Application WORKSHEET UCF IRA/PD Program Grants FY24

Release date: November 27, 2023

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

Submission Deadline: All submissions must be submitted on or before 5**:00 PM**, *January 31, 2024*

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Using Submittable:

1. Go to https://grants.dnrc.mt.gov/submit
2. Under "Forestry Division – Grants" select "UCF PD/IRA FY24 Grant"
3. Read through the information provided.
4. At the bottom on 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:

- How to create an account - https://submittable.help/en/articles/904856-how-can-i-submit
- How to return to a saved draft - https://submittable.help/en/articles/904868-how-can-i-return-to-a-saved-draft
- 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-

Due to the limitations of showing branching in a Word Document, please note – For this worksheet if the project is in a DAC (Disadvantaged Community) there will be a branch to a different budget table and budget table directions than if the project is not in a DAC.

The green budget and instructions are for the projects that are in DAC areas and are eligible for IRA funds. The blue budget and instructions are for those that are not eligible for IRA funds.

Similarly, Question 10.1 will have a green DAC option and a blue non-DAC option. Black text will be seen by both DAC and non-DAC applicants in the application that will be completed and submitted in Submittable.

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1. Organization Information

(*asterisks indicate required entry.)

1.1. Organization Name*****

Example: Town, County, Non-profit name.

1.2. Has the organization received any DNRC Forestry grants or subawards previously? *****

    Yes/No

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2. Applicant Information

The person completing this application.

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 may collaborate with others to complete the application and future forms, but you will be responsible for the final submission of them. HERE are the instructions for collaborating with others for this application.

2.1. Your name? *****
2.2. Your Phone*****
2.3. Your Email*****
2.4. Provide a Secondary Contact for the project. Name? *****
2.5. Secondary Contact Phone*****
2.6. Secondary Contact Email*****

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3. Project Elements

3.1. Project Name*****

3.2. Project Location*****

Examples: Please provide the community's name and details on the location of the project, such as the park, neighborhood, or open space.

3.3. Map of project location*****

All applicants must upload a PDF from the Montana Urban and Community Forestry Grant Tool that shows the location of the project.

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_____

3.4. Is the proposed project located entirely in a disadvantaged community (DAC)? *
        Yes/No

3.5. Have you contacted your DNRC Service Forester? *
Yes/ No

 If No –
        3.5.1. Forester Not Contacted*
                Please explain why you have not been in contact with your Urban Forester.
 If Yes –
        3.5.2. Foresters Name*
                Who is the Forester you contacted about this project?

_____

4. Project Description

4.1. Project Description - Provide 2-3 paragraphs that summarize your project. * 250 words

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5. Existing Program Resources

5.1. Do you have a tree inventory? *

Yes/No

 If Yes - Have Tree Inventory

5.1.1. How does your tree inventory tie to the project? *

5.1.2. Upload your Tree Inventory*

5.2. Do you have an urban forest management plan? *

Yes/No

 If Yes - Have Management Plan

5.2.1. How does your urban forest management plan tie into the project? *

5.2.2. Upload your Urban Forest Management Plan. *

5.3. Is the community the organization is representing a Tree City USA? *

Yes/No

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6. Federal & State Program Goals

6.1. Does your project align with the state and federal program goals? Choose all that apply. *

___Advance public education and understanding for the social, economic, environmental, and aesthetic values of trees, forests, and related resources in communities.

___Climate change mitigation and adaptation.

___Expand opportunities, resources, and access for underserved and at-risk populations and communities.

___Advance inventory and assessment information.

___Promote urban forestry planning and tree management plans, including broadening community engagement.

___Develop and encourage the profession of urban forestry through technology transfer, education, and training.

___ Increase the biodiversity, health, and resilience of trees in urban and community forests through best maintenance and management practice.

___Other

The project should align with the Montana State Forest Action Plan, the Montana Climate Solutions Plan, the National 10-year Urban Forestry Action Plan, the Justice40 Initiative, and the Inflation Reduction Act goals.

6.1.1. – 6.1.8. Specify how the project meets this federal and state program goal. *

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7. Project Personnel

7.1. List the Project Personnel*

List each person's name, title or qualification, their role in the project and the level of involvement. This can also include involvement with DNRC Forestry staff.

7.2. Supplemental Information - Project Personnel Narrative. If desired, use this space to explain or expand on the personnel information.

