



# 2010 Urban and Community Forestry Grant Program

Administered by the  
Georgia Forestry Commission

## Introduction

The Georgia Forestry Commission (GFC) in cooperation with the United States Forest Service and the Georgia Urban Forest Council announces the Urban and Community Forestry (U&CF) Grant Program. The program is designed to encourage communities to create and support long-term and sustained urban and community forestry programs throughout Georgia.

## Background

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program was re-authorized in the most recent Farm Bill (2008) and funding has since been provided to the U.S. Forest Service to implement the program. The U.S. Forest Service has allocated these funds to the Georgia Forestry Commission since 1990 for statewide distribution, in partnership with the Georgia Urban Forest Council.

## Federal Program Objectives

The objectives of the Urban and Community Forestry Grant Program are to:

- 1) Improve understanding of the benefits of tree cover in communities
- 2) Encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties
- 3) Provide educational programs and technical assistance to communities and state and local organizations in maintaining forested lands and individual trees in urban and community settings and identify appropriate tree species and sites for expanding forest cover
- 4) Promote volunteerism, multi-cultural awareness, and involvement of non-profit organizations, agencies, and the private sector in implementing urban and community forestry programs
- 5) Develop sustainable urban forestry programs at the local level
- 6) Improve strategic community forestry planning efforts of city administrators, municipal tree departments and tree boards
- 7) Enhance the technical skills of individuals involved in planning, development and maintenance of urban and community forests
- 8) Expand opportunities for urban forestry research

## State Program Objectives

To accomplish activities as described in the Five-Year Plan for Georgia's Urban and Community Forest. The Five-Year Plan (2007-2011) for Georgia's Urban and Community Forest identifies current and emerging issues:

- 1) Tree Canopy and Impervious Surface
- 2) Understanding the Resource Value of Trees
- 3) Tree Maintenance Best Management Practices
- 4) Local Ordinances
- 5) Professional Expertise in Sustainable Community Forestry
- 6) Design with Tree Longevity in Mind

Go to [www.gatrees.org/CommunityForests/FiveYearPlan.cfm](http://www.gatrees.org/CommunityForests/FiveYearPlan.cfm) to view more information and to obtain a copy of the Five-Year Plan.

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## Program Overview

### Eligible Recipients

Funds may be awarded to units of local governments (city, town, county), non-profit organizations or educational institutions. Other organizations, such as community tree volunteer groups, neighborhood associations or civic groups which are not 501(c)3 are eligible, but must apply in partnership with a non-profit organization or with their local government. Units of local government must, at the time of Grant Program award, be designated a Qualified Local Government as outlined in the Georgia Planning Act of 1989 and able to demonstrate that it can contribute the required cash and/or in-kind match.

### Available Funds

Urban and Community Forestry Grant Program funds will be awarded on a competitive basis. **Requests for funding should not exceed \$20,000.** Funding requests for more than \$20,000 will be reviewed only after consultation with the Grant Administrator prior to application. Funding is for programs, projects, or activities not otherwise currently funded, and cannot be used to substitute for existing funds. **Funding is not available for entertainment, food and beverages, or purchase of equipment (including computers, printers, PDAs, landscaping or construction tools and machinery).** The Georgia Forestry Commission reserves the right to reject any and all proposals or to approve partial funding for any and all proposals.

## **Match Requirements**

Urban and Community Forestry Grant Program funds must be matched equally (dollar for dollar) with non-federal funds. These non-federal funds cannot be used as a match for any other Federal cost-share project. The match may include in-kind contributions, volunteer assistance, and private and public (non-Federal) monetary contributions. All matching funds must be specifically related to the proposed project. The source of the match, cash and in-kind, must be identified and quantified in the application by enclosing letters of intended support. Funds expended prior to the date of the grant agreement cannot be used as match. **Funds expended for entertainment, food and beverages, computers, or construction and landscape equipment can not be used as match.** Documentation of all matching funds must be provided before reimbursement of the grant award will be issued.

