



Michigan Department of Natural Resources – Forest Resources Division

## FOREST STEWARDSHIP GRANT PROGRAM OUTREACH & EDUCATION PROJECTS

### APPLICATION INFORMATION

*This information is provided by authority of Part 501 of 451, PA 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664.*

*Co-sponsored by:*

USDA Forest Service, State and Private Forestry Program  
Michigan Department of Natural Resources, Forest Resources Division

### APPLICATIONS ACCEPTED YEAR ROUND

*This information is available on our website at [www.michigan.gov/foreststewardship](http://www.michigan.gov/foreststewardship).*

#### GENERAL INFORMATION:

Michigan Department of Natural Resources (DNR), Forest Resources Division (FRD), in cooperation with the United States Forest Service, has established a Forest Stewardship Outreach and Education Grants Program for special forestry projects. Funding is federal money from the U.S. Forest Service, State and Private Forestry Program, Forest Stewardship Program (FSP) (CFDA 10.664).

Funds will be available to local schools, municipal forest owners, and private organizations on a competitive basis for forestry projects that provide education and outreach to Michigan's family forest landowners. The maximum individual grant amount is \$2,500. This is a cost share program where the limited grant funds may not cover the entire cost of the project. The grantee is not required to provide matching funds, but should expect that the grant may not cover the entire cost of the project. The applicant's matching funds cannot come from other Federal funds. The Michigan Forest Foundation may be a potential source for matching funds ([www.michiganforests.org](http://www.michiganforests.org)). The project must be completed by **September 30 of each year** to allow for fiscal year-end review, reporting, and payment.

Forest Stewardship, as it relates to this program, is the application of proper economic and ecological principles to the management of private or municipal forest land. The program's purpose is to enable individual landowners to achieve personal land ownership goals and objectives while maintaining forest ecosystems, biological resources and a sustainable supply of forest products for future owners and society as a whole.

The purposes of this grant program include: developing Forest Stewardship Plans for school forests or other municipal and private forests, providing outreach and education to private landowners about Forest Stewardship, providing outreach and education to all citizens about stewardship of our natural resources, and increased understanding of the benefits of actively managing forest ecosystems.

**This is a reimbursement grant program: Federal grant monies awarded under this program will be paid only upon evidence of completion of granted projects.**

For additional information, visit the DNR website at [www.michigan.gov/foreststewardship](http://www.michigan.gov/foreststewardship), or contact:

Mike Smalligan, Forest Stewardship Coordinator, Phone: 517-284-5884; Email: [smalliganm@michigan.gov](mailto:smalliganm@michigan.gov)

**Forest Stewardship Program  
DNR Forest resources Division  
PO Box 30452  
Lansing MI 48909-7952**



**FOREST STEWARDSHIP GRANT PROGRAM - OUTREACH & EDUCATION PROJECTS – FISCAL YEAR 2016**  
**APPLICATION INFORMATION**

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**HOW TO APPLY:**

Submit an application by email or surface mail. Applications will be accepted from schools, local units of government (municipality, township, county, and other legal entities of local government), individuals, private camps, and non-profit organizations.

Applications must include a Project Narrative and a Budget. The grant application must demonstrate that grant funds are not substitutions for existing program expenditures.

**Narrative Information:** The narrative should include short and long-term project performance, results and evaluation, organizations involved and people responsible for project implementation and follow-up, impact on private forest landowners and how the project will be continued beyond grant funds (if applicable). Applications should include detailed information for the evaluation committee to review when rating your proposal.

**Budget Information:** Applications must include the total project cost, grant amount request, and the amount and type of matching funds (cash, in-kind contributions, etc.). Federal monies from other sources may NOT be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, goods, services, etc. should be identified. Volunteer labor/services should be valued as: Adults - \$25/hour, Youths (up to age 16) - \$10/hour. Professional or technical services contributed by businesses or companies may be estimated at commercial/professional rates that are reasonable and customary.

Project records must be available for audits for up to three (3) years, and site reviews for up to five (5) years. Applicants must comply with all applicable state and federal requirements and regulations.

