



## URBAN AND COMMUNITY FORESTRY PROGRAM FY25 COMMUNITY FORESTRY GRANT

*Grant program is funded by the USDA Forest Service under the authority of the Cooperative Forestry Assistance Act, P.L. 95-313 as amended, 16 U.S.C. 2105 – Federal Assistance Listing 10.675.*

### Grant Program Overview

The Michigan Department of Natural Resources (**DNR**), Urban and Community Forestry (**UCF**) Program in cooperation with the U.S. Department of Agriculture Forest Service (**USFS**) has established the Community Forestry Grant (CFG) program with federal funding provided by the USFS UCF Program (FAL 10.675). Funding will be available to eligible entities for projects in Michigan, which must be completed by **September 1, 2026**.

The **purposes of the Michigan Community Forestry Grant (CFG) program** are to provide financial and technical assistance to:

- Build local community capacity to grow, manage and care for community trees and forests through education, training, and technical assistance.
- Assist communities in developing and implementing sustainable community forest management programs.
- Address environmental justice and equity issues by engaging and involving disadvantaged and/or underserved communities as defined by federal executive order [14008](#) (Justice40 initiative).
- Improve public awareness and understanding of the benefits of preserving, maintaining and expanding community tree cover.
- Facilitate partnerships among residents and public, private, and nonprofit organizations to encourage stewardship of urban and community forests.
- Support innovative projects and partnerships that address UCF issues in Michigan.
- Enhance the technical skills of those involved in planning, managing, or maintaining urban and community forests.
- Incorporate trees and urban and community forests into climate adaptation and resilience strategies to support more equitable and resilient communities.
- Support the goals and objectives of the [Michigan Forest Action Plan](#).

### Tips for Applying

- Read the **FY25 CFG Handbook** thoroughly before starting application.
- Ensure the organization and project are eligible for funding.
- Read the entire **CFG** application before completing to understand the information needed.
- Include clear comments in the budget detail to justify funding request and describe match.
- Provide copies of quotes and estimates for items that will be purchased and/or contractors/consultants that will be assisting with implementation.
- Before submitting:
  - Proofread and check that all application sections and fields are complete and accurate.
  - Double check budget and required match for accuracy.
  - Ensure that all necessary attachments are included with grant application in submittal.
- **APPLICATION DEADLINE: September 20, 2024**
  - **Email completed application and applicable attachments to [SayersK@michigan.gov](mailto:SayersK@michigan.gov).**
  - If you are unable to submit the application form electronically, please contact Kevin Sayers at [SayersK@michigan.gov](mailto:SayersK@michigan.gov) **no later than 1 week before the application due date** for an alternative method of submission.

**Contact.** For questions or assistance with project development contact Kevin Sayers, UCF Program Manager by email at [SayersK@michigan.gov](mailto:SayersK@michigan.gov) or phone at 517-582-3209.

<b>SECTION 1 - APPLICANT INFORMATION</b>	
<b>1.1 Applicant Name</b> (Community or Organization)	
<b>1.2 Type of Organization</b> (select one):	
<input type="checkbox"/> Local Unit of Government (city, township, village, county, library) <input type="checkbox"/> Federally Recognized Tribal Government <input type="checkbox"/> State Agency <input type="checkbox"/> 501(c)(3) Non-Profit Organization <input type="checkbox"/> Educational Institution	
<b>1.3 SIGMA Vendor Number</b> (if known*)	
*Will be required if awarded a grant. It is recommended that applicants submit a request for a SIGMA Vendor Number during the grant application process. <a href="#">Sigma Vendor Self Service</a> (VSS). For assistance contact (888)734-9749 or email: <a href="mailto:SIGMA-Vendor@Michigan.gov">SIGMA-Vendor@Michigan.gov</a> .	
<b>1.4 Federal Unique Entity Identifier Number</b> (if known*)	
*Number is required if awarded a grant. It is recommended that applicants submit a request for a Unique Entity Identifier Number ( <a href="https://sam.gov">https://sam.gov</a> ) during the grant application process.	
<b>1.5 Contact Person and Title (Primary Project Contact)</b>	
<b>1.6 Contact Information</b>	
Address including city, state, and zip code	County
Email	Telephone (including area code)
<b>1.7 Authorized Representative Name and Title (if different than contact person)</b>	
<b>1.8 Authorized Representative Contact Information (if different than contact person)</b>	
Address including city, state, and zip code	County
Email	Telephone (including area code)
<b>Which of the following urban and community forestry program components does your community <i>currently</i> have in place?</b> (check all that apply).	
<input type="checkbox"/> <b>Not applicable</b> (non-profit organization, educational institution) <input type="checkbox"/> <b>Current* Urban Forest Plan</b> (e.g., management, strategic, master, etc.) <input type="checkbox"/> <b>Current* Resource Assessment</b> (e.g. street/park tree inventory or urban tree canopy assessment) <input type="checkbox"/> <b>Public Tree Ordinance</b> <input type="checkbox"/> <b>Tree Board/Commission or Responsible Municipal Department</b> <input type="checkbox"/> <b>Professional Staffing</b> (with urban forestry or natural resources management/planning education, training and/or position responsibilities. This may include consultants.)	
Professional Staffing Position/Title	
*A plan or resources assessment is current if it has been created or updated within the last 5 years.	

