

What's Next?

Grant Guide for Urban & Community Forestry



DETERMINE ELIGIBILITY



Funding opportunity eligibility requirements are defined by legislation and federal agency policies. To receive federal funding, you must meet an opportunity's eligibility requirements. A key part of this step is knowing your entity type: Montana cities, towns, counties, universities, nonprofits and tribal governments interested in conducting innovative projects in urban forestry.

HOW TO APPLY



All Urban and Community Forestry Grants are applied for on the Submittable platform. We no longer accept any paper applications. You only need to register with Submittable once in order to apply for any UCF grant opportunity through DNRC.

SUCCESSFUL APPLICATIONS



Communication to collect subrecipient information will come from the Submittable platform via email. All forms will be filled out through Submittable, as well. The contract (subaward agreement) will be developed from the information provided in the application and subrecipient information. Signatures will be done through DocuSign. Once the contract is fully executed, you can begin using funds. Money will be handled on a reimbursement basis only.

PROGRESS AND IMPLEMENTATION



Your region's Service Forester and the awarded community should collaborate throughout the entirety of the grant life to ensure grant activities are in compliance with the grant terms. If you are unsure who your Service Forester is, please visit DNRC's Service Forester [page](#).



REPORTS



- Program Development Grants require a midterm report.
- IRA Grants require quarterly reports.
- Midterm and quarterly reports are due by the date stated in the contract.
- A reminder email from the Submittable platform will be sent, and it will include a link to the midterm report form that needs to be completed on the Submittable platform.

“Finished my project! What’s next?”

Final report:

- Final reports are due by the term date stated in the contract.
- A reminder email from the Submittable platform will be sent, and it will include a link to the final report form that needs to be completed on the Submittable platform.
- You must have your local DNRC Service Forester complete an inspection prior to final report.



SUBMITTABLE QUICK INFO

More information about how to create an account and helpful tricks/tips can be found in the “Helpful Resources” section [here](#).