

**Release date**: **March 1, 2024**

**Submission:**  **Submittable** at https://grants.dnrc.mt.gov

**Submission Deadline**: All submissions must be submitted on or before ***5:00 PM***, ***April 1, 2024***

**Managed by**: Steve Kimball – [stephen.kimball@mt.gov](mailto:stephen.kimball@mt.gov)

**Using Submittable:**

1. Go to <https://grants.dnrc.mt.gov/submit>
2. Under “Forestry Division – Grants” select “Local Government Forestry Assistance Grants”
3. Read through the information provided.
4. At the bottom of the screen select “Create an Account” or “Sign In” (if you already have a Submittable account.)
5. Copy and paste the answers from this worksheet into the Submittable application.
6. Submittable automatically saves a draft of your work.
7. When your application is complete, select “Submit” at the bottom of the application.

**Helpful Tips and Tricks for Submittable:**

1. How to create an account - <https://submittable.help/en/articles/904856-how-can-i-submit>
2. How to return to a saved draft - <https://submittable.help/en/articles/904868-how-can-i-return-to-a-saved-draft>
3. How to send a message through Submittable to DNRC - <https://submittable.help/en/articles/2576225-how-can-i-communicate-with-an-organization-to-which-i-ve-made-a->

Local Government Forestry Assistance Grants (LGA) Worksheet

|  |  |
| --- | --- |
| **Overview** | |
| **Please review carefully as applicant eligibility and funded activities have changed from previous years.**  Applications will be reviewed for the first round of funding and will be evaluated on how well they meet the goals of the grant program. If funding remains after first-round selections, or if additional funding becomes available, DNRC may consider additional applications at that time.  **Source of Funding:** Grant funding from the State of Montana General Fund is made available through the Montana Department of Natural Resources and Conservation Forestry and Trust Lands Division (DNRC) as authorized by HB 510 passed in the 2015 Legislature. Grant funds will be distributed on a reimbursement basis.  **Program Goals:** Provide financial support to help local governments engage in activities to accelerate the pace and scale of forest management to reduce wildland fire hazards, improve forest health, and enhance economic productivity on cross-boundary projects that include federal, state, or private lands in Montana.  **Eligible Applicants:** Grant funding is available to Montana local governments. According to 7-11-1002, MCA, "Local government" means a city, town, county, or consolidated city-county government or any combination of these acting jointly.  **Grant Amount**: Grant awards typically range from $3,000 to a maximum of $8,000**.** Award amounts may vary due to funding availability and the number and quality of applications received.  **Match:** Grants require a 10% match. Match can be in the form of cash contributions to project activities; county commissioners’ time; or staff time valued at actual cost. Or volunteer time valued at the customary rates for services provided. Applicants are encouraged to pledge additional match.  **Activities should contribute to the Montana Forest Action Plan Goals (MFAP):** 1) Reduce wildfire risk 2) Improve Forest health 3) Improve or retain biodiversity and habitats 4) Develop or retain working forests 5) Contribute to local economies 6) Adapt to climate change.  **Funds may be used to: Support local government engagement in cross-boundary forest management in Montana.**  **Priority for funding will be the following order:**   1. Contribute to the funding for a county forester, support staff, or contractors, to increase county contributions to cross-boundary forest management. 2. New or existing projects that coordinate and integrate local partner efforts to mitigate community wildfire risk, particularly in the home ignition zone (HIZ). Includes funding to provide technical assistance to landowners and for landowner assessments. 3. Reimburse travel costs for local government representatives and their collaborative group members to attend meetings, workshops or conferences related to their project implementation or cross-boundary forest management procedures and regulations. Approved travel expenses will be reimbursed at state rates and in accordance with state travel policy. Rates for lodging, per diem, and mileage are available at the following link: <https://doa.mt.gov/Travel-Information-Summary-December-2023.pdf>   **Award and Disbursement:** Applications will be reviewed and scored by a selection committee. If selected, grant funds will become available on the date of the last signature on the grant agreement. Funds may only be used as described in the grant agreement unless otherwise agreed to in writing by DNRC.  Project grant funds are distributed on a reimbursement basis. Reimbursement will not be made until expenditures have been paid and all required documentation has been received by DNRC. Documentation may include itemized receipts, invoices, financial reports, and other documents that clearly show expenditures.  **Reporting:** Grantees are required to report to DNRC on a semiannual basis to describe project accomplishments and how funds are being utilized. A final report is required stating how the funds were used and the outcomes that were achieved. | |
| **1. Organization Information** | |
| 1.1. Organization Name |  |
| 1.2. Organization Address |  |
| 1.3. Type of Organization | -City or Town  -County  -Consolidated City-County |
|  |  |
| 1.4. Has the organization been awarded a DNRC Forestry grant or subaward previously? | Yes/No |
| **2. Applicant Information** | |
| ***By default, of Submittable, the person submitting this application will be the point of contact for future communications such as reports and requests for reimbursement for the life of this grant.***  ***You can collaborate with others to complete the application and future forms, but you will be responsible for the final submission of them.*** [***H*ere**](https://submittable.help/en/articles/6449440-additional-form-collaboration#h_9b406cbf1b) ***are the instructions for collaborating with others for this application*** | |
