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**Massachusetts Forest Stewardship Program**

**C O M M U N I T Y W O O D L A N D G R A N T**

**Program Application Instructions and Checklist**

**Grant Application Submission Instructions:**

To ensure a seamless processing of your grant application, please carefully review and include all the following items. Failure to submit any of the required components may adversely impact the assessment of your application and could potentially cause delays in the grant award process.

If the grant application includes Landscape Stewardship Planning and/or Outreach and Education activities—please contact Mike Downey before submitting your application.

**APPLICATION:**

* Completed Grant Application: Ensure all sections, including the project summary, are completed directly on the form. Do not use "see attached" for the project summary.
* Original Signature: The application must bear an original signature from an authorized person.
* Completed IRS Form W-9 [Form W-9 (Rev. October 2018) (irs.gov)](https://www.irs.gov/pub/irs-pdf/fw9.pdf)

**NARRATIVE (3-5 pages):**

* **Background (1 page):** Provide a concise background of your community forest, incorporating its mission and goals for the upcoming years.
* **Project Description (2-3 pages):** Detail what is expected to be developed, produced, performed, or implemented. Clearly articulate how desired results will be achieved, including a measurable work plan for the project.
* **Detailed Locations:** Specify locations where stewardship and/or outreach and education activities are planned. For projects involving practices recommended in your Forest Stewardship Plan, include a copy of your Forest Stewardship Plan; a practice list, and a detailed map. Note that grants cannot be used for capital improvements.
* **Project Leadership and Community Involvement:** Clearly outline who will lead the project and describe the individuals or groups involved. For forest management activities, the involvement of a Massachusetts Licensed Forester is recommended. Emphasize how your project proposal includes diverse community members in planning and implementation.
* **Sustainability:** Describe how your project and its desired results will be maintained and sustained. Please note that these grants are not intended for ongoing funding.
* **Evaluation:** Outline your approach to evaluating the success of the project.

**DETAILED BUDGET AND PROJECT TIMELINE:**

* A detailed budget outlining estimated costs, specific fund utilization, and sources of matching funds. Indicate:
	1. Components of your project that will be funded by the Community Woodland Grant.
	2. Components of your project that will be funded by matching sources.
	3. Please specify what the funds will be spent on. Indicate the sources of matching funds and whether they are 'in hand' or pending. Matching funds and volunteer time should be specific to the project being proposed.
	4. A project timeline illustrating anticipated dates by which specific project tasks will be accomplished.

**ATTACHMENTS AND FORMS:**

* Letters of Support: Include letters from key cooperators and supporters, clearly stating their support of the proposed project.
* Letters of Commitment: Include letters from key cooperators and supporters, clearly stating their specific contributions to the proposed project.

**SUBMIT TO:**

* Mail one original and two copies of the application or email the application to:

Department of Conservation And Recreation

Forest Stewardship Program

355 West Boylston Street

Clinton, MA 01510

Attention: Mike Downey

\*Applications will be reviewed on a First-Come, First-Served basis. Your diligence in providing a comprehensive and well-organized submission is appreciated.



**COMMUNITY WOODLAND GRANT APPLICATION**

This grant is offered on an ongoing basis as funding permits.The award amount is based on available funds, applicants, and other variables. Applications are accepted on a First-Come, First-Served basis.

**DATE: CONTACT PERSON:**

*(Please list one person who will be available to answer questions)*

**NAME OF APPLICANT ORGANIZATION:**

**ADDRESS:**

**PRIMARY PHONE: ALTERNATIVE PHONE:**

**EMAIL: FAX:**

**WEBSITE:**

**How Did You Hear about the Community Woodland Grant Program?**

**AMOUNT OF THIS REQUEST: $**

**TOTAL PROJECT BUDGET: $**

**PROJECT PROPOSAL SUMMARY** *(No more than 3 sentences)***:**

**This application has the support of the entity that is applying.**

Signature of Authorized Agent Date

Printed Name and Title

**PROJECT NARRATIVE & BUDGET** *(no more than 3 to 5 pages please)*

1.

2. **Project Budget Overview**

* **Anticipated Expenses and Income:**
	+ Provide a detailed itemization of the expected expenses and income associated with the proposed project.
* **In-Kind Services:**
	+ Clearly outline any in-kind services, such as donated materials or labor, that you anticipate receiving for this project.
* **Matching Funds:**
	+ Indicate which expenses will be covered with matching funds. You may use formatting options such as underlining, bolding, italicizing, or asterisk (\*) to distinguish these items.

Summary Budget Table

|  |  |  |
| --- | --- | --- |
| Total Income(including matching funds) | Total In-Kind Services | Total Project Cost |
| $ | $ | $ |

Total Income + Total In-Kind Services = Total Project Cost

Please **email** the completed **Community Woodland Grant Application** to Michael Downey (Michael.Downey@mass.gov).

If your access to email is limited, please mail to:

Michael Downey

Department of Conservation And Recreation

Forest Stewardship Program

355 West Boylston Street

Clinton, MA 01510

Attention: Mike Downey