

# Baltimore Green Space

## Overview of Application and Acquisition Process

### **Step 1: Pre-screening and Orientation**

Applicants should meet with Baltimore Green Space before completing an application so that the land trust and the potential applicants can assess whether their interests match and how complex the project would be.

### **Step 2: Application**

The proposed Site Manager completes the application form, which includes questions about the community, the site, the Site Manager, and also identifies a Partner Organization that is active in the organization (such as a community organization, umbrella organization, religious, service, or social institution, or in some cases a school).

### **Step 3: Vote to Proceed with Research about the Site**

Baltimore Green Space's Land Transactions committee considers the application and takes it to the board for initial vote on whether to proceed with research.

### **Step 4: Research about the Site**

At this point, Baltimore Green Space formalizes its relationship with the site manager and partner organization through a Memorandum of Understanding that outlines the roles and responsibilities of each party, and further investigates the site.

### **Step 5: Board Vote to Acquire or Not**

The Land Transactions committee will bring to the full board a recommendation of whether to proceed with acquisition. If the situation is complicated, more clarification might be needed. A Site Manager and Community Partner who are disappointed by a vote not to acquire may appeal the decision directly to the board.

### **Step 6: The Transfer**

The actual transfer of property from the City or private owners.

### **Step 7: Ongoing Stewardship**

Once the acquisition is complete, Baltimore Green Space will enter into a management agreement with the Site Manager and Community Partner. Baltimore Green Space will perform annual site monitoring visits.