



**GEORGIA LAND CONSERVATION PROGRAM LOAN APPLICATION**  
**Non-Governmental Organization (NGO)**

**Applicant Information**

Project Name \_\_\_\_\_

Applicant Name \_\_\_\_\_ Federal EIN \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, County, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**Landowner Information**

Current Landowner or Legal Designee \_\_\_\_\_

Contact Name and Title (if different from above) \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, County, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## 1. Tract(s) Information

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County

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Land Lot(s) (if available)

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Acreage

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GIS Coordinates (if available)

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Deed Reference (book and page)

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Street Address of tract(s) (if available)

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City, State, Zip

**Please include a map or maps that clearly show the location and boundaries of applicable properties that are a part of this application**

2. What are the unique or significant features of this tract and how does it meet GLCP's ten program goals?
3. Briefly describe the past and current uses of the tract(s).
4. Describe the adjacent properties not included as part of this project, their current protection status if any, and their zoning or future land use.
5. How will the tract(s) be permanently protected - fee simple purchase or conservation easement? Describe the project outcome – who will own the property or hold the conservation easement and how will it be managed? *(Note that properties protected via fee simple purchase shall be required to be permanently protected in a manner that ensures the land will remain forever in uses consistent with the goals of the program and provide for appropriate public use. Proposed conservation easements must be crafted in a manner that protects the conservation values in perpetuity and be held by a local, state, or federal jurisdiction or a nonprofit organization recognized under Section 501(c)3 of the Internal Revenue Code.*
6. If through a conservation easement, summarize what reserved rights will be retained by the landowner and what rights will be extinguished and conveyed to the easement holder? Has the conservation easement been drafted and/or agreed to by the parties? If so, please provide a copy of the easement with the application.
7. Briefly summarize the status of the proposed real estate transaction. Has agreement on price been reached between the parties? Have the required appraisals, environmental hazard assessments or surveys been completed or initiated?
8. Describe any unique urgency or opportunity associated with the project at this time. Is there a chance that available funding or conservation values will be lost if funding is not awarded soon?

**9. FINANCIAL INFORMATION: A financial review of every application will be conducted.**

\_\_\_\_\_  
 Finance Contact Name and Title (if different than primary contact person)

\_\_\_\_\_  
 Street Address P.O. Box

\_\_\_\_\_  
 City, County, Zip

\_\_\_\_\_  
 Phone Fax

\_\_\_\_\_  
 E-Mail

**10. PROJECT FUNDING SUMMARY**

<b>Funding</b>	<b>Amount</b>
Loan amount requested	\$
Estimated total fair market value of tract(s) or easement	\$
Estimated real estate due diligence costs	\$
Estimated total cost/value of project (including due diligence costs)	\$

**11. OTHER FUNDING SOURCES FOR PROJECT:** List all *outside* funding commitments being used to cover costs associated with this project. This does not include anticipated repayment sources on this loan. These commitments may be federal funds, other state funds, local funds, or private contributions. These may not include funding from GLCP/GEFA or the applicant. In addition to cash contributions, eligible expenses may include due diligence costs (appraisal, survey and environmental hazard assessment costs); donations of land; partial donations of land (a discounted sale); and other contributable value pertinent to the real estate transaction needs of the property.

<b>Source</b>	<b>Contact Name</b>	<b>Contact Number</b>	<b>Value / Amount</b>	<b>Date Received/ Time Restrictions</b>
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	\$	

**12. FINANCIAL HISTORY**

**12a. AUDITS:** Attach or email the applicant’s last four annual financial audits

Fiscal Year End (FYE): Month/Date

Audits Submitted: FY\_\_\_\_\_ FY \_\_\_\_\_ FY \_\_\_\_\_ FY \_\_\_\_\_

**12b. BUDGETS:** Provide budget information for the last four fiscal years in the table below.

	FY __	FY __	FY __	FY __
Budgeted Revenues	\$	\$	\$	\$
Budgeted Identified Expenses	\$	\$	\$	\$
Budgeted for Expense Contingency	\$	\$	\$	\$

**13. ACCOUNT FUND AS PRESENTED IN FINANCIAL STATEMENTS FOR REPAYMENT OF GEFA LOAN:** List the Applicant’s planned repayment sources for GEFA debt service in the table below. (Example: Type of Enterprise Fund)

Name of Fund Source (From Financial Statements)	Amount	Restricted for this project?

**14: CURRENT FINANCES**

**14a. TOP CORPORATE CONTRIBUTORS:** List the applicant’s five largest current Corporate Contributors in the table below.

	Corporation	Type of Business	Most Recent Audited Fiscal Year Contribution
1			
2			
3			
4			
5			

**14b. NON-CORPORATE CONTRIBUTIONS/GIFTS BY CONTRIBUTION LEVEL:** List the Number of Non-Corporate Contributors, Corresponding Contribution Levels and the Cumulative Dollars from that Contribution Level for the most recent audited fiscal year.

