

# Timeline for Community Forestry Grants through the North Dakota Forest Service

**March 1, 2022**

2022 Community Forestry Grant information is available on the North Dakota Forest Service website: <https://www.ag.ndsu.edu/ndfs/>. Applicants contact NDFS to review possible project and to obtain an application. NDFS staff are available to assist with plans, plant material choice, determine which grant program would be appropriate for projects and help preview the application. Due to the time sensitive nature of the grant application process and the number of applicants it is highly recommended to contact a NDFS staff as soon as possible. We *strongly recommend* that you submit your completed application (and all required materials) at least two weeks before the application deadline.

**Contact one of the NDFS Community Forestry Staff:**

**Gerri Makay - Community Forestry Manager – Carrington**

Tel: (701) 652-2951 • E-mail: [Gerri.Makay@ndsu.edu](mailto:Gerri.Makay@ndsu.edu)

**Mary O'Neill - Community Forestry Specialist – Lisbon**

Tel: (701) 683-4323 ext. 2 • E-mail: [Mary.Oneill@ndsu.edu](mailto:Mary.Oneill@ndsu.edu)

**11:59 PM April 30, 2022**

Applications must be sent by electronic format (**preferred**) OR postmarked by this time/date. Applications sent electronically or postmarked after April 30 will not be accepted.

**\*Please save applications as Year-Project Type-Entity (eg: 2022 CFF Anytown) and email to one of the Community Forestry Staff listed above.**

**Mail ORIGINAL application ONLY (no copies needed) to:**

**Community Forestry Grants**

**North Dakota Forest Service**

**916 East Interstate Ave Suite 4**

**Bismarck, ND 58503-1227**

**May 2022**

Applications will be reviewed by the grant review subcommittee and NDFS staff. A Class I Cultural Resource Review will be conducted by the State Historic Preservation Office.

**June 2022**

Applications are presented by the review subcommittee to the ND State Forester for review and approval.

**July 2022**

Applicants will be notified by mail of approval status. A non-awarded letter will be mailed to applicants that are not awarded a grant. An award letter, corresponding contract and forms (W-9, AD-1048 & Federal Audit Requirement Letter) will be mailed to awarded applicants. The contract must be signed, all forms completed and mailed back to the NDFS before the project can begin.

**Mail signed contract and completed forms to:**

**Community Forestry Grants**

**North Dakota Forest Service**

**916 East Interstate Ave Suite 4**

**Bismarck, ND 58503-1227**

After the contract is signed by the awarded entity and the ND State Forester, an award packet will be mailed to the entity allowing them to begin the project.

**ANY ITEMS PURCHASED OR INVOICED BEFORE THE CONTRACT IS SIGNED BY THE ND STATE FORESTER WILL NOT BE REIMBURSED.**

**November 30, 2023**

Project must be completed and all reimbursement forms submitted.