



2017 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, 2017 – April 30, 2019

APPLICANT ELIGIBILITY

This grant is open to local governments, educational institutions, and tribal governments.

PROPOSAL DUE DATE & TIME:

4:00 P.M. PDT

FRIDAY, DECEMBER 9, 2016

GRANT CONTACT INFORMATION

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Natural Resources
Urban Forestry Program
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Proposal Instructions

Some updates and changes have been made to the 2017 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 urban forestry staff with any questions about the proposal instructions.

Applicants must type their applications into this electronic document using 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. This section must not exceed one (1) page in length.

Section II – Proposal Narrative: Applicants must address all of the items provided, in order, as outlined. This standardized outline will help applicants prepare thorough responses 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 shall include up to three (3) supplemental attachments total.

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 Program Manager at the address listed on the cover page of this Proposal Form. The envelope must be clearly marked to the attention of the Program Manager. 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. Emailed proposals must say: "CFA_2017 [Applicant Name]" in the subject line of the message. The DNR email server will not accept 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 Application Form and up to three attached documents, such as letters of support, must use the following file naming convention: CFA_2017_[Applicant Name]_[Suffix], wherein the "suffix" placeholder is used to distinguish among 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. 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 _____

Applicant Address _____

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? Yes No

Was this project previously funded through another entity? Yes 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

Signature of Authorized Representative

Date

Section II — Proposal Narrative

Applicants must address each item within the space provided; text boxes do not expand.

1. Organizational Commitment

List the goals, purpose, mission statement or other guiding principles in your organization that support urban forest management. (Comprehensive plan, urban forest management plan, etc.):

2. Planning

Describe your project including clearly defined project purpose and objective(s):

Project description, cont.

Describe the timeline for the project citing key project benchmarks and estimated dates, including mid- and final reports to DNR. For projects extending the full two years, reports must be submitted bi-annually. Final reports and invoices are due no later than May 30, 2019.

3. Results (see Request for Proposal pages 7 & 8 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:

- Signed 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, (template provided), 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/hour: 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 or will incur 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 1:1 (or 100%) match is required. The total of your applicant share, in-kind share, and cash donations must be equal to the total of the 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