	Number of Non-Corporate Contributions By the Top Five Contribution Levels	Contribution Level	Most Recent Audited Fiscal Year Cumulative Dollars Contributed
1			\$
2			\$
3			\$
4			\$
5			\$

**15. FUTURE FINANCIAL INFORMATION**

Complete the following tables with projections for the NEXT FOUR FISCAL YEARS AFTER THE LAST AUDITED FISCAL YEAR. (Estimates for the current fiscal year and budget projections for the next three fiscal years). Please list the sources of the projected information and submit applicable documents.

**15a. REVENUES & CONTRIBUTIONS:** Complete the first table below with projections that indicate revenues, and the second table with projections that indicate these revenues as ‘Restricted’, ‘Unrestricted’ or ‘Other’ during the current and next three fiscal years.

PROJECTED REVENUES	FY __	FY __	FY __	FY __
Membership Dues	\$	\$	\$	\$
Bequests	\$	\$	\$	\$
Grants	\$	\$	\$	\$
Other Revenues: _____	\$	\$	\$	\$
_____	\$	\$	\$	\$
_____	\$	\$	\$	\$
<b>Total Forecasted Revenues</b>	\$	\$	\$	\$

PROJECTED CONTRIBUTIONS	FY __	FY __	FY __	FY __
Restricted Contributions	\$	\$	\$	\$
Unrestricted Contributions	\$	\$	\$	\$
Other Contributions	\$	\$	\$	\$
<b>Contributions Dedicated to repay GEFA loan:</b>				
Source:	\$	\$	\$	\$
Source:	\$	\$	\$	\$
Source:	\$	\$	\$	\$

**15b. EXPENSES:** Complete the table below with projections that indicate anticipated expenses during the current and next three fiscal years.

Expected Operating Expenses (Net Depreciation)	\$	\$	\$	\$
Budgeted for Contingency	\$	\$	\$	\$
<b><i>Total Forecasted Expenses</i></b>	\$	\$	\$	\$
Future Annual Debt Service Payments for Bonds/Notes/Capital Lease – <b>IF NOT AMORTIZED IN MOST RECENT AUDIT</b>	\$	\$	\$	\$
Balances for Additional Planned Future Debt (OTHER THAN GEFA DEBT) ( <b>NOT IN LATEST AUDIT</b> )	\$	\$	\$	\$

**16. SOURCE & PRINCIPAL BALANCE OF FUTURE NON-GEFA/GLCP DEBT:** Please list any future debts that the applicant intends to assume in the next four fiscal years.

	FY __	FY __	FY __	FY __
Source:	\$	\$	\$	\$
Source:	\$	\$	\$	\$
Source:	\$	\$	\$	\$
Source:	\$	\$	\$	\$

**Note: Incomplete applications cannot be fully reviewed:**

The application review cycle for loans takes approximately one hundred (100) days. Projects will be reviewed and scored upon receipt of a complete application, but award decisions will not be made by the Council until a qualifying appraisal has been submitted and approved and an agreement has been reached with the landowner. For conservation easements, easement terms must be negotiated with the landowner prior to initiation of an appraisal and approved by the GLCP prior to Council action.

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**To be signed by Applicant**

I certify that I am authorized to sign this application on behalf of our governing body and all information is correct.

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Signature of authorized official

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Print or type name

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Date

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**To be signed by Current Landowner**

The Georgia Land Conservation Program requires that the applicant submit the original signature of the current landowner or legal designee of the tract(s) for each of the following acknowledgements:

As the current Landowner or legal designee, I am aware that the Georgia Land Conservation Program will be solicited to secure full or partial funding for this project, and that any land or interest in land purchased with GLCP funds will become permanently protected conservation lands.

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Signature of landowner or legal designee

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Print or type name

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Date

In the case of a Conservation Easement, I, the landowner, am aware that annual site inspections will be required to ensure my land is being used in a manner consistent with the Conservation Easement agreement.

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Signature of landowner or legal designee

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Print or type name

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Date

## **Complete application package checklist:**

- Is the application signed by an Authorized Official of the applicant
- Is the application signed by the current landowner or legal designee?
- Does the application package include supporting documentation for the project description, including but not limited to maps, historical data, site assessments, plat etc...?
- Does the application package include a description outlining the long-range conservation and management of the land conservation project, including what conservation tools will be employed, what funding resources are available, and any not-for-profit or other conservation partners who will be involved in the project?
- Does the application package include four years of Audits/CAFRs?
- Does the application package include forecasts for the NGO Source Revenues, Expenses and Debt Service Annual payments (If Not in Audit Amortization Schedules), and Future new/additional loan balances?

**Please submit an electronic copy of the application and supporting materials, as well as at least one hard copy, to:**

**Georgia Environmental Finance Authority  
Georgia Land Conservation Program  
233 Peachtree Street NE  
Harris Tower – Suite 900  
Atlanta, Georgia 30303  
Phone: (404) 584-1101  
Fax: (404) 584-1069**