

EXHIBIT A – PROJECT PROPOSAL FORM



WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

2021 Community Forestry Assistance Grant

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.

Section I – PROPOSAL SUMMARY

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) _____

Project GIS Coordinates (reference point latitude/longitude) _____, - _____

Location (City) _____ Tree City USA Y N

Applicant Organization _____

Organization Phone _____ Federal Tax I.D. Number _____

Organization Address _____

City _____ State _____ Zip _____

Applicant Contact Name _____ E-mail Address _____

Brief summary of the project:

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

Grant funds requested \$ _____
Applicant Match \$ _____
In-Kind Match \$ _____
Cash Match \$ _____
Total project funds \$ _____

By signing this project proposal 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.

1. ORGANIZATIONAL COMMITMENT

Applicants must clearly describe how the goals, purpose, mission statement, and/or guiding principles of their organization support urban forest management.

2. PROJECT DESCRIPTION

Describe the purpose of the project and include clearly defined goals.

Provide a timeline for the project with estimated dates of key project benchmarks including the references to the following required deliverables: dates of interim reports and final report to DNR, news release, and promotional article.

3. DELIVERABLES

Provide a bulleted list of project deliverables including the following three deliverables which are required of all applicants.

- Submit three interim reports and a final report to DNR documenting the activities undertaken, barriers and lessons learned, maps and other relevant graphics, and the deliverables and outcomes achieved.
- Distribute a news release, vetted by DNR staff, and with appropriate recognition of DNR and the USDA Forest Service.
- Upon project completion provide a 400-500 word promotional article telling the story of the project, with references to DNR and the USDA Forest Service, local project partners, location, purpose, and outcomes, as well as 1-2 high quality images to accompany the article.

4. OUTCOMES

Describe how this project satisfies a local need. Clearly identify anticipated benefits of the project, outline how the project will be sustained long-term, and describe how results will exceed initial project investments of time and money.

5. INNOVATION, VALUE OR CONTEXT

Describe any 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; new partnerships or cooperative ventures important to the success of the project; community involvement in stewardship and/or advocacy activities.

Section III — PROPOSAL BUDGET WORKSHEET

Project Name _____

Applicant Organization _____

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

Signature of Authorized Person

Date Signed

EXPENSE	Grant Funds	Applicant Match	In-Kind Match	Cash Match	TOTAL PER EXPENSE
Deliverable:					
Personnel <i>(specify)</i>					
Supplies <i>(specify)</i>					
Contractual <i>(specify)</i>					
Deliverable:					
Personnel <i>(specify)</i>					
Supplies <i>(specify)</i>					
Contractual <i>(specify)</i>					
TOTAL PER FUND CATEGORY					

Appendix A – SAMPLE BUDGET

Project Name Inventory and Management PlanApplicant Organization City of Forestree

In this example, the City of Forestree is applying for a 2020 Community Forestry Assistance 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 cost types and line items that clearly show the associated costs, cost/hour figures where appropriate, and how the applicant expects to account for those costs.

EXPENSE	Grant Funds	Applicant Match	In-Kind Match	Cash Match	TOTAL PER EXPENSE
Deliverable: Inventory					
Personnel (<i>specify</i>)					
Foreman: 28 hrs., \$24/hr.		\$672			\$672
Staff time: 320 hrs. @ \$16		\$5,120			\$5,120
Volunteers - 160 hrs. @ \$12.50			\$2,000		\$2,000
Supplies (<i>specify</i>)					
Inventory software	\$1,200				\$1,200
Computer (<i>purchase for Urban Forester</i>)		\$1,400			\$1,400
Contractual (<i>specify</i>)					
Use of Pickup 160 hrs., \$9/hr. (<i>AI's Trucking</i>)			\$1,440		\$1,440
Deliverable: Management Plan					
Personnel (<i>specify</i>)					
Staff time: 48 hrs., \$24/hr.		\$1,152			\$1,152
Supplies (<i>specify</i>)					
Printing (Generous benefactor)				\$1,000	\$1,000
Contractual (<i>specify</i>)					
Tree Geeks, Inc.	\$5,800				\$5,800
TOTAL PER FUND CATEGORY	\$7,000	\$8,344	\$3,440	\$1,000	\$19,784