## **Grant Timeframe**

**All applications submitted must be postmarked by May 7, 2010.** Recipients will be notified by mail of project and funding approval in mid-late July. Approved projects can begin only after Federal Assurances are signed by the grantee, and a grant agreement is signed by the grantee and the Georgia Forestry Commission State Forester in August. **Projects can not begin before September 1, 2010 and must be completed by August 31, 2011. No extensions can be given.**

## **Interim and Final Reports**

Three periodic progress reports and a final report are required of the grantee. The schedule and content of final and periodic reports will be set in advance of initiating the project. Final Reports must be submitted by August 31 in hardcopy and electronic formats.

## **Payment Process**

Reimbursement payments will be made upon project completion and review of the Final Report, or according to a payment schedule agreed to in advance. The Georgia Forestry Commission reserves the right to make partial payments subject to completion of scheduled milestones. The Urban and Community Forestry Grant Program administrator will evaluate the progress of the project to determine eligibility for full payment.

## Eligible Projects

Eligible Projects must meet Federal and State Program Objectives. **Projects must fall under one of the five categories listed below.** Projects must be consistent with the comprehensive plan of the city or county where the project will take place. The Urban and Community Forestry Grant Program is intended to support new initiatives, programs, projects, staff positions or activities not currently being funded through other sources. The Urban and Community Forestry Grant Program is not intended for the purpose of beautification tree plantings. Proposals that include tree plantings will only be considered if the tree planting is used for the purpose of research, education or demonstration. A maximum of 20% of the Federal funds awarded (Urban and Community Forestry Grant Program dollars) is allowable for plant material and tree planting.

## Ineligible Projects

Ineligible projects include, but are not limited to;

- trail design, construction or maintenance
- property acquisition and related costs
- beautification projects
- tree removal and maintenance
- construction projects
- equipment purchases
- projects that will take place on private property (land not open to the public).

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## Project Categories

To be eligible for funding, projects must fall under at least one of the following five categories:

### **Category I: Management Plans**

*A detailed document or set of documents, developed from professionally-based resource assessments/inventories, which outlines future management of the community's trees and forests*

**Examples of Category I projects include, but are not limited to:**

- Tree inventories and assessments
- Tree inventory and assessment training for volunteers
- GIS mapping of community forests
- Community forest management or master plans
- Strategic planning workshops
- Urban watershed(s) management
- Green infrastructure
- Storm damage mitigation
- Utility line tree management
- Greenbelt development
- Plans or policies designed for air and water quality improvement, erosion control, improved wildlife habitat and/or pollution control

## **Category II: Professional Staffing\***

*Individuals who have one or more of the following credentials, and who the community directly employs or retains through written agreement to advise and/or assist in the development or management of their urban or community forestry program:*

- 1) A degree in forestry or related field (e.g., forestry, horticulture, arboriculture, etc.) and/or*
- 2) International Society of Arboriculture Certified Arborist or equivalent professional certification*

### **Examples of Category II projects include, but are not limited to:**

- Staffing of certified arborists, consulting foresters or landscape architects
- Educational seminars and workshops for industry professionals
- Creation of “circuit rider” positions for certified arborists and consulting foresters
- Training
- Forming student chapters of professional organizations
- Internships

## **Category III: Ordinances/policies**

*Statutes or regulations that direct citizens and local governments in the planting, protection and maintenance of urban and community trees and forests*

### **Examples of Category III projects include, but are not limited to:**

- Tree ordinance development or revision
- Urban Forestry Best Management Practices development or revision
- Smart growth, anti-sprawl, forest fragmentation reduction and urban/rural interface initiatives

\*Organizations seeking funding for the first time for staff positions will be eligible for a grant up to \$20,000. Organizations seeking funding for a second time for staff positions will be considered. Second-year funds will generally be limited to awards of \$10,000, based on funding availability. Funding for a third year will be considered, but limited to \$5,000. All funding for staff positions is expected to be used as seed monies to help establish or build local program capacity. Applicants are strongly encouraged to identify and secure other future sources of funding to maintain staff positions.

