



WASHINGTON STATE DEPARTMENT OF
Natural Resources
Peter Goldmark - Commissioner of Public Lands

2016 Community Forestry Assistance Grant

Proposal Form

Funds for this grant are made available through the USDA Forest Service, administered by the Department of Natural Resources (DNR) Urban and Community Forestry Program.

PERIOD OF PERFORMANCE

April 1, 2016 – May 31, 2017

APPLICANT ELIGIBILITY

This grant is open to local governments, 501(c)(3) nonprofit organizations, educational institutions, and tribal governments.

PROPOSAL DUE DATE & TIME:

**4:00 P.M. PDT, ON FRIDAY,
DECEMBER 18, 2015**

GRANT CONTACT INFORMATION

Washington State Department of
Natural Resources
Urban Forestry Program
Attn: Linden Lampman, Grant Coordinator
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2016 Community Forestry Assistance Grant

Proposal Instructions

Some updates and changes have been made to the 2016 Community Forestry Assistance Grants. Please read the Request for Proposal (RFP) and Proposal Form documents thoroughly, as these documents are complimentary. Failure to comply with the Proposal Instructions may disqualify your application. Please contact the Grant Coordinator with any questions about the proposal instructions.

Applicants must type their applications into this electronic document using Arial 12-point font, single space text. The applicant must not alter any existing text, fonts, margins, or other formatting options.

Section 1 – Proposal Summary: Applicants must complete all fields. An original signature is required.

Section II – Proposal Narrative: Applicants must address all questions and other items within the space provided. This standardized outline will help applicants prepare thorough proposals and streamline the grant review process.

Section III – Proposal Budget: See Appendix A for Budget Instructions.

Other Supplemental Attachments: Applicants may attach supplemental letters of commitment, photos, maps, or other supporting documents to their application. Applicants can only include up to three (3) supplemental attachments total; attachments are not counted against proposal page limits.

Submittals: Applicants may submit their proposal in hardcopy format by mail or in electronic format by email. Applicants submitting hardcopy proposals must submit four (4) copies of each proposal, wherein one copy must have an original signature and the three other copies may have photocopied signatures.

Hardcopy proposals must be sent to the Grant Coordinator at the address listed on the cover page of this Proposal Form. The envelope must be clearly marked to the attention of the Grant Coordinator. Applicants should allow for normal mail delivery time to ensure timely delivery of their proposals.

Applicants submitting electronic proposals must email them to urban_forestry@dnr.wa.gov. Only one email per grant proposal will be accepted. Applicants must title their email: "CFA 2016 [Applicant Name]." The DNR email server may reject or fail to deliver any messages greater than 10 MB in size. Only Adobe PDF files will be accepted. The Proposal Summary, Proposal Narrative, and Proposal Budget must be sent in as a single PDF file. The grant application and any (up to three) attached documents (such as letters of support) must use the following file naming convention: CFA_2016_[Applicant Name]_[Suffix], wherein the "suffix" placeholder may be used for the applicant to distinguish between unique documents.

The proposal, whether mailed or sent electronically, *must arrive* at DNR no later than 4:00 p.m. Pacific Time, on the date specified on the cover page of this Proposal Form. The Applicant assumes the risk for whichever method of delivery they choose. DNR assumes no responsibility for problems or delays caused by electronic or ground-based delivery methods. Proposals that are submitted late or otherwise received after the deadline will be disqualified. All proposals and any accompanying documentation become the property of DNR and will not be returned.

Section I — Proposal Summary

Please complete all fields. This section must not exceed one (1) page in length. The signature must be an original on a printed version of this application; scanned copies in .pdf format are acceptable for electronic submissions.

Project name (five words or less) _____

Location (City) _____ Tree City USA Y N

Name of Applicant (Organization) _____

Daytime Phone # _____ Applicant's Federal I.D. Number _____

Address of Applicant _____

City _____ State _____ Zip _____

Contact Person _____ Daytime Phone # _____

Fax # _____ E-mail Address _____

Brief Description of Project and Objective(s) (not to exceed 5 lines of text):

Is this project currently funded through another entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this project previously funded through another entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DNR funds requested from budget work sheet \$ _____

Applicant share from budget work sheet \$ _____

In-kind share from budget work sheet \$ _____

Cash share from budget work sheet \$ _____

Total amount of project from budget work sheet \$ _____

By signing this grant proposal application form, the undersigned agrees that all information is accurate to the best of their knowledge.

Name and Title of Authorized Representative Date

Signature of Authorized Representative Date

Section II — Proposal Narrative

Applicants must retain all text provided in this section to outline their narrative. Applicants must address each item provided, in order, as outlined. This section must not exceed six (6) pages in length including all provided text.

