



2019 North Dakota Forest Service Community Family Forest Grant Program

Community Family Forest is a competitive grant program available to ND communities, administered by NDSU-North Dakota Forest Service, with funding from the "Trees for North Dakota" Trust Fund. Associated documents are available at <https://www.ag.ndsu.edu/ndfs/programs-and-services/america-the-beautiful-grant-opportunities>

Applicant MUST:

Contact one of these NDFS personnel to coordinate project planning efforts and to obtain a grant application:

Gerri Makay:	Community Forestry Manager	Carrington	701.652.2951	Gerri.Makay@ndsu.edu
Joel Nichols:	Community Forestry Specialist	Bismarck	701.328.9948	Joel.Nichols@ndsu.edu
Mary O'Neill:	Community Forestry Specialist	Lisbon	701-683-4323 ext.12	Mary.Oneill@ndsu.edu

PROGRAM OVERVIEW

PROGRAM PURPOSE

To honor families in the state by planting trees in ND communities and to strengthen the tradition of annual tree planting.

ELIGIBLE APPLICANTS

Applicant must contact NDFS personnel to coordinate project planning efforts at which time they will receive an application. Public entities that own or control the land where the project will be located must submit the application.

FUNDS AVAILABLE

A public entity is eligible to receive a maximum grant award of **\$1,500**.
ND Tree City USA communities are eligible for a maximum grant award of \$2,000.
 One application will be accepted per community.
 Grant funds will be distributed on a reimbursement basis.

MATCH REQUIREMENTS

At least 20% of the total cost of the project must be contributed by the applicant in the form of cash, services, and/or in-kind contributions.

APPLICATION DEADLINE

April 30, 2019. No faxed or emailed applications will be accepted. Applications postmarked after April 30 will not be accepted.

Mail the ORIGINAL application and seven (7) copies (8 TOTAL) to:
Community Forestry Grants
North Dakota Forest Service
916 East Interstate Avenue, Suite #4
Bismarck, ND 58503-1227

PROJECT COMPLETION

Projects must be completed and all reimbursement forms submitted by **October 31, 2020**.

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2019 North Dakota Forest Service Community Family Forest (CFF) Grant Program

Application Deadline: April 30, 2019

Entity: _____

Community: _____

Primary Contact Person:

Name: _____

Mailing Address: _____

Day Phone: _____

Email: _____

Title: _____

City: _____ Zip: _____

Cell: _____

Secondary Contact Person:

Name: _____

Mailing Address: _____

Day Phone: _____

Email: _____

Title: _____

City: _____ Zip: _____

Cell: _____

Is the primary contact person the individual who will manage this project? Yes If no, please list the name and title of the individual managing this project. _____

<p>Applicant MUST contact NDFS personnel to coordinate project planning efforts during the process of completing this application. See personnel contact information at www.ndsu.edu/ndfs/.</p>
<p>Name of NDFS Community Forestry Staff: _____</p>
<p>Date(s) of Contact: _____</p>

<p>Provide the legal land description of the project location. We will use this information to conduct Class I cultural resource reviews. To assist with your legal land descriptions: http://mapservice.swc.state.nd.us/.</p>				
County Name	Township Number	Range Number	Section Number	Quarter NE, NW, SE, SW

Maximum grant award is \$1500; ND Tree City USA communities may apply for a maximum award of \$2000.

Projects must be on public owned or public controlled property.

To assist in the successful completion of this application reference Supporting Documents:
<https://www.ag.ndsu.edu/ndfs/documents/2018-supporting-documents.pdf>

Did you use the ND TIP Tool in planning this project? YES NO If YES, explain briefly how it was used.

Please provide thorough information for the review committee to understand your project. Projects will be ranked according to the quality of the application as a whole and how well the specified scoring criteria are addressed. Refer to the Grant Scoring Guidelines at <https://www.ag.ndsu.edu/ndfs/programs-and-services/america-the-beautiful-grant-opportunities>.

Describe the type of project and clearly outline its purpose and goals. Include a planting plan or design (reference Supporting Documents) which contains existing trees, proposed trees, all utilities, infrastructure, waterways, etc.

Did you do a soil test at the planting site? YES NO If yes, please include the results.

How many trees are you planting? _____

If you are also planting shrubs, how many shrubs? _____

Add additional pages as needed for any of the questions

How did you choose your tree species?

If any of the trees are not 1-2" caliper for hardwoods or 3' tall for conifers, please explain.

How are you preparing your site? This can include tree removal, stump grinding, and similar activities. Do not include digging the holes for trees. That comes next.

Are you digging the holes by hand? Yes No

If not, please explain how you will dig the holes:

If not planting by hand, please explain how you will prevent the trees from being planted too deeply.

Add additional pages as needed for any of the questions

Where will the project be located?

Include maps of the community showing the location of the project and a detailed map of the project site (reference Supporting Documents). Remember to consider the location of above ground and below ground utilities.

Is the project on public property? Yes No If no, the project is not eligible.

What entity owns the property?

If a board or council is responsible, name the board or council.

Are overhead lines in the area where trees are to be planted? Yes No

Will 811 be contacted prior to planting day? YES NO

Why is the project important to the community?

Add additional pages as needed for any of the questions

Please identify by name and/or title the individuals who will be involved with the project and explain what they will do.

How are volunteers involved with the project?

What is your plan of work and project schedule?

Add additional pages as needed for any of the questions

Describe your plans to maintain the project for long-term success.

Who is responsible for watering the trees?

What is the frequency the trees will be watered?

Will trees be staked? Yes No

If trees will be staked, when will the support ties be removed?

How will you mulch your trees and how often will you re-mulch?

Describe the steps you will take to prevent damaging trees during mowing and string trimming:

What additional information would you like to share with the review committee to help them understand the project?

