



GRANT APPLICATION

Important! Prior to submitting your application you MUST meet with Sara Kwitek, Acquisition and Planning Specialist to discuss your project. Please contact Sara at (608) 224-3611 or kwitek@co.dane.wi.us to set up a meeting. Applications will not be processed until such meeting has occurred.

Following the meeting, submit one complete application packet (including appraisal) to:
Sara Kwitek, Acquisition and Planning Specialist, 1 FEN OAK COURT #223, MADISON WI 53718

Applicant (Partner #1)		
Contact Name & Title		
Address		
Phone	Fax	E-mail

Check here if this is a partnership application and complete the information below.

Applicant (Partner #2)		
Contact Name & Title		
Address		
Phone	Fax	E-mail

Project Area <i>(refer to page 4 for a list of project areas)</i>		Landowner Name	
Project Type	<input type="checkbox"/> Fee Title <input type="checkbox"/> Easement	Project Size (acres)	Ultimate Title or Easement Holder <input type="checkbox"/> Applicant (Partner #1) <input type="checkbox"/> Partner #2 <input type="checkbox"/> Other:
Project Location (Township, Section)			

I certify that the information in this application (pages 1 & 2) and supporting materials is true and correct to the best of my knowledge.

Signature (Partner #1)	Printed Name & Title	Date
Signature (Partner #2 – if applicable)	Printed Name & Title	Date

Estimated Project Costs		
	Your Costs	Example Budget
Appraised Value of land to be acquired	\$	\$ 300,000
Purchase Price	\$	\$ 275,000
Appraisal(s)	\$	\$ 3,000
Title Insurance	\$	\$ 500
Survey	\$	\$ 0
Environmental Inspections (will require final approval by Dane County Parks)	\$	\$ 0
Recording Fees	\$	\$ 22
Relocation Payments	\$	\$ 0
Total Project Costs (use appraised value)	\$	\$ 303,522
Estimate of Conservation Fund Grant Award (25% of Total Project Costs)	\$	\$ 75,880.50
State or Federal Grant <input type="checkbox"/> Pending <input type="checkbox"/> Committed	\$	\$ 151,761
Other Match	\$	\$ 50,000
Applicant's share of project costs	\$	\$ 25,880.5

Additionally, the County may also pay a service to successful applicants that will be added to the total grant award. The service fee is based on 3% of the appraised value of the property, with a \$5,000 minimum and \$15,000 maximum. In the example used here, a service fee of \$9,000 would be added to the grant award, for a total grant of \$84,880.50.

Estimated Project Timeline		
Item	Check applicable boxes	Date
Appraisal	<input type="checkbox"/> Effective date of the appraisal <input type="checkbox"/> Date by which you expect appraisal will be completed	
State or Federal Grant	<input type="checkbox"/> Date on which you received a grant contract <input type="checkbox"/> Date by which you expect to receive a grant contract <input type="checkbox"/> Other governmental grants not anticipated.	
Signed Option to Purchase	<input type="checkbox"/> Date option was signed <input type="checkbox"/> Date you expect to have a signed option <input type="checkbox"/> Project will not involve an Option	
Option to Purchase Expiration	<input type="checkbox"/> Date that the Option will expire <input type="checkbox"/> Project will not involve an Option	
Signed Offer to Purchase	<input type="checkbox"/> Date on which you received a signed Offer <input type="checkbox"/> Date by which you expect to submit an Offer	
Closing Date	<input type="checkbox"/> Scheduled closing date <input type="checkbox"/> Approximate closing date	

Required Application Attachments	
<input type="checkbox"/> Application Form	<input type="checkbox"/> Project Narrative
<input type="checkbox"/> Resolution (one from each partner)	<input type="checkbox"/> Management Plan
<input type="checkbox"/> Letter of 501 (c)(3) status (if applicable)	<input type="checkbox"/> Environmental Questionnaire
<input type="checkbox"/> Maps	<input type="checkbox"/> Letter of Interest OR Option /Offer to Purchase
<input type="checkbox"/> Property Data	<input type="checkbox"/> Appraisal

Conservation Fund Grant Program Guidelines and Application are available at:
http://www.countyofdane.com/lwrp/parks/conservation_fund_grant_program.asp