## **Category IV: Organizational Development (Tree Boards, Nonprofits)**

*Organizations, such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise local decision makers on the planting, protection, and maintenance of urban and community trees and forests*

### **Examples of Category IV projects include, but are not limited to:**

- Operational development and strategic planning
- Volunteer training
- Public education and materials
- Staffing\*
- Student internships
- Revenue strategy (funding) development
- Public relations
- Leadership training
- Scholarships for conferences and workshops
- Development or revision of a charter, mission statement, policy statement or equivalent
- Membership development
- Web site design

## **Category V: Information and Education**

*Programs that create public awareness of the value and benefits of trees, proper tree care, and urban forestry initiatives or projects that involve research, studies or development of new technology*

### **Examples of Category V projects include, but are not limited to:**

- Workshops/conferences/seminars including speakers
- Volunteer or in-house training
- Web site development, exhibits, brochures, videos, PowerPoint
- Youth programs
- Public education and materials
- Arbor Day and Project Learning Tree programs
- Public Service Announcements
- Technology transfer
- Quantification of urban forest values

\*Organizations seeking funding for the first time for staff positions will be eligible for a grant up to \$20,000. Organizations seeking funding for a second time for staff positions will be considered. Second-year funds will generally be limited to awards of \$10,000, based on funding availability. Funding for a third year will be considered, but limited to \$5,000. All funding for staff positions is expected to be used as seed monies to help establish or build local program capacity. Applicants are strongly encouraged to identify and secure other future sources of funding to maintain staff positions.

# The Application

## General Requirements

All applications must meet the following minimum requirements to be considered for financial assistance. Incomplete applications will not be considered.

- Application packages must be submitted on 8.5" X 11" paper. Do not enclose applications in folders, binders or other covering. Staple original and each copy in the top, left hand corner. The Proposal Narrative (**sections I – VI should not exceed 10 single-sided pages or 5 double-sided pages**). Budget pages and supporting documentation, which includes maps, site plans, pictures, and letters of commitment and support are not included in the 10-page limit. Application should be single-spaced, Times New Roman font, 12-point type, 1" margins, and should follow the outline format of the Proposal Narrative (**indicate the Section numbers and titles in bold**). Handwritten applications will not be reviewed. The application can be downloaded at <http://www.gatrees.org/CommunityForests/Grants.cfm#Application>.
- A signed letter of commitment for all cash and in-kind matching funds designated for this project is required. If the match is coming from several sources, you must have a letter from each source including the applicant organization. Letters from a local government must be signed by the Chief Elected Official or his/her authorized designee. Letters from a non-profit organization, tree board, neighborhood association, or civic group must be signed by the organization's President or Chairperson. **All letters of support must include the amount and source of the intended match including, if applicable, a breakdown of the value of personnel time (wage rate, number of hours).**
- **The Application Form (page 10) must be the first page in your application.** No cover letters are necessary. If you would like to include a letter, please submit it with your supporting materials.
- An **original application plus seven copies** must be **postmarked by May 7, 2010**. All applications must be complete at the time of mailing. Applications that are faxed or e-mailed will not be accepted. Supporting documentation that is faxed, e-mailed or mailed separately will not be accepted.

### **Mailing and Delivery Address:**

Urban and Community Forestry Grant Program  
Georgia Forestry Commission  
6835 James B. Rivers/Memorial Drive  
Stone Mountain, GA 30083  
Attn: Joan Scales

**Questions:** Contact Joan Scales, Grant Administrator @ [jscalles@gfc.state.ga.us](mailto:jscalles@gfc.state.ga.us) or (678) 476-6226

## **Application Review**

Applications will be reviewed by the Georgia Urban Forest Council (GUFC)'s Grants Committee. Only members of the Grants Committee review grant proposals and make funding recommendations. Recommendations for grant funding are presented to the State Forester for final approval. Recipients will be notified by mail of project and funding approval in mid-late July.

## **Project Evaluation**

Only applications that meet all General Requirements will be reviewed. Project proposals will be evaluated on whether or not the information provided about the project indicates that the project:

- Meets a demonstrated urban forestry need
- Meets Federal and State Program Objectives
- Helps strengthen and develop local urban & community forestry capacity
- Has a realistic time frame for completion
- Is cost effective
- Has documented cash and in-kind matching commitment
- Has continued effect after completion
- Uses innovation or involves research and new technology
- Has culturally diverse values
- Enhances volunteer involvement
- Involves various partnerships
- Utilizes personnel that have qualifications to complete activities
- Generates local visibility, incorporates public relations and awareness
- Can be duplicated and/or used as a model in other Georgia cities
- Enhances environmental, social, cultural, historical, psychological and economical values
- Shows demonstrated ability of the applicant to follow through on project completion
- Accomplishes one or more goals in the community's comprehensive plan

Note: Applications from current certified Tree City U.S.A. locations in Georgia will be awarded additional points during the review of applications. For more information about the Tree City U.S.A. program go to [GaTrees.org](http://GaTrees.org).