**SECTION 2 – PROJECT OVERVIEW**

**2.1 Project Category** (select all that apply):

<input type="checkbox"/> Assessment and Data	<input type="checkbox"/> Tree Maintenance and Care
<input type="checkbox"/> Planning and Management	<input type="checkbox"/> Engagement, Education and Training
<input type="checkbox"/> Tree Planting and Establishment	

**2.2 Project title and brief description of project (Max 600 characters).**

Title:

Project Description:

**2.3 Will the proposed project occur in or directly benefit disadvantaged areas of your community identified in the Michigan UCF IRA Screening Tool?**  Yes  No

If yes, please use the [Michigan UCF IRA Screening Tool](#) to identify and provide the Census Tract Number(s) of the disadvantaged area(s) where activities will occur.

**2.5 Grant Funds Requested** (Grant minimum: \$5,000 / Grant Maximum: \$30,000)     \$

**2.6 Has your organization received a Michigan Department of Natural Resources Community Forestry Grant, Urban and Community Forestry Inflation Reduction Act Grant and/or a USDA Forest Service Urban and Community Forestry Inflation Reduction Act grant or pass through grant in the last 3 years?**

Yes      No      Don't know

**SECTION 3 – PROJECT DESCRIPTION**

**3.1. Describe the project purpose and need. Explain local issues that are motivating the project and challenges/priorities it aims to address.** (Max 3000 characters).

Note: For tree planting projects also complete question 3.1.A and see the *Guidelines for Tree Planting Projects* in the CFG Handbook for required information.

**3.1.A Required Tree Planting Information.** If additional space is needed, please attach as a separate document.

<b>Proposed Species</b> (Botanical name preferred, e.g., <i>Quercus alba</i> – white oak)	<b>Quantity</b>	<b>Tree Planting Stock Type</b> (Balled & Burlapped, Container, Bare Root)	<b>Tree Size</b> (Tree caliper - inches, Container/pot size – gallons or #, Height – feet - for evergreen and multi-stem trees only)
<b>Total</b>			

**Tree planting will occur on:**

- Public Property
  - Private Property (permission required)\*
  - Both
- \*See sample agreement in CFG Handbook*

**Location of tree plantings** (ex: right-of-way, park, school grounds or attach a site map).

**3.2 Describe the major outcomes of this project, who will benefit, and how it connects to [Michigan Forest Action Plan strategies](#) and local/regional plans/projects** (e.g., Inventory 40,000 street trees to improve management and care of public trees. Achieves Forest Action Plan Strategy 6.1 and our community’s climate action plan goal 4).

**3.3 Describe the organization's capacity to complete the project. List the key personnel, including stakeholders, project partners\* and potential contractors/consultants, that will be involved in the project and their roles and responsibilities (including personnel who have technical urban forestry knowledge, grant/project management experience, etc.). For example:**

**Name:** Sally Smith

**Organization:** City of Tree

**Title/Role:** City Urban Forester

**Project Responsibilities:** Will oversee tree inventory and management plan consultant; conduct public engagement and outreach; and oversee implementation of tree planting using the results of the tree inventory and management plan.

