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**2015 Community Forestry Assistance Grant Proposal**

**APPLICATION FORM**

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:

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 Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative Date

**BUDGET WORK SHEET**

**INSTRUCTIONS**

Fill in the applicant’s name and the project name on the top line.

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. Use additional work sheets if necessary.

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:

 Grant Share Eligible cost you are requesting from the DNR. See definition on page 11 & 12.

  Applicant Share Cost you’ve incurred for services, equipment, wages, supplies, etc.

  In-kind Share Any third party donation of time, services, equipment, or supplies.

  Cash Donation Actual dollars that were donated by a benefactor directly for the project.

**BUDGET WORKSHEET**

Applicant

Project Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **Grant Share** | **Applicant Share** | **In-Kind Share** | **Cash Donation** | **TOTAL** |
|   |  |  |  |  |  |
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| **TOTAL** | **$** | **$** | **$** | **$** | **$** |

Community Forestry Assistance Grant requests must be a minimum of $5000

and may not exceed $10,000.

**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).*

Applicants are encouraged but not required to use the budget worksheet provided, however 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 |