Add additional pages as needed for any of the questions

Project Cost In-Kind Contributions

2. Community's In-Kind Contribution

Donated items must be used for the project; no peripheral expenses can be used as match, such as food, refreshments, or other items outside the scope of the project.

A. In-Kind Labor – Volunteers

Estimate the community's "In-Kind Labor Contribution" to complete this project.
Suggested Volunteer Labor Value: \$18.00 per hour .

ACTIVITY	VOLUNTEER GROUP'S NAME (IF APPLICABLE)	# OF PEOPLE	# OF HOURS	TOTAL HOURS	VALUE PER/HR.	GRAND TOTAL
Copy amount to In-Kind Labor on Project Budget Estimate - TOTAL VALUE OF IN-KIND LABOR						

B. In-Kind Equipment

What donated equipment will be used to complete this project? See *Equipment Values in Supporting Documents.*

ACTIVITY	EQUIPMENT USED	# OF HOURS	VALUE PER HR.	TOTAL VALUE
Copy amount to In-Kind Equipment on Project Budget Estimate - TOTAL VALUE IN-KIND EQUIPMENT				

C. In-Kind Supplies

What supplies or other donated items of value will be used to complete your project?
 (Food and refreshments are not eligible.)

SUPPLIES	VALUE
Place the value of the in-kind item in the appropriate category on Budget Estimate TOTAL VALUE OTHER IN-KIND CONTRIBUTIONS	

3. Project Cost Cash Expenses – grant funds and applicant cash-match expenditures.

A. Site Preparation - What is the estimated cost of preparing the site for the project?

ACTIVITY	TOTAL
TOTAL ESTIMATED COST OF SITE PREPARATION	

B. Supplies - What is the estimated cost of non-plant materials needed for completing this project?

ITEM PURCHASED	QTY	X COST PER	= TOTAL COST
TOTAL ESTIMATED COST OF SUPPLIES			

C. List the plant materials to be used - Estimate the cost of plant materials to complete your project.

Size examples – 6' Bare Root (BR), 1½" (BR), #5 container, 1½" Balled and Burlapped (B&B)

SPECIES	SIZE	QTY	X COST PER	= TOTAL COST
TOTAL COST OF PLANT MATERIALS				

Community must follow a three-year maintenance requirement. Reference Supporting Documents.

No person may engage in the business nor act in the capacity of a contractor within the State of North Dakota when the cost, value, or price per job exceeds the sum of four thousand dollars without first having a license. (NDCC 43-07-02).

D. Contracted Planting Services.

Estimated Labor Cost for planting services: _____

PROJECT BUDGET ESTIMATES

At least 20% of the total cost of the project must be contributed by the applicant in the form of cash, services, and/or in-kind contributions.

PROJECT EXPENSES	APPLICANT IN-KIND MATCH A	APPLICANT CASH MATCH B	GRANT FUNDS C	TOTAL D
Labor 1	Question-2A		NOT ALLOWED	A+B=D
Equipment 2	Question-2B		NOT ALLOWED	A+B=D
Site Preparation 3		Question-3A	Question-3A	A+B+C=D
Supplies 4	Question-2C	Question-3B	Question-3B	A+B+C=D
Plant Materials 5		Question-3C	Question-3C	A+B+C=D
Contracted Planting Services 6		Question-3D	Question-3D	A+B+C=D
Other (please specify) 7			NOT ALLOWED	A+B=D
TOTAL 8	Sum A1-A7	Sum B1-B7	Sum C3-C7	Sum D1-D7=Sum A8+B8+C8

Applicant's In-Kind Match Contribution (A8) _____

Applicant's Cash Match Contribution (B8) _____

Grant Funds Requested (may not be more than maximum allowable grant award) (C8) _____

Total Project Cost (D8) _____

CHECK LIST - Please check appropriate boxes

Please indicate here if you are a **Tree City USA**.

Proposed Projects

Mail the ORIGINAL application and seven (7) copies (8 TOTAL) of the following:

Completed application.

Photographs of proposed project site.

Vicinity maps indicating location of project;

- A map identifying project location within the city; and
- A map of the project location identifying highways, streets, and properties surrounding the project (residential, business, education, etc. Examples in Supporting documents.)

Project design plan. (Examples in Supporting Documents.)

Project grant funds are distributed on a reimbursement basis. Reimbursement requests must be submitted for payment at the completion of the project and only upon passing inspection by NDFS Community Forestry Staff. Proof of payment in the form of cleared checks or receipts showing payment by a credit card are required to be submitted with reimbursement documents. All reimbursement documents must be received by NDFS no later than October 31, 2020.

**Project expenses for which you seek reimbursement
must be incurred AFTER a contract is signed by the State Forester.**

AUTHORIZING SIGNATURE

By signing below, I certify that to the best of my knowledge the information is true. I acknowledge that I am authorized to commit funding and accept Community Family Forest Grant Funds for this project if approved by ND Community Forestry Council and the State Forester.

* Our community does not have a tree ordinance; we pledge to develop one and present it for approval to the appropriate local government officials. Once approved, a copy of the ordinance will be sent to the ND Forest Service. This must be done before reimbursement will be made to the community.

Print Name

Print Title

Authorized Signature

Date

Mail the ORIGINAL application and seven (7) copies (8 TOTAL) of each of the following:

1. Completed application
2. Photographs of proposed project site
3. Vicinity maps indicating location of project
4. Project design plan

Application must be postmarked no later than Tuesday, April 30, 2019

Mail to:

Community Forestry Grants
North Dakota Forest Service
916 East Interstate Ave Suite 4
Bismarck, ND 58503-1227

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This publication is available in alternative formats upon request by calling (701) 328-9944.