land trust need to correct the Land Conservation Project List it submitted in its renewal pre-application?  
No

8. Is your land trust a member of the Land Trust Alliance?  
Yes

9. Does your land trust have any significant changes (or corrections) to make to its Schedule of Dedicated and Restricted Funds, to demonstrate more clearly how your land trust meets stewardship and defense funding requirements?  
No

[Continue to Next Section](#) [Return to Application Overview](#) [Return to Renewal Overview](#)

[Ask a Question about the Application](#)

[Ask a Question about the Application](#)

## General - Attachments

Click on a category listed below to begin working in that section. Red categories have not been started, yellow categories have been started but are not yet complete, and green categories are complete.

[Requirements](#)

Showing 1 record(s).

Trigger Field	Number	Description
Required Attachment	1	Documentation of stakeholder notification of public comment period

[Show Uploaded Documents](#)

[Continue to the Next Section](#) [Return to Application Overview](#) [Return to Renewal Overview](#)

[Ask a Question about the Application](#)

**General**

- Questionnaire
- Attachments

**Governance**

# Alliance Field Staff

## Our Regional Programs

Address challenges in your part of the country, with support from the land trust community.

- Mid-Atlantic
- Midwest
- New England
- New York
- Southeast
- West



# How to reach us

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The accreditation seal **AFFIRMS** national quality standards are met.



- ✓ SOUND FINANCES
- ✓ ETHICAL CONDUCT
- ✓ RESPONSIBLE GOVERNANCE
- ✓ LASTING STEWARDSHIP

[www.landtrustaccreditation.org](http://www.landtrustaccreditation.org)







# Final Questions