1. Organizational Commitment

Tree City status: yes no

List the goals, purpose, mission statement or other guiding principles in your organization that support urban forest management:

2. Planning

Describe your project and clearly define the purpose and objective(s) for it:

Describe the timeline for the project citing key project benchmarks and estimated dates, including mid- and final reports to DNR (due on or before October 30th, 2016 and June 30th, 2017, respectively):

- 3. Results (see Request for Proposal pages 8 & 9 for descriptions of results)**
List project deliverables (products that will be produced as a result of the project):

List the expected outcomes for the project (qualitative indicators of project success):

List project metrics (quantitative measures used to evaluate project success and may be estimates based on reasonable and explained assumptions):

4. Impacts

To what degree does this project satisfy a local need?

Clearly identify anticipated benefits of the project. (To what degree will the value of expected results exceed initial project investments of time and money?)

How will the project be sustained in the long-term?

5. Other

Please indicate any innovative methods, technologies, or techniques; partnerships or cooperative ventures; service to under-served populations; unique features or outstanding values of your project:

6. Supporting Information

Applicants may use this space for any purpose they choose: to reinforce key points of their proposals, make compelling statements about the nature of their proposal, or include other supporting details. This section is optional and will not be scored.

- Letters of commitment and support from project partners are included with this application. (please acknowledge by checking this box; letters are excluded from the total narrative page count)
- Successful grantees are required to distribute a formal press release, vetted by DNR staff, and with appropriate recognition given to DNR and the USDA Forest Service (please acknowledge by checking this box)

Appendix A: BUDGET WORK SHEET INSTRUCTIONS

Complete the Applicant Name and Project Title on the top line.

See Appendix B, Sample Budget Worksheet, for examples of the following:

To the extent possible, all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the work sheet. If additional budget work sheets are necessary applicants may copy the blank worksheet and paste it into additional pages. There is no page limit for this section.

Separate itemized costs for each project component identified in the project (e.g., management plan and inventory).

Describe each item, the cost basis, and the total expenditure. For example: Item/Personnel: Project Foreman, 28 hours @ \$24: TOTAL = \$672.

Divide the total among the categories of grant share, applicant, in-kind or cash donations as follows:

- | | | |
|--------------------------|-----------------|---|
| <input type="checkbox"/> | Grant Share | Eligible cost you are requesting from the DNR.
(Defined in the Request for Proposal document.) |
| <input type="checkbox"/> | Applicant Share | Cost you've incurred for services, equipment, wages, supplies, etc. |
| <input type="checkbox"/> | In-kind Share | Any third party donation of time, services, equipment, or supplies. |
| <input type="checkbox"/> | Cash Donation | Actual dollars that are donated by a benefactor directly for the project (if applicable). |

A 50% match is required. The total of your applicant share, in-kind share, and cash donations must be equal to at least 50% of the grant share (the grant dollars you are requesting.)

Appendix B: SAMPLE BUDGET WORKSHEET

In this example, the City of Forestree has received a grant to do an urban forestry inventory and management plan. They plan to conduct an inventory with in-house staff and help from a volunteer group. They plan to contract with a consultant to write the management plan.

The inventory and management plan components are separated in this sample budget. In addition, each component is broken down into smaller line items that clearly show the associated costs, cost/hour figures where appropriate, and how the applicant expects to account for those costs (*note: the Grant Share column accounts only for eligible costs, whereas ineligible costs are accounted for in other columns. Also note that the sum of the applicant share, in-kind share, and cash donation columns exceed the grant share being requested—this is a great example of over-match which is always desirable*).

Applicants are required to use the budget worksheet provided; all information and funding categories contained in the worksheet must be included in the budget submitted by the applicant.

BUDGET WORKSHEET

Applicant _____ City of Forestree

Project Name _____ Inventory and Management Plan

Item	Grant Share	Applicant Share	In-Kind Share	Cash Donation	Total
Component: Inventory					
Personnel: Foreman-28 hrs @ \$24		672			672
Staff - 320 hrs @ \$16		5,120			5,120
Volunteers - 160 hrs @ \$12.50			2,000		2,000
Equipment (specify)					
Computer (purchase for Urban Forester)		1,400			1,400
Use of Pickup 160 hrs. @ \$9 (Al's Trucking)			1,440		1,440
Supplies (specify)					
Inventory software	1,200				1,200
Component: Management Plan					
Personnel: Staff 48 hrs @ \$24		1,152			1,152
Consultant: Tree Geeks, Inc.	5,800				5,800
Printing (Generous benefactor)				1,000	1,000
TOTAL	\$7,000	\$8,344	\$3,440	\$1,000	\$19,784