## **Additional Resources**

Potential applicants are encouraged to contact their local representative from the Georgia Forestry Commission, the Georgia Urban Forest Council, and/or the Georgia Cooperative Extension Service as appropriate to obtain assistance or information from local and state resources.

**Georgia Forestry Commission**  
[GaTrees.org](http://GaTrees.org)

**Georgia Urban Forest Council**  
[www.gufc.org](http://www.gufc.org)

**University of Georgia Cooperative Extension Service**  
[www.caes.uga.edu/extension/](http://www.caes.uga.edu/extension/)

**TreeLink**  
[www.treelink.org](http://www.treelink.org)

**International Society of Arboriculture**  
[www.isa-arbor.com](http://www.isa-arbor.com)

**iTree**  
[www.itreetools.org](http://www.itreetools.org)

**The National Arbor Day Foundation**  
[www.arborday.org](http://www.arborday.org)

**Georgia Center for Nonprofits**  
[www.gcn.org/](http://www.gcn.org/)

**American Forests**  
[www.americanforests.org](http://www.americanforests.org)

**USDA Forest Service Southern Center for Urban Forestry Research and Information**  
[www.urbanforestrysouth.org](http://www.urbanforestrysouth.org)

**Georgia Department of Community Affairs**  
[www.dca.state.ga.us](http://www.dca.state.ga.us)

## **Application Assistance**

Urban and Community Forestry Grant Program workshops will be offered at locations across the state in March and April. Please check the Community Forestry/Grants page of the Georgia Forestry Commission's website at [GaTrees.org](http://GaTrees.org) for more information or contact Joan Scales, Grant Administrator at (678) 476-6226 or [jscases@gfc.state.ga.us](mailto:jscases@gfc.state.ga.us)

For a list of urban forestry professionals and consultants in Georgia go to [GaTrees.org](http://GaTrees.org).

# Application Form

2010 Urban and Community Forestry Grant Program

*Please type*

*This page must be the first page of your application packet.*

(For office use only)
Grant #: _____
GFC District # _____
SCFP District _____
Date Postmarked: _____
Tree Qty USA: Yes / No

## Project Information

<b>Project Title</b> (10 words or less):	
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<b>Project Description</b> (3 sentences or less):	
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## Applicant Information

<b>Organization Name:</b>	
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<b>FEI Number:</b>		<b>501(c)3 status:</b> YES    NO
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## Project Manager (Person responsible for project reporting and activities. All correspondence will be directed to this contact.)

<b>First Name:</b>		<b>Last Name:</b>	
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<b>Title:</b>	
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<b>Mailing Address:</b>	
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<b>City:</b>		<b>County:</b>		<b>State:</b>		<b>Zip:</b>	
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<b>Daytime Phone:</b>		<b>Fax Number:</b>	
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<b>E-Mail Address:</b>	
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<b>Web Site:</b>	
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## Financial Information

*U&CF Funds Requested + Total Cash Match + Total In-Kind Match = Total Amount of Project*

U&CF Funds Requested	\$
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Total Cash Match	\$
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Total In-Kind Match	\$
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<b>Total Amount of Project</b>	\$
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## Signature of Agreement

As the duly authorized representative of the applicant named above, I hereby certify that all parts of this grant application have been read and understood and that all information submitted herein is true and correct. If awarded a grant under the Urban and Community Forestry Grant Program of the Georgia Forestry Commission, said organization agrees to comply with all Federal and State guidelines for completion of the grant.

Signature of Authorized Representative	Date
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Name and Title of Authorized Representative (Please print or type)
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# Proposal Narrative

Narratives must be attached to the Application Form and should be concise responses to the questions and statements below. Include the Project Title and page number at the top of each page. **The narrative should be written using the outline format below. Include the number and heading for each section.**

## **I. Introduction and Purpose**

- A. Provide a brief introduction to your organization in 100 words or less.
- B. Identify which Project Category your project primarily addresses. If your project addresses multiple project categories, indicate the secondary categories after listing the primary category.
- C. Explain the Purpose of your project in one or two sentences.

