



Community Forestry Grants Application Worksheet

Instructions:

This worksheet is to help you prepare your application and finalize your answers.

This is NOT a submittable document. The submission link is through Survey123 and will be open on our [website](#) until February 14, 2025 at 12:00 PM CST (noon). Your application will not be accepted until your submission is complete on the Survey123.

For questions about the application process, please visit the Guidance Document on our webpage and utilize the resources below.

Our [Website](#) has the Request for Proposals, Guidance Document, and more!

Join our [Newsletter](#) for all updates and information!

Register for the [Community Forestry Grants Webinar](#) on October 17, 2024.

Municipal Forester Grant Application

Grant Category: Municipal Forester

Project Title

Applicant Information

Provide information for the Organization or Entity applying.

Name of Organization

Street Address

City

State

Zip Code

Mailing Address (if different)

Organization's Federal Unique Entity Identifier (UEI):

Organization's Federal Employer Identification Number

(FEIN): Type of Applicant:

Partnering Organizations:

Provide the name and Contact Email for all Partnering Organizations.

Contact Person

Provide information for the Point of Contact for this proposal.

Name

Title

Email

Phone

Project Information

Project Overview:

Provide a succinct and relevant summary that can be easily understood and clearly communicate the importance of the project. This summary should include project background, location, community need for the project, high level goals, and partnerships.

Maximum 1000 Characters

Goals and Objectives:

Describe what you plan to accomplish. Goals and objectives should be explicitly explained and linked to the specific grant category. Objectives should be realistic, measurable and attainable within the contract period.

Maximum 2000 Characters

Proposed Activities:

Clearly describe with specificity, activities to be completed with grant funds and leveraged resources. Clearly describe the match fund sources and what their uses will be. Provide a draft of the position description for the Municipal Forester position.

Maximum 2500 Characters

Deliverables, Timelines, Outputs, Outcomes:

Describe the timeline for this project in detail. Clearly lay out deliverables and outcomes and describe how the selected objectives will lead to measurable outcomes and how the applicant will measure progress towards those outcomes.

- *What is the benefit to the community and/or state?*
- *What need or issue will it solve?*
- *How visible will it be to the community?*
- *What is the public relations impact and how will it increase public awareness?*
- *Will the program or project continue after the grant expires?*
- *Outline the proposed Timeline for this project.*

Maximum 2000 Characters

Sustainability of Outcomes:

Describe how the project results in outcomes that extend beyond the life of the project itself. Outline a plan for management that will ensure the success of the project long-term. Provide rationale for why dollars invested will sustain project outcomes into the future beyond project end date.

Maximum 1250 Characters

Community Need:

Project supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, the Forest Service’s Equity Action Plan, and the Texas Forest Action Plan. The project should include the following elements: A description of the benefiting community or recipient. For example, a description could include demographics, such as race or socioeconomic status; or vulnerabilities such as health, economic, environmental, and climate impacts faced by the community. Data or evidence should support the proposal. Applicants may consider utilizing the national tools and datasets listed below or provide more localized knowledge such as tribal, local, or state data, to describe the populations and conditions that the project proposes to benefit. A description of how the project benefits or engages underserved communities or people. Benefits may be social, ecological, or economic and should include:

- An overview of the targeted community and partners engaged in the project; and how they will be impacted by the project.*
- Quantitative and qualitative description of how communities will be engaged to participate in/benefit from the project.*

Maximum 2000 Characters

Budget

Amount of Funds Requested:

This grant will provide \$100,000 phased over 3 years as follows:

Year 1: \$50,000 Year 2: \$25,000 Year 3: \$25,000

\$100,000 is equal to the **Total Federal \$**.

This grant category requires a dollar for dollar match (1:1 match). Your **Total Local \$** must be greater than or equal to the **Total Federal \$**.

Add **Total Local Cash \$** + **Total Local In-Kind \$** to calculate **Total Local \$**

| | Federal \$ | Local Cash \$ | Local In-Kind \$ | Total \$ |
|-----------|------------------------|---------------|------------------|----------|
| Personnel | | | | |
| Fringe | | | | |
| Other | | | | |
| Totals | | | | |
| | Total Local \$: | | | |

Clearly describe how the amount in the category will be used. Maximum 1000 characters.

Personnel

Fringe

Other