Applicants must choose to use the provided imbedded form or upload their own document. Common types of documents such as Word or Excel are acceptable.

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8. Leveraging Local Support and Outreach

8.1. List local groups and people supporting the project with in-kind contributions and volunteering time. *

Successful proposals include strong community support and engagement. List partner organizations, individuals, volunteers, and any other agencies or groups that will be contributing in-kind donations, time, or services. For example, a nursery donating mulch or a local group spending time planting trees. How do these groups encourage expansion into large scale efforts and other programs?

8.2. Supplemental Information - Leveraging Support Narrative. If desired, use this space to explain or expand on the leveraging support list.

Applicants must choose to use the provided imbedded form or upload their own document. Common types of documents such as Word or Excel are acceptable.

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9. Project Work Plan and Schedule

9.1. Outline the Project Work Plan and Schedule*

Provide a work plan/schedule for each activity and timetable for completion starting in March 2024. Projects have 24 months to complete.

9.2. Supplemental Information - Project Work Plan and Schedule Narrative. If desired, use this space to explain or expand on the Project Plan and Schedule.

Applicants must choose to use the provided imbedded form or upload their own document. Common types of documents such as Word or Excel are acceptable.

9.3. Does your project include tree planting program? *

Yes/No

If Yes - 9.3.1. Upload your 3-year tree establishment plan. *

9.4. Does your project include tree planting cost-share? *

Yes/ No

Often cost-share and match are used interchangeably. In this instance cost-share does not mean match, it means a literal sharing of cost between an organization and a tree owner. I.E., a town may offer to pay for a portion of the tree and the cost of properly planting the tree on private land or in a public right-of-way in exchange for the landowner maintaining the tree over its lifespan.

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10. Project Monitoring and Effectiveness

10.1. Describe how your project will meet the needs of and specifically benefit the disadvantaged community and population where the project is located. Outline long-term results, outputs, and deliverables. * 500 Words

10.1. Describe how your project will meet the needs of and benefit your community at large. Outline long-term results, outputs, and deliverables. * 500 Words

10.2. Describe any potential challenges that could impact the project. * 300 Words

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11. Budget

11.1. Are you requesting indirect costs for this project? *

Choose one:

__Yes, at the rate of my NICRA
__Yes, at the de minimis rate of 10%
__Yes, but at a different eligible rate
__No

For DAC eligible projects: IRA Funds (Answered Yes to Question 3.4)

Budget Table Instructions - No Match Required

1. Download the Project Budget Table Worksheet.

2. Save the table worksheet to your local drive.

3. Complete your budget. Use only numbers in the columns. For example, do not use "/hour" or "per hour", it will cause the formulas to fail.

4. Upload completed budget table below.

Rows and columns of the budget table worksheet should tabulate for you. However, please review your math and totals.

Non-DAC Projects: UCF Program Funds (Answered No to Question 3.4.)

Budget Table Instructions - Match Required

1. Download the Project Budget Table Worksheet.

2. Save the table worksheet to your local drive.

3. Complete your budget. Use only numbers in the columns. For example, do not use "/hour" or "per hour", it will cause the formulas to fail.

4. Upload completed budget table below.

Rows and columns of the budget table worksheet should tabulate for you. However, please review your math and totals.

All match expenditures (both cash and in-kind contributions) must be substantiated with documentation to be applied to the 3:1 match requirement

Federal and DNRC funds may NOT be used as match. (No federal cash, donated and/or in-kind contributions.)

11.3. Total Funds Requested. *

Minimum request - $10,000. Maximum request - $50,000. The amount listed here must match your budget table.

11.4. Total Funds Pledged to Match. *
This opportunity requires a 3:1 match. Federal and DNRC funds may NOT be used as match. (No federal cash, donated and/or in-kind contributions.) The amount listed here must match your budget table.

12. Supporting Documentation

12.1. Supplemental Information - Upload any supporting documentation you would like included in the application.

Examples: graphs, letters of recommendation, pictures, flyers, organizations annual review, etc.

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13. Certification and Authority to Sign

13.1. Certification and Authority to Sign*

__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.

If Yes to 13.1.

13.1.1. Federal Funding Certification Statement.
By typing my name above 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. And I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812. *

If No to 13.1

Authorized Statement must be downloaded, signed by appropriate person and uploaded. Statement contains certification language.