## **II. Objectives**

List the objectives of your project and explain how the project will address some of the Federal and State Program Objectives (pages 1 & 2 of the Application Guidelines). Indicate the numbers of the Federal or State objectives in your explanation (e.g.: State Objective 2, Federal Objective 1).

## **III. Project Detail**

Provide a detailed description of how the project will be accomplished. Include:

- A. Activities – Describe all activities you will undertake to accomplish the project.
- B. Timeline - Indicate the Project Start Date, a Project End Date, and Timeline of proposed completion dates by project milestone. Please keep in mind that the project can not begin before September 1<sup>st</sup> and must be completed in one year.
- C. Personnel, Partnerships and Participants – specifically identify project personnel and their qualifications, project partners, and corporate sponsors. If hiring a consultant, include proposal(s) in the supporting materials or indicate the qualifications that will be required. Indicate the number of volunteers and identify their sponsoring organization, as well as any other citizen involvement or outreach.

**Projects that involve tree plantings must also include:**

- D. A site plan indicating total area, intended species, and locations of tree plantings. The site plan should include pictures and a sketch or map of the project location.
- E. A minimum three-year maintenance plan that specifies the entity responsible for maintenance, frequency of maintenance, and scope of maintenance. Plan must address how plantings will be maintained if outdoor watering restrictions are in place. Please note: only the first year of maintenance may be utilized as a match.
- F. A letter of endorsement from the local government if planting on city or county property.
- G. A letter certifying compliance with Department of Transportation regulations if planting is done on state rights-of-way.
- H. A signed liability waiver (included at end of application) releasing the Georgia Forestry Commission from any liability associated with contractors, volunteers, or local government employees working on the project.
- I. A statement that plant materials used in tree planting meet the [American Standard for Nursery Stock](#).
- J. A statement that projects involving tree protection and maintenance meet American National Standards Institute (ANSI) standards.
- K. A statement that tree planting will meet standards as approved by the Georgia Forestry Commission.

**NOTE:** Proposals that include tree plantings will only be considered if the tree planting is used for the purpose of research, education or demonstration. A maximum of 20% of the Federal funds awarded (Urban and Community Forestry Grant Program dollars) is allowable for plant material and tree planting expenses.

**IV. Benefits**

- A. What are the benefits of your project?

Address the following questions in your answer:

- How will it improve local, state, regional, and/or national urban and community forestry programs?
- What are the public relations and educational benefits?
- How will the project enhance environmental, economic, cultural, social, historical or psychological values in the community?
- How is the project innovative in your community?
- Is there potential for continuation of the project or duplication in other communities?

- B. Describe how this urban & community forestry project helps accomplish one or more goals in your community's comprehensive plan. In your answer, include the actual goal or phrasing from the comprehensive plan.

*(Check your community, county, or Regional Development Center's websites for more information on your community's comprehensive plan. Applicants from regional or statewide organizations must refer to a community or regional initiative in their area.)*

## V. End Product/Result

List **deliverables** to be accomplished with grant funds (i.e. management plan, street tree inventory, staffing, training program, brochures, videos, web sites, media or newsletter articles, etc.) and identify the recipients of the deliverable (water system customers, Chamber of Commerce, citizens in zip code).

## VI. Marketing

### A. Marketing Objectives

Describe your **three** most important marketing objectives. Marketing objectives should be different from your project's objectives. Make each marketing objective **specific and measurable**.

Examples are:

- To increase awareness of the value of trees for Tree County homeowners by inventorying 25% of trees.
- Conduct 3 training/information workshops, with a targeted attendance of 20 tree maintenance staff per training, each quarter for Tree County.

### B. Marketing Measurements

Measuring the outcome of your marketing efforts is important for continued progress of your initiatives and serves as an important indicator of program impact and effectiveness.

#### 1. Quantitative Measurement

Describe **at least 2** of the following examples of Quantitative Measurements used in your project proposal.

