WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

2018 Small Community Forestry Assistance Grant

Letter of Interest 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

May 1, 2018 – up to April 30, 2020

AVAILABLE FUNDING

$45,000 total available;
minimum request $5000
maximum request $15,000

MATCH REQUIRED

Minimum match required = 30%

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LETTER OF INTEREST DUE DATE & TIME

Thursday, November 30th, 2017
4:00 pm (PST)

APPLICANT ELIGIBILITY

This procurement is open to local governments, educational institutions, and tribal governments, with populations of less than 10,000.

RFP CONTACT

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2018 Small Community Forestry Assistance Grant

Letter of Interest Instructions

The RFP for the 2018 Community Forestry Assistance Grants contains all of the requirements that applicants will be held to if and when their Letter of Interest is selected and they are asked to submit a full proposal. Applicants are encouraged to download and familiarize themselves with the RFP as it may help them to develop a stronger Letter of Interest.

Fillable Form: Applicants' Letters of Interest must be typed into this electronic document. Applicants must not alter any existing text, fonts, margins, or other formatting options.

Other Attachments: Applicants may attach supplemental letters of commitment, photos, maps, or other supporting documents to their application. Applicants may include up to three (3) supplemental attachments.

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 Letter of Interest 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: "LOI_2018 [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 Letter of Interest and **up to three attached documents, such as letters of support, must use the following file naming convention: LOI_2018_[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.

DNR Small Community Forestry Assistance Grant, Letter of Interest

Applicants must complete all fields within the space provided; text boxes do not expand. 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) _____

Name of Applicant (Organization) _____City/Town population_____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone #_____ E-mail Address _____

DNR funds requested (rounded to nearest dollar) $_____

Describe the proposed expenditures to be paid for with requested grant funds:

Applicant match provided (rounded to nearest dollar) $_____

Describe the items, activities, or other costs that will be covered by the applicant's provided match:

Total amount of project $_____

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

Project Description

Your project description should be a narrative that includes details on the project location, goals and objectives, scope of proposed activities, project partners, and anticipated results.

Project Merits

Use this space to express the need for your project or the impact it will have; indicate any innovative methods, technologies, or techniques; highlight unique partnerships, features or outstanding values of the project; or, explain why the project will be successful.