

Questions? Contact Ingrid.Lundin@kingcounty.gov, 206-477-4578 (highly recommended for first-time applicants; nonprofits; match waiver requests; land match projects; projects with areas not eligible for CFT.) Visit [CFT application webpage](#) for the application; please also review the criteria and policy guidance documents posted there. Workshops and technical assistance are available.

APPLICATION SUBMITTAL

Applications are due at 4 PM on Monday, February 12, 2024.

Submit by email to Ingrid.Lundin@kingcounty.gov (attaching materials or sharing a downloadable file location).

If submitting multiple project applications, please send one email per project.

Projects Applying for Acquisition and Site Stabilization Cost Funding

Most project are applying for Conservation Futures acquisition funding (request may also include site stabilization costs). Please follow these instructions.

- On the [CFT application webpage](#), find the Application Materials section.
- Find the header “Projects Applying for Acquisition and Site Stabilization Funding.”
- Download “CFT Application for 2025 Funding” Word document.
 - All applicants will complete pages 1-5 of the application.
 - Only submit Supplemental Form #1 or #2 if they apply to your project.
- Download “CFT Funding Request Table” Excel table. All applicants will complete this table.
- A site map and a vicinity map are required (additional guidance below).
- You may include additional attachments (e.g., site photos, concept plan of site, letters of support).
- Submittal will include the following. Be sure file names include your project name:
 - “CFT Application for 2025 Funding” Word document.
 - “CFT Funding Request Table” Excel table.
 - Two required maps and any additional optional attachments.
- You may use Adobe Acrobat to bind all your documents into one PDF (not required). However please also send the Excel table to us in case we need to check calculations.

Projects Applying for Site Stabilization Cost (SSC) Funding Only

We have a standalone application to request only site stabilization cost (SSC) funding. This will primarily be used by applicants who have received past Conservation Futures acquisition awards, to apply for only site stabilization cost (SSC) funding, with no additional acquisition funding requested. We request that applicants prioritize parcels with structures that require demolition (rather than vacant parcels). This form may also be used by an agency consolidating multiple current SSC requests together, separate from their new acquisition funding requests. Please follow these instructions.

- On the [CFT application webpage](#), find the Application Materials section.
- Find the header “Projects Applying for Site Stabilization Cost (SSC) Funding Only.”
- Download “CFT Application for 2025 Funding – SSC Only” Word document. All applicants will complete this document.
- Download “CFT SSC Funding Request Table” Excel table. All applicants will complete this table.
- Submittal will include the following. Be sure file names include your project name:
 - “CFT Application for 2025 Funding – SSC Only” Word document.
 - “CFT SSC Funding Request Table” Excel table.
- You may use Adobe Acrobat to bind all your documents into one PDF (not required). However please also send the Excel table to us in case we need to check calculations.

NEW POLICIES APPLICABLE THIS YEAR

- **25% Match Requirement:** Starting with 2024 awards, the required match is 25% of total project costs, rather than 50% as it has been for past awards. This means that Conservation Futures can pay up to 75% to total project costs. This policy change helps reduce barriers around match; direct partner savings can be put toward capital projects or site operations. The match waiver allowing 100% Conservation Futures funding for opportunity area projects remains unchanged.
- **Site Stabilization Costs:** Starting in 2024, applicants can apply for site stabilization cost awards. Initial site stabilization funding would be associated with acquisition, limited to signage, fencing, or demolition of structures necessary to secure real property interests acquired with conservation futures tax levy proceeds for public safety or resource protection purposes (in contrast to general park development purpose). For example, protecting sensitive cultural, historic, and/or environmental resources; public safety hazards (e.g. cliffs, sinkholes); attractive nuisances (e.g. structure protection). These awards cannot supplant existing funding. We anticipate that most requests will be made as part of new acquisition award requests. Limited opportunity may be available to request site stabilization costs for earlier acquisition projects (we request applicants prioritize parcels with structures requiring demolition, rather than vacant parcels).

MAP GUIDANCE

A site map and a vicinity map are required. If you have not yet identified specific parcels, please do what you can to provide a map or two showing where you are interested in acquiring land.

Please contact us if creating maps is a hardship and you need assistance.

Please produce your maps in 8 ½" x 11" size (letter size) if possible.

Site Map Guidance

- Use aerial photo base layer.
- Preferred colors/shading:
 - RED OUTLINE: Parcels that are current funding targets in the scope, which you seek to purchase with requested funds or are using as land match. Label with parcel numbers.
 - YELLOW OUTLINE: Future potential funding targets, not for current funding request.
 - GREEN SHADING: Existing nearby public open spaces. Label park names or ownership.
- Show and label relevant features such as streams and lakes, roads, cities, urban growth boundary.
- If applicable, consider showing nearby parcels funded in recent CFT awards which are not yet acquired.

Vicinity Map Guidance

- Show approximately a 2-mile radius around the proposed acquisition.
- A standard base map layer, not aerial photo layer, is typically preferred for a location map.
- Show proposed acquisition targets, public open spaces, regional trails, in colors as described above.
- Show relevant features such as streams and lakes, major roads, cities, urban growth boundary, agricultural or forest production district boundaries.