Number of :

- Participants/visitors
- Volunteers
- Volunteer hours
- Media hits or news coverage, Public Service Announcements (PSAs) or radio spots
- Website hits or downloads
- Requests for arborists services
- Trees planted
- Mailings – describe target audience, describe mailed item and marketing goal
- Speaking engagements and requests
- Information requests
- Community meetings
- Developer/builder awards nominations
- Developer/builders recruited as board members or stakeholders
- Other, please describe

## 2. **Qualitative** Measurement

Describe **at least 2** of the following used in your project proposal.

Indications or outcomes of:

- Physical improvements i.e. Trees preserved or specimen trees saved, trees planted
- Evaluations, surveys, questionnaires, pre-/post testing
- Designation as a Tree City USA
- Money donated/raised
- Changes to conservation easements, tree ordinances/policies
- Developers/builders practicing green-friendly construction
- Replication of the project in community/municipality
- Analysis of automobile vs. pedestrian traffic in target area
- Success in private owners actually planting trees
- Formal review and evaluation of plans by elected officials and other representatives
- Advocacy action: approval of or actions taken by city government, commissions
- Arborists and other tree supporters invited to join municipal commissions and/or have input in important tree-related policy issues
- Analysis to compare participation/recruitment of NEW participants or volunteers
- Other, please describe

## C. **Target Audiences**

List and describe the **2 most important** target audiences for your Project.

Research shows that programs that focus on the “general public or general citizens” are NOT effective because it is difficult to effectively market, communicate or influence the interests of mass publics without considerable resources and expertise.

A **target audience** is a specific group of people with a clearly defined characteristic.

Examples are:

- Voters/taxpayers/residents/homeowners/landowners in \_\_\_\_\_ county/zip code
- Developers/builders/Realtors
- Government officials
  - Elected county and city officials/Policy makers
  - Community leaders
  - City worker/public maintenance workers
  - City planners
  - Tree boards
- Small businesses, corporations, Chambers of Commerce, business associations
- Tree professionals
  - Landscape companies
  - Arborists/foresters
  - Tree care services
  - Contract crews for utility companies
  - Forestry industry associations
- Community partners/collaborators
  - Nonprofit organizations
  - Environmental groups/advocates
  - Homeowner associations

- Tourists
- Schools/Students
- Investors

## D. Marketing Tools and Strategies

Select and/or describe any marketing tools or strategies you plan to use to support your program implementation. Examples are:

<p><b>Media</b></p> <ul style="list-style-type: none"> <li>• Radio (commercials, PSAs, on-air interviews)</li> <li>• Newspapers (articles, columns)</li> <li>• Television/cable (news coverage, talk shows, on-air interviews, PSAs)</li> <li>• Press releases, press kits, photographs</li> <li>• Billboards</li> <li>• Magazines/newsletters</li> <li>• Internet/website and links to other sites</li> <li>• Trade publications for realtors and developers</li> </ul>
<p><b>Promotions</b></p> <ul style="list-style-type: none"> <li>• Arbor Day Events</li> <li>• Tree Plantings</li> <li>• Groundbreaking ceremonies/ribbon cuttings</li> <li>• Christmas Tree Recycling</li> <li>• Great American Clean-UP</li> <li>• Tree Inventory Events</li> <li>• Fundraising Events</li> </ul>
<p><b>Educational</b></p> <ul style="list-style-type: none"> <li>• Volunteer training</li> <li>• Seminars, field training/workshops, conferences</li> <li>• Research findings/reports</li> <li>• Data collection</li> <li>• Displays/trade shows</li> <li>• Public meetings/forums and public hearings</li> <li>• Teaching stations</li> <li>• Speaker's bureau</li> </ul>
<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Handouts, brochures, pamphlets</li> <li>• Signage/plaques</li> <li>• Materials available online to be downloaded</li> <li>• Video, power point, slide show, multi-media</li> <li>• Letters, direct mail, posters</li> </ul>
<p><b>Evaluation/Assessment</b></p> <ul style="list-style-type: none"> <li>• Post event/program follow-up</li> <li>• Critiques/evaluations</li> <li>• Marketing Planning/Goal Setting</li> <li>• Other program reviews</li> </ul>

## VII. Budget

The following **four** elements **must** be included in your budget section:

### A. Financial Detail form

The Financial Detail form (located at the end of this application) **must** be used to summarize the overall project budget. Please round to the nearest whole dollar.

