EXHIBIT F – PROJECT PROPOSAL FORM

2024 Washington Community Forestry Assistance Grant

Section I — PROPOSAL SUMMARY

*Complete all fields and provide a signature. Applicants will also be required to enter the information from Section I in the on-line submission form.*

Name of Proposed Project (not to exceed 5 words): Enter text.

Location (City): Enter text.

Project GIS Coordinates *(reference point):* Latitude*, -* Longitude

**Address and Contact Information for the Organization Applying for the Grant**

Applicant Name: Enter text.

Organization UBI Number: Enter text. Employer Identification Number: Enter text. Mailing Address: Enter text.

City: Enter Text. State: Enter Text. Zip Code: Enter Text.

Applicant Contact Person: Enter text. E-mail Address: Enter text.

Title/Role with Organization: Enter text. Phone number: Enter text.

Score of project location according to the Washington Environmental Health Disparities Map: Enter Score.

Project location is identified disadvantaged according to the Climate and Economic Justice Screening Tool: ☐ Y ☐ N

Tree Equity Score (if applicable): Enter Score.

Brief Summary of the project *(not to exceed 3 lines of text):*

Enter text.

Budget Summary (*Summarize total amounts from the budget worksheet. Round to the nearest dollar.)*

Grant funds requested $ Enter Amount.

Matching funds provided (not required) $ Enter Amount.

Funding requested (based on Grant funds requested):

☐ $10,000 - $49,999 ☐ $50,000 - $199,999 ☐ $200,000 - $350,000

By signing this form, the undersigned agrees 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 address each item within the length described. Text must be Arial, size 9, and* single spaced.

1. PROJECT DESCRIPTION (not to exceed 2 pages in length)

*Describe the purpose, scope, and timeline of your project, as well as the location and community* setting. Include details on roles and responsibilities of partners and projects participants; how the project addresses urban and community forest management; and, identify the benefits of the project for promoting equity and environmental justice within the community.

1. ACTIVITIES (not to exceed 2 pages in length)

*Project activities are the work for which the applicant is requesting funding. Tasks are the* major steps required to complete the activity. Deliverables are the results of the tasks or activities and are provided to DNR as evidence of completion. Provide a bulleted list of project tasks and break out each one into associated deliverables.

* + Activity 1:
		- Task 1.1:
			* Deliverable 1.1(a):
		- Task 1.2:
			* Deliverable 1.2(a):
		- Etc.
	+ Activity 2:
		- Task 2.1:
			* Deliverable 2.1(a):
		- Task 2.2:
			* Deliverable 2.2(a):
		- Etc.
	+ Activity 3:
		- Task 3.1:
			* Deliverable 3.1(a):
		- Task 3.2:
			* Deliverable 3.2(a):
		- Etc.
1. OTHER OUTCOMES/PROJECT CONTEXT (not to exceed one page in length)

*Describe other project outcomes or components unique to the project that may add value or* context. Examples could be, but are not limited to: innovative methods such as new technology or techniques; partnerships or cooperative ventures important to the success of the project; addressing environmental justice and health disparity issues; history of

*involvement with community; description of how residents are part of the project’s decision-* making process; community involvement in stewardship or advocacy activities.

Section III — PROPOSAL BUDGET WORKSHEET and SAMPLE BUDGET

* I, applicant, am submitting a project budget as a separate document in lieu of this template,

*see section 3.4 of the RFA for details*. (Budget sheet is not to exceed 2 pages in length)

Name of Proposed Project: Applicant/Organization Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXPENSE | Grant Funds\* | Applicant Match | In-Kind Match | Non- Applicant Cash Match | TOTAL PER EXPENSE |
| **Activity 1** |
| Task 1.1 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Task 1.2 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Task 1.3 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Activity 2** |
| Task 2.1 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Task 2.2 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Task 2.3 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL PER FUND CATEGORY |  |  |  |  |  |

**\*** Only grant funds are scored. Matching funds are not required but should be included if applicable.

SAMPLE BUDGET

Project Name Inventory and Management Plan

Applicant Organization City of Forestree

In this example, the City of Forestree is applying for a 2024 Community Forestry Assistance Grant to do an urban forestry inventory and management plan. They plan to conduct an inventory with support from a contractor, in-house staff and help from a volunteer group. They plan to contract with a consultant to analyze data and write the management plan.

The inventory, data analysis, and management plan components are separated in this sample budget. In addition, each component is broken down into line item tasks that clearly show the associated costs, and how the Applicant expects to account for those costs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXPENSE | Grant Funds\* | Applicant Match | In-Kind Match | Non-Applicant Cash Match | TOTAL PER EXPENSE |
| **Activity 1:** Tree Inventory |
| Task 1.1 Data Collection |
| Consultant collects data Deliverable 1.1(a): completed plan | $10,000 |  |  |  | $10,000 |
| Staff collect data and supervise volunteers |  | $6,000 |  |  | $6,000 |
| Volunteers collect data15 @ $37.63/hr \* 28 total hours |  |  | $15,805 |  | $15,805 |
| Task 1.2 Purchase tree inventory software |
| “Brand Name” inventory software Deliverable 1.2(a): proof of purchase | $1,000 | $1,000 |  |  | $2,000 |
| Task 1.3 Training for volunteers |
| Four 1-hour training sessions | $1,000 | $2,000 | $2,000 |  | $5,000 |
| **Activity 2:** Data Analysis |
| Task 2.1 |
| Consultant to analyze data Deliverable 2: results of analysis | $6,000 |  |  |  | $6,000 |
| **Activity 3:** Management Plan |
| Consultant writes and submits plan Deliverable 3(a): completed plan | $7,000 |  |  |  | $7,000 |
| Printing (Generous benefactor) – 1,000 copies |  |  |  | $1,000 | $1,000 |
| TOTAL PER FUND CATEGORY | $25,000 | $9,000 | $17,805 | $1,000 | $52,805 |

**\*** Only grant funds are scored. Matching funds are not required but should be included if applicable.