



**Richmond Land Bank  
Community Garden & Green Space Application**

Thank you for your interest in obtaining a Richmond Land Bank (RLB) property. The RLB is committed to returning vacant, abandoned, surplus, or tax-delinquent property to productive use that benefits and enriches the community. All applications shall be reviewed for (1) relevance and alignment with the Annual Plan and (2) strength of applicant’s narrative and qualifications. *Before making a final decision regarding an applicant’s qualification, the RLB may request additional documentation or materials.*

\*\*Please contact Staff at the RLB at [landbank@mwclt.org](mailto:landbank@mwclt.org) with any questions or concerns about the application! We are happy to assist applicants in filling out the application in-person, online, or over the phone.\*\*

**1. Applicant Information**

Organization (if applicable):	
Name:	
Address:	
Phone:	
Email:	

**2. Type of Applicant**

**NOTE: From 2019-2020, only non-profit entities are eligible to purchase RLB property. Individuals may apply to license lots for urban agriculture or similar uses.**

Individual Person (license lot only)

Non-Profit

State of incorporation: \_\_\_\_\_

Date incorporated: \_\_\_\_\_

501 c(3)

### 3. Applicant History

If you check **YES** to the two following questions, please attach an explanation. All information will be independently verified.

Do you own other real estate in Richmond city or Henrico/Chesterfield Counties? Please provide a list of all real estate owned.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a personal or professional relationship with the Richmond Land Bank, any of its directors, members of the CAP, or employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How long has the applicant lived or been established in Richmond? \_\_\_\_\_

In which neighborhood has the applicant predominantly resided? \_\_\_\_\_

### 4. Property Information

List the address(es) of the property(ies) you are interested in purchasing and their intended use.

Property Address	Intended Use

**5. Project Proposal Narrative:** Please address the following information in your project proposal. One page maximum.

1. Summary of project proposal
2. Description of your experience completing similar projects, your qualifications or training to complete the project
3. How does your project address community inequities?
  - a. Please address the community need that you are serving with statistics about the neighborhood.
  - b. How will the project benefit the public or a specific community?
4. Describe the relationship with the neighborhood in which the property is located, and the engagement you've had with community members
5. If applicable, share other relevant information or connection you have with this project and why it is important to you

**6. Project Plan:** Be as specific and detailed as possible with providing information to support your proposal.

***Do you have the resources and support needed to complete the community engagement and physical development of the green space?***

Yes       No

1. List of people/organizations/collaborations involved with creating and stewarding the project

<b>Name</b>	<b>Role &amp; Relevant Experience</b>

2. Description of Management Plan (i.e. how often do you plan on visiting site, what activities will be performed on a regular basis and by whom, how will you maintain commitment to this property? *We understand that the resilience of green space is complex, but to the best of your knowledge please provide a description of how you will maintain the space as clean and active.*)

3. Estimated timeline for project

**Please attach the following:**

4. Project budget form (attached for reference, or create your own), including status and source of any funding such as:
  - a. Loan Pre-Qualification Letter
  - b. Grant Award/Funding Commitment
5. Letters of support (community leaders, neighboring residents, neighborhood/civic associations, etc.)

**7. Statements of Understanding:** Please initial beside the following statements to demonstrate full understanding of RLB terms.

\_\_\_\_ I understand that the RLB may receive multiple proposals for properties and that it is at the sole discretion of the RLB to accept or reject any and all proposals.

\_\_\_\_ I understand that there is no binding agreement with the RLB until the signing of the license agreement.

\_\_\_\_ I understand that I will be responsible for ensuring this property is not in violation of city codes and meets all regulations as soon as it comes into my ownership.

\_\_\_\_ I understand that all property is sold as is and any potential hazards are not the responsibility of the RLB upon transfer.