



Montana Forest Products Week

October 21-27, 2018

WALK IN THE WOODS and TIMBER TOUR **REQUEST FOR PROPOSALS**

PROGRAM INFORMATION

Some of the most widely attended and popular activities of Montana Forest Products Week are the Walks in the Woods and Timber Tours hosted by community groups, educators, mills, foresters and forest landowners. We are pleased to announce that funding is available to support Walks in the Woods or Timber Tours held in celebration of Forest Products Week 2018.

Eligible applicants include forest landowners who want to host a tour, foresters who want to guide a tour, or schools/teachers and community groups/businesses who want to take students or participants on a tour. Successful proposals will identify the Walk in the Woods or Timber Tour site and host, include a program of activities or agenda, and name the participating school/community group. Successful proposals must *also* include elements highlighting the importance of local wood products, working forest landscapes, or the forestry sector. Allowable expenses may include refreshments, transportation for large groups, door prizes, porta potties, and educational materials. Requests for staff salary will be evaluated on a case-by-case basis. Marketing materials are not eligible for funding and applicants are expected to have a designated audience prior to applying for assistance.

Timeframe: Walks in the Woods or Timber Tours must take place during Forest Products Week, October 21-27, 2018. The maximum award is \$500.

This funding is offered through a partnership between the Montana Department of Natural Resources and Conservation and the State and Private Forestry Branch, USDA Forest Service. Funds are administered by the Forestry Division of the Montana Department of Natural Resources and Conservation.

A guide on hosting your own Walk in the Woods is included with this RFP.

APPLICATION INSTRUCTIONS

Applications will be accepted and processed on a first-come, first-served basis until September 21, 2018.

SUBMIT ELECTRONICALLY TO:
ForestProductsWeek@mt.gov

HOST INFORMATION	
Primary Contact Name:	Date of Proposed Activity
Partnering Entities (if applicable):	
Address:	Phone:
	Email Address:

PROJECT DETAILS AND NARRATIVE
Location of Walk in the Woods/Timber Tour Site (landowner name and nearest town is sufficient):
Name of Walk in the Woods/Timber Tour Guide(s) and his/her affiliation:
Who will participate? Identify school/community group, group leader, and any support staff. Provide the total number of anticipated participants. If your event is for the general public, how will you get people to attend?
Brief description of program of activities. Include a short statement of how your event celebrates sustainable wood products, working forests, or a health forestry sector. Please also attach an outline or sample agenda.
Please provide a detailed expense budget. What will these funds pay for? Please be as detailed as possible.

Thanks for your interest in Montana Forest Products Week 2018. You will receive notification within 7 days as to the status of your request. Please contact Wood Products Program Manager Tom Perry at (406) 542-4210 or ForestProductsWeek@mt.gov for further information.