### B. Detailed list of expenditures for U&CF funds

List and define your proposed expenditures for U&CF Funds. Please as specific as possible. Remember, U&CF funds cannot be used for food, entertainment, or purchase of equipment.

### C. Detailed explanation of Cash and In-Kind Match

Specifically list and define your proposed cash and/or in-kind match expenditures.

Cash purchases are direct, out-of-pocket expenditures for eligible project activities. In-kind contributions include on-hand supplies, third party donations of supplies or equipment, the value of employee/staff time (including fringe benefits), professional services at the professional rate, prison labor, or time spent by volunteers on eligible project activities.

Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. To determine the average dollar value of adult volunteer labor, refer to the Independent Sector at [www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html).

For children, use the Federal minimum wage as a standard. **Assistance provided by Federal employees or Georgia Forestry Commission staff may not be claimed as part of the match.**

**Overhead costs** (rents, utilities, grant administration costs, etc.) **may be included** as match only, **providing that the total cost is itemized** and does not exceed more than 12% of the Total Amount of the Project.

If grant funds are awarded, please be prepared to document your match by providing copies of invoices, cancelled checks, signed receipts, payroll records, letters of donation, volunteer sign-in sheets, utility bills, etc.

### D. Letters of intended support

Include letters of intended support (including one from the applicant organization) for all cash and in-kind match expenditures. Each letter of support must include the source, type of the match, the amount and how the value of the match was determined (i.e. wage rate and number of hours for personnel time or retail value of donated materials).

## Checklist and Reminders:

A complete application package must include **one original plus seven copies** of the following:

- \_\_\_\_\_ Application Form – **must be the first page of original and all copies**. Form must be signed.
- \_\_\_\_\_ Legislative Information Form
- \_\_\_\_\_ Proposal Narrative (I-VI) – written in outline format, including section numbers and headings
- Budget Information (VII):
  - \_\_\_\_\_ Financial Detail Form
  - \_\_\_\_\_ List of U&CF funds expenditures
  - \_\_\_\_\_ Details of Cash and In-Kind Contributions
  - \_\_\_\_\_ Letters of Commitment for Cash and In-kind Match
- \_\_\_\_\_ Liability Waiver (**only required for projects that involve tree planting**)

- Staple the original and each copy of the packet in the upper left hand corner
- Send **7 copies plus the original (8 copies total)** of the application package and all supporting materials
- **Postmark** by the application deadline of **May 07, 2010**
- Mail or deliver to:

Urban and Community Forestry Grant Program  
Georgia Forestry Commission  
6835 James B. Rivers/Memorial Drive  
Stone Mountain, GA 30083  
Attn: Joan Scales

**Questions:** Contact Joan Scales, Grant Administrator @ [jcales@gfc.state.ga.us](mailto:jcales@gfc.state.ga.us) or (678) 476-6226

# LIABILITY WAIVER

(To be completed and included for any projects involving tree plantings)

\_\_\_\_\_ hereby releases the  
(Organization name)

Georgia Forestry Commission from any liability associated with contractors, volunteers, local government employees or other persons working on the Urban and Community Forestry Grant Program.

Printed Name  
of Authorized  
Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PROJECT TITLE:

**FINANCIAL DETAIL FORM**  
 APPLICATION FOR FEDERAL ASSISTANCE  
**U&CF Sub-Grant Funds From The**  
**Georgia Forestry Commission**

COST CATEGORY	U&CF FUNDS REQUESTED	Cash Match		In-Kind Match		Total
	\$	AMOUNT \$	SOURCE	VALUE \$	SOURCE	\$
<b>OVERHEAD/ADMINISTRATION</b> (NOT A REIMBURSABLE EXPENSE – CAN ONLY BE APPLIED AS MATCH)						
<b>PERSONNEL/LABOR</b>						
<b>FRINGE BENEFITS</b>						
<b>TRAVEL</b>						
<b>CONSULTANT SERVICES</b>						
<b>MATERIALS &amp; SUPPLIES</b>						
<b>EQUIPMENT USAGE/RENTAL</b>						
<b>PRINTING</b>						
<b>OTHER: (PLEASE SPECIFY)</b>						
<b>Totals</b>	\$	\$		\$		TOTAL AMOUNT OF PROJECT = \$