

# APPLICATION PROCEDURES

The applicant shall fill out the application as contained herein in its entirety. All questions must be answered for the application to be deemed complete. Questions that are not applicable to the applicants property should be answered "NA". Included with the application should be pictures of the property in an amount necessary to properly represent the entire property. In the alternative, the applicant may submit a video of the property of not more than five minutes in duration.

**Five (5) copies** of the completed application and supporting documentation should be sent to the Camden County Open Space Trust Fund Advisory Committee (Hereafter, "THE ADVISORY COMMITTEE") at the following address:

Camden County Open Space Advisory Committee  
1301 Park Blvd.  
Cherry Hill, NJ 08002

Upon receipt of the application, the application will be reviewed by the Advisory Committee (or an appointed subcommittee of the Advisory Committee), to determine that it is complete. If the application is found to be incomplete or deficient in any way, the application and supporting documentation will be returned to the contact person identified on the application along with a letter explaining the deficiency(ies). The applicant will be given an opportunity to correct the deficiency(ies) and resubmit the application.

Applications for Historic Preservation projects (maximum award \$50,000) and Recreation Facility Enhancement projects (maximum award \$25,000) are due by the deadline date noted in cover letter to be eligible for funding in that year. Applications received after deadline will normally be considered in the next year's funding round. However, to the extent that an application is received during the current year's application review period, the Committee may elect to consider a "late" application in the current funding round.

Once an application has been received by the Advisory Committee and has been determined to be complete, it will be subject to further review. Site visits to each site for which applications have been received will be conducted. Applications for Open Space Preservation funding will be reviewed within the context of the Advisory Committee's approved Ranking Criteria for Site Prioritization.

**Applications for Historic Preservation projects will be reviewed, and funding recommendations made, based on information contained in the application as well as any information obtained during the on-site visit.**

**Recreation Facility Enhancement projects will be evaluated based on the Advisory Committee's approved ranking criteria as identified in the Recreation Facility Enhancement Grant cover letter.**

**The applicant may be asked to provide the Committee with additional information relative to the property for which funding is sought, or to clarify answers contained in the application. Such requests for additional information or clarifications shall either be made in writing by the Advisory Committee or may be asked and answered during the site visit to the project site by the appropriate application review subcommittee.**

**Based upon the monies available in the Camden County Open Space Preservation Trust Fund, any and all information supplied by the various applicants, and the consideration of all reasonable and relevant facts that are known to, or brought to the attention of, the Advisory Committee, a priority list of all complete applications received will be developed. This list, along with the Advisory Committees' recommendations, shall be forwarded to the Camden County Board of Freeholders. The Committee endeavors to complete its review/recommendation period by the end of June with grants awarded at the July Freeholder meeting.**

**Applicants that submitted applications which are not recommended for funding shall receive a letter of explanation from the Advisory Committee following completion of the review process. Applications which are not funded may be resubmitted for funding at a later date.**

**If an application is accepted for funding conditioned upon the applicants receipt of additional funds from other sources, the applicant shall be required to provide a status report(s) to the Committee at a mutually agreed to interval(s), explaining the status of these additional funds. Failure of the applicant to adhere to this mutually agreed to reporting schedule may result in the forfeiture of funding during the present funding cycle.**

**Please contact Jack Sworaski at (856) 858-5241 for more information.**