| 2.1. Your Name |  |
| 2.2. Your Title |  |
| 2.3. Your Phone |  |
| 2.4. Your Email |  |
| 2.5. Are you DNRC’s Main Point of Contact for this project? | Yes/No |
| 2.5.1 – If no – Main Contact Name |  |
| 2.5.2 Main Contact Title |  |
| 2.5.3 Main Contact Email |  |
| 2.5.4 Main Contact Phone |  |
| 2.6. Provide a Secondary Contact in case the Main Contact cannot be reached. Name |  |
| 2.7. Secondary Contact Email |  |
| 2.8. Secondary Contact Phone |  |
| **3. Project Budget and Timeline** | |
| 3.1. DNRC will honor a federal NICRA for indirect costs under state funded LGA grants. Check for more information about Direct and Indirect Costs. | Information below |
| 3.1.1. Direct costs are those that are directly and only related to a project. For example: the hours that the organization’s forester spends on a particular project, similarly the miles that are driven by the forester to the project location. Or, if a project includes a large mailing, the cost of envelopes, design, and postage would be a direct cost of the project.  Indirect costs are those that are not directly and only related to a specific project but are spread across the entire organization or several projects. Examples are: day-to-day postage costs, such as mailing a payment to a vendor, rent for the office, and the electric bill for the organization. Salary/wages/benefits can be assessed to indirect costs as well, such as an accountant who handles the accounting for the entire organization and does not track how their hours are spent.  Indirect costs are not itemized but are instead paid at a percentage of the Direct Costs. Organizations can negotiate a rate with the federal government if they are directly awarded federal funds. This is called a Negotiated Indirect Cost Rate Agreement (NICRA.)  Organizations without NICRAs are eligible to request Indirect Costs at the de minimis rate of 10%. You can request less than 10% but unless you have a NICRA, you cannot request more than 10%. | |
| 3.2. Are you requesting Indirect Costs for this Project?  If you do not have a NICRA but wish to request Indirect Costs, you may request the de minimis rate of 10% or less. | -Yes, at the rate of my NICRA  [3.2.1. What is your NICRA Rate?]  -Yes, at the de minimis rate of 10%  -Yes, but at a different rate than my NICRA or the de minimis  [3.2.1. What percentage rate of indirect costs did you request for this project?]  -No, we are not requesting Indirect Costs |
| Budget and Timeline Instructions   * Download the LGA Budget-Timeline Table. Save it on your computer. * List each proposed activity, start and anticipated end date, outcomes, key steps, milestones, and/or deliverables in the table. * List the amount of grant funds requested to complete each activity listed in the table. * List the required match and additional pledged match. * Questions 4.2 and 4.3 require more detailed descriptions of the activities listed in the table. * If you request Indirect Costs, (please see 3.1. for information on Indirect Costs and NICRA's), you **must** include the amount requested in your budget table as part of the total amount requested. * Save your completed table on your computer and upload it in 3.3. | |
| 3.3. Upload Budget-Timeline Table |  |
| 3.4. Provide the total amount requested. | $ |
| 3.5. Provide the total amount pledged to match.  *This opportunity has a 10:1 match requirement. Applicants with additional pledged match, especially those who collaborate with other organizations for that pledged match may score higher.* | $ |
| **4. Project Information** | |
| 4.1. Provide 2-3 sentences that describe the project. Limit 100 Words | |
|  | |
| 4.2. Describe the specific activities proposed in the budget table. Limit 250 Words  *Activities should contribute to the Montana Forest Action Plan Goals and may include but are not limited to: funding for county foresters, wildfire mitigation coordinator, or county support staff; travel to meetings, conferences, or trainings that increase knowledge or strengthen local government engagement with cross boundary forest management that includes federal, state, or private lands; consultation, outreach, and technical assistance to private landowners; contracted services or support to engage in or enhance economic productivity on cross-boundary projects in Montana more effectively.* | |
|  | |
| 4.3. Describe activities and contributors to Match proposed in the budget table. Limit 250 Words | |
|  | |
| 4.4. Describe how the funding will enable the local government to meet the purpose of the grant program. Limit 300 Words.  *The purpose of this funding is to provide financial support to help local governments engage in activities to accelerate the pace and scale of forest management to reduce wildland fire hazards, improve forest health, and enhance economic productivity on cross-boundary projects that include federal, state, or private land in Montana.* | |
|  | |
| 4.5. Optional – Upload up to 3 supplementary documents that support your proposal. You may include letters of support or other documentation that supports your project. | |
| **5. Certification** | |
| 5.1. Are you an authorized signer for your organization? | Yes – I am authorized to sign this application on behalf of the organization I represent.  No – I do not personally have the authority to submit this application on behalf of the organization. I will upload an Authorization Statement signed by someone else. |
| 5.1.1. If Yes - By typing my name below as an electronic signature, I attest to having the authority to submit this application and my organization has the institutional, managerial, and financial capacity to ensure proper planning, management, and completion of the project | |
| 5.1.2. If No – Authorization Statement – [Download a PDF for signature](https://dnrc.mt.gov/_docs/forestry/GrantsDocs/SubmittableRepository/AuthorizingStatementLGA.pdf) |  |
| 5.1.3. Upload Authorization Statement | |