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| [http://nrintradcnr/Picture1.png](http://nrintradcnr/index.aspx)  BUREAU OF RECREATION AND CONSERVATION | | | |
| **Title:** Land Trust Pre-Qualification: Requirements for Eligibility | | | |
| **Issued by:** Bureau of Recreation and Conservation | **Effective Date:** 12/9/19  **Scheduled Review:** Annual | | Document Number:  2300-028 |
| **Reviewed:** 12/14/23 | | **Revised:** 12/31/13, 9/22/14, 11/20/17 | |
| **Approved By:** Tom Ford, Bureau Director | | **Program Area:** All | |

**AUTHORITY**

Act 18 of 1995, Section 306, Community Recreation and Heritage Conservation. The Department shall have the power to administer Federal and State programs for grants and loans to local governments, municipal authorities and nonprofit organizations for community and regional projects involving the planning, acquisition, rehabilitation and development of public park, recreation and conservation areas, facilities and programs.

**SCOPE**

Provides directive for administration of the Community Conservation Partnerships Grant Program

**PURPOSE**

The following provides guidance on requirements to become a prequalified Land Trust, eligible for *Keystone Recreation, Park and Conservation Fund - Land Trust* grant funding.

**POLICY**

1. As indicated in the August 20, 1994 Pennsylvania Bulletin notice, land trust organizations must pre-qualify as eligible applicants for funding under the Keystone Recreation, Park and Conservation Fund Act (Act 50 of 1993).
2. The Keystone Recreation, Park, and Conservation Act defines a Land Trust as, “a nonprofit conservation or preservation organization, conservancy or land trust, whose primary purpose is the conservation and preservation of open space, park lands or natural areas for public benefit.”
3. The organization must meet the following requirements to be considered for Keystone - Land Trust funding:
4. 501(c)(3) non-profit status of the Internal Revenue Code of 1986;
5. Registered with the Bureau of Charitable Organizations, Pennsylvania Department of State;
6. In existence for at least 5 consecutive years as required by Act 50 of 1993;
7. Primary mission of conservation and preservation;
8. Demonstrated property management experience, or have acquired land for conservation and/or preservation or conservation easements for these purposes;
9. Bylaws that state conservation and/or preservation efforts as purposes of the organization;
10. Commit to uphold the [Land Trust Standards and Practices](http://s3.amazonaws.com/landtrustalliance.org/LandTrustStandardsandPractices.pdf) created by the Land Trust Alliance;
11. Have an acting Board of Directors
12. Attached is the Land Trust Pre-Qualification Form. The completed pre-qualification form and supporting documents must be returned to DCNR for an organization to be considered as an eligible applicant in the next open application period for the Keystone Land Trust Grant Program.

## **LAND TRUST PRE-QUALIFICATION FORM**

## This form is provided to pre-qualify eligible Land Trust applicants for the Keystone Park, Recreation and Conservation Fund Program (Act 1993-50). "Land Trust" is defined in Act 1993­-50 as a nonprofit conservation or preservation organization, conservancy or land trust whose primary purpose is the conservation and preservation of open space, park lands or natural areas for public benefit. To qualify for funding under Act 1993-50, a land trust organization must be tax exempt under section 501 (c)(3) of the Internal Revenue Code of 1986; registered with the Bureau of Charitable Organizations, Pennsylvania Department of State; and in existence for at least five consecutive years.

## Please return the completed form and a copy of the following documents to the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, P.O. Box 8475, Harrisburg, PA 17105-8475:

## Statement of purpose from the organization's articles of incorporation, charter, bylaws or other source to verify conformance with the above definition of land trust.

## Internal Revenue Service certification of 501 (c)(3) non-profit status for the organization.

## Registration certificate issued to the organization by the Bureau of Charitable Organizations, Pennsylvania Department of State.

Name of Organization Federal Employer ID Number

Mailing Address Zip Code

Name and Title of Contact Person

Daytime Phone Number Email Address

I hereby certify that the organization named above was formally created (date) and has been in existence for at least five consecutive years. I further certify that the information provided with this form is true and correct to the best of my knowledge.

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### Signature of Authorized Officer Date Signed

Name and Title of Authorized Officer

**LINKS**

[Land Trust Alliance – Land Trust Standards and Practices](https://www.landtrustalliance.org/topics/land-trust-standards-and-practices)

[Pennsylvania Land Trust Association – What is a Land Trust?](https://conservationtools.org/library_items/1434-What-Is-a-Land-Trust-)

**DISCLAIMER**

The policies and procedures outlined in this guidance document are intended to supplement existing requirements. The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DCNR to give the rules in these policies that weight or deference. This document establishes the framework within which DCNR will exercise its administrative discretion in the future.

**PAGE LENGTH**

3 pages

**EFFECTIVE DATE**

Immediately. This policy is to be reviewed and updated every year.

**EXPIRATION**

This policy remains in effect until revised or rescinded.

Tom Ford, Bureau Director 12/14/2023

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Name/Title of Bureau or Office Director Date