### **EXHIBIT A – PROJECT PROPOSAL FORM**



2023 Washington Community Forestry Assistance Grant

*Grant funds are provided by the Washington State Department of Natural Resources (DNR) Urban & Community Forestry Program.*

Section I — PROPOSAL SUMMARY

*Complete all fields and provide a signature. Scanned copies in PDF format are acceptable for electronic submissions.*

Name of Proposed Project (not to exceed 5 words): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location *(City)* Tree City USA  Y  N

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

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

Applicant/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Applicant/Organization Phone: ( ) - Employer Identification Number: (EIN#)

Mailing Address .

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Role with Organization \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_

Score of project location according to the Washington Environmental Heath Disparities Map (*see section 3.3A of the RFA for details, map link*: <https://fortress.wa.gov/doh/wtn/WTNIBL/>): \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Click or tap here to enter text.

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

Grant funds requested $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Matching funds provided $ \_\_\_\_\_\_\_\_\_\_\_\_\_

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 Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Authorized Representative Date*

Section II — PROPOSAL NARRATIVE

*Applicants must address each item within the space provided. 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 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 1 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 |  |  |  |  |  |

SAMPLE BUDGET

Project Name *\_\_*Inventory and Management Plan*\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Applicant Organization \_\_\_\_City of Forestree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In this example, the City of Forestree is applying for a 2022 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 data  15 @ $24.87/hr \* 287 total hours |  |  | $10,000 |  | $10,000 |
| 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 | $12,000 | $1,000 | $47,000 |