**Experience/Expertise:** Urban forestry and arboriculture technical knowledge; community engagement leading city's volunteer urban forester program; managed the city's 2020 DNR urban and community forestry grant.

*\*A brief letter of commitment/permission from any listed project partner (excluding contractors/consultants not under contract) **must be included with the grant application**. Examples of situations where a letter of commitment/permission is needed: (1) Granting permission to conduct tree planting on public property not owned by the grantee; (2) School district providing educational assistance to implement the project.*

**3.4 Describe the strategies and activities that have been or will be used to engage, empower, and involve local community members in decision making and implementation of the grant project. (Max 2000 characters)**





**SECTION 4 - BUDGET**

**4.1 Complete the budget table and provide a detailed explanation of the amount requested.**

A \$1:\$1 match is required for CFG funded projects. Attach quotes and estimates received that were used to determine project costs. Review the *CFG Handbook* for descriptions of each grant category and a sample budget.

<b>Project Title:</b>			<b>Project Category:</b>	
<b>Expenditure Category</b>	<b>Grant Funds Requested (Dollars)</b>	<b>Match (Dollars)</b>	<b>Match (In-kind)</b>	<b>Budget Detail</b>
<b>SALARY PROGRAM STAFF</b>				
<b>FRINGE PROGRAM STAFF</b>				
<b>SALARY ADMINISTRATIVE STAFF</b>				
<b>FRINGE ADMINISTRATIVE STAFF</b>				
<b>VOLUNTEER</b>				
<b>TRAVEL</b>				
<b>SUPPLIES</b>				
<b>EQUIPMENT PURCHASE</b>				
<b>CONTRACTUAL &amp; CONSULTING</b>				
<b>INDIRECT COSTS*</b>				
<b>OTHER</b>				
<b>TOTAL</b>				

**\*Indirect costs.**

- If the applicant has an **approved overhead/indirect rate from a cognizant federal agency, Negotiated Indirect Cost Rate Agreement or NICRA**, that rate may be used, with proof of certification, as an eligible grant expense on salaries, fringes, supplies, travel and contracts. Expenses in the "Other" category may not be used in the indirect calculation.
- If the applicant **does not have an approved NICRA**, the **10% de minimis rate** indirect cost modified total direct cost basis (MTDC) can be requested as an eligible grant expense on salaries, fringes, supplies, travel, and service contracts. Expenses in the "Other" category may not be used in the indirect calculation.

**SECTION 5 – PROJECT/PROGRAM SUSTAINABILITY**

**5.1 Describe the plan to continue, maintain, update, or assess the project beyond the period of grant funding. Review the questions below for each grant category and incorporate, as appropriate, in response. (Max 2000 characters)**

**Assessment and Data:** How will the data be maintained and updated to ensure it stays current?

**Planning and Management:** How will funding be sustained to support implementation of the plan and/or urban forest management activities after grant completion?

**Tree Planting and Establishment:** What strategies are or will be put into place to ensure that the DNR's [Tree Maintenance Guidelines \(IC4108-1\)](#) or similar industry standard guidelines are followed to ensure the long-term survival of newly planted trees?

**Tree Maintenance and Care.** How will funding be sustained to support the continued proactive maintenance and care of the community's public trees?

**Engagement, Education and Training.** How will community members/stakeholders continue to be engaged and empowered to participate in decision-making and implementation of tree and urban forestry related activities?

**SECTION 6 – AUTHORIZATION/SIGNATURE**

**If you are not the landowner where the project will occur, do you have landowner written permission (if applicable)?**

Yes, provide copy                       No (copy is required prior to beginning)                       N/A

**Non-Profit Organizations: Have you attached a copy of the IRS determination indicating non-profit status?**  Yes  No

**Is your organization currently [debarred or suspended](#) from participating in Federal Assistance Programs?**  Yes  No

*As designated representative of Applicant, I hereby agree to implement this project according to the application and abide by the provisions of the DNR Urban and Community Forestry Program, including compliance with all applicable federal and state laws and regulations.*

Applicant's Designated Representative (Please Type/Print)	Signature	Date