**Non-Profit Information:** If the project is being performed by a non-profit organization on public land, permission by the landowning authority must be documented (i.e. school district, township supervisor). Lands owned by non-profit organizations and Tribal lands are eligible for use, but applicants must submit a letter from the organization or Tribe ensuring the lands are open to the public for educational purposes.

**ELIGIBILITY:**

**SUSPENDED AND DEBARRED PARTIES:**

**\*Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.

**Eligible Projects:** Several types of projects will be eligible for funding under the program: developing a Forest Stewardship Plan for a school forest or other municipal forest land, outreach and education projects, demonstration areas, and ecosystem planning projects.

**Forest Stewardship Plan Preparation:** Eligible land includes school forest land, municipal forest land, or private land open to the public. The Forest Stewardship Plan must be prepared by a Certified Forest Stewardship Plan Writer – see list of 125 plan writers at [www.michigan.gov/foreststewardship](http://www.michigan.gov/foreststewardship). The Forest Stewardship Plan must include all of the elements required by the Michigan Forest Stewardship Program and also include information about outreach and education to nearby private landowners. The Forest Stewardship Plan must be reviewed and approved by the Michigan DNR prior to reimbursement. The maximum reimbursement for Fiscal Year 2016 is "\$1,000 per plan plus \$2.50 per planned acre up to \$2,500 per Landowner." The Forest Stewardship Program requests permission from the Landowner and Plan Writer to make the Forest Stewardship publically available at [www.michigan.gov/foreststewardship](http://www.michigan.gov/foreststewardship) to educate private landowners about forest management plans.

**Outreach and Education Projects** such as youth programs, public service materials, brochures, exhibits, computer programs, and video production and distribution. Grant money cannot pay for equipment purchases such as video camera, computer, etc. Projects must target private landowners, and can also include other citizens. The maximum grant request is \$2,500.

**Demonstration Areas** such as planting, signing, materials, technology transfer, trails, natural resource improvement, enhancement and protection for demonstration, education and information purposes. Project must be performed on non-federal public land or private land open to the public, and must target private landowners. The maximum grant request is \$2,500.

**Ecosystem Projects:** Local, watershed or regional projects that target private landowners to actively manage their forest ecosystem for sustainability and forest health. The maximum grant request is \$2,500.

**FOREST STEWARDSHIP GRANT PROGRAM - OUTREACH & EDUCATION PROJECTS – FISCAL YEAR 2016**  
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**RATING CRITERIA:**

Applications will be rated based on two criteria: project goals and project quality. Project goals must include encouraging private forest landowners to actively manage their forest land for sustainability and forest health. Project quality includes project effectiveness, project outcomes, short and long-term impacts, cost effectiveness, and evaluation methods.

Additional criteria include geographic location, project variety, and project relevance. The DNR reserves the right to refine or alter the criteria at any time.

**PRIORITY PROJECTS:**

*The highest priority project for Fiscal Year 2016 is developing Forest Stewardship Plans for school forests. Secondary priority is developing Forest Stewardship Plans for municipal forest land or private land open to the public.*

Funds are very limited for outreach and education projects, demonstration areas, or ecosystem projects. These types of projects are not likely to be funded in FY2016.

**GRANT AWARD AND EXECUTION OF CONTRACT:**

Grants will be awarded to the high priority proposals, as determined by the Michigan DNR, based on the application and other considerations. Following the rating, each applicant will be notified of their status (award and allocation, or no award).

Projects meriting funding consideration, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with FSP staff prior to starting the grant to review project plans and activities.

Grant funds will be paid **ONLY** upon evidence of completion of project. Project must be completed by September 30. Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of the Michigan DNR, Forest Stewardship Program, and the United States Forest Service, State and Private Forestry Program.

The Michigan DNR reserves the right to withhold award of available grant funds.

**Fully completed applications must be approved prior to starting the project.**

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest Resources Division, Michigan Department of Natural Resources, PO Box 30452, Lansing, MI 48909-7952. Telephone: 517-284-5900.

This publication is available in alternative formats upon request.