



SOUTH DAKOTA DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES

RESOURCE CONSERVATION AND FORESTRY DIVISION

523 East Capitol Avenue

Pierre, SD 57501

Phone: 605.773.3623 Fax: 605.773.3481

sdda.sd.gov

GRANT APPLICATION FORM

Applicant Information

Organization: _____ Mailing Address: _____

Telephone: _____ City: _____ State: _____ Zip: _____

Tax Status: _____

Project Contact

Project Officer: _____ Telephone: _____

Fax: _____ Email: _____

Project Information

Project Name: _____

Start Date: _____ End Date: _____

Legal description: County _____

Township: _____ Range: _____

Section: _____ Qtr: _____

Type of Grant

☐ Conservation Grant ☐ Community Forestry

☐ Insect/Disease ☐ Invasive Species

☐ Forest Stewardship ☐ Mountain Pine Beetle

☐ Other (specify): _____

Financial Information

Grant funds requested: _____ Partner contributions (total): _____ Total project cost: _____

Please provide a brief, descriptive summary of the project:

I hereby certify that to the best of my knowledge and belief, this application is true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in federally assisted programs.

Applicant Signature _____ Title _____ Date _____

A copy of the state required [W-9 form](#) must be attached to this application.

OFFICE USE ONLY

Signature of Reviewer _____ Title _____ Date _____

Signature of Approval _____ Title _____ Date _____

BUDGET SHEET

The total for each of these three sections should equal the "Total Project Cost" on page 1.

A. Operating Budget

1. Salary/Benefits _____
2. Travel _____
3. Contractual Services _____
4. Supplies _____
5. Equipment (list major equipment) _____
6. Consultation Services _____

Total Project Costs _____ This total must equal _____

B. Activity Budget

Activity	Grant Funds	Local Funds	Local In-Kind	Other Funds	Total
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____

This total must equal _____

C. Project Partners

Partners	Amount Cash	Amount In-Kind	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
Totals	_____	_____	_____

This total must equal _____

Resource Conservation and Forestry

Grant Application Guidelines

In addition to a completed application, please provide a project narrative. The narrative should not exceed three pages of single-spaced text. Please attach any maps, figures, and photographs that you feel are valuable in explaining the project. The project narrative must include:

Project Partners

- Please list any project partners and quantify their contribution to the project.
- Any practice funded by the Coordinated Natural Resources Conservation Grant funds must meet one or more goals of the Coordinated Plan for the Natural Resources Conservation.

Project Descriptions and Need

- Explain who will be the primary beneficiaries of this project.
- Define who will be responsible for the implementation, maintenance, and follow-up stages of the project.
- Indicate where this project will be located (district, watershed, community, etc.). Attach maps as relevant.
- Describe the specific environmental, natural resource, ecological, educational, and/or socio-economic need(s) that the project will address.
- Briefly describe the specific on-the-ground restoration activities to be undertaken on-site to achieve the project objectives and why it is needed.
- Explain if this project is part of a larger regional and/or local watershed effort.
- Describe provisions to ensure long-term management and protection of the project (e.g., conservation easements on private land, long-term monitoring program).
- Please indicate if any federal, state, or local permits are required to complete the project and the status of efforts to secure necessary authorization.

Final Products

- Describe the anticipated benefits of the project from an ecological, educational, and/or socio-economic perspective (e.g., number of acres of wetlands or stream miles restored, target audience and how they will benefit).
- Identify how you will measure the success of the project.

Partner Justification

- Describe the strengths, qualifications, and nature of the contribution of your organization and other collaborating organizations.

In addition to the application and project narrative, applications for Conservation Commission Grants also must include:

- A copy of the motion of official action by the board of the sponsoring district to approve the project and the grant application.

Applicants also should review Chapter 12:03:05 of Administrative Rules, especially regarding format of application, project costs, length of grant periods, ineligible grant purposes, and required prior reports (including annual financial and progress reports for the prior fiscal year).

In addition to the application and project narrative, applications for Urban and Community Forestry Challenge Grants must also include:

- Completed sub-grant questionnaire.
- Submit a work plan outlining the activities you wish to accomplish through this grant.

Tree species selected must be at least 1¼ inch caliper and at least 10 feet tall in accordance with the American Standard for Nursery Stock (ANSI Z60.1 – 2006).

Sampletown Food Forest, LLC
123 West Main Street
Sampletown, SD 01010
123-456-7890

Project Partners:

- Meyers & Smith, LLC is a local office who has kindly donated \$8000 cash to be used for building project costs with no limitations on where the funds can be used.
- The City of Sampletown has pledged the 2-acre plot of land, valued at \$3000 as their in-kind contribution.
- The Sampletown Green Thumb Club has put together a team and pledged voluntary labor, valued at \$3600. All community personnel hours will be documented and valued at a base pay of \$10 per hour per person.
- The VFW of Sampletown has made a \$400 cash donation to be used towards the purchase of fruit tree saplings, they would like a plaque in memory of one of their members.
- Sampletown Irrigation has made a \$4,000 value in-kind contribution towards an irrigation system that will help water and take care of the 2-acre plot.
- ST's Hardware, the local community's hardware store, has pledged to donate all of the supplies to build raised garden beds, rentable garden plots, all of the fruit bearing shrubs, mulch for the entire project, decoration and pathway needs, and necessary equipment rentals. They have valued this at \$14,200.
- The Contractors of Sampletown are making an in-kind contribution of their contracting
- as well as their consultation services throughout the entirety of the project. With the cost of each service per hour, they have configured this contribution to be \$2800.
- The final part of our budget and our last project partner would be the \$5000 grant from the State Urban & Community Forestry Program

The primary beneficiaries of the project would be the citizens of Sampletown. Sampletown Food Forest, LLC has set up a group of volunteer board members who are in charge of monthly meetings for any maintenance or work needing to be done on the plot. This volunteer-based board is also in charge of organizing any fundraising that will need to be done in order to upkeep the property over the future years to come. We have included a few maps on where the project will be located. It is in the center of town, near the courthouse so that the plot is easily accessible by any citizen at any time. Having a population of nearly 32,000 people, Sampletown residents will benefit greatly from having fresh produce available for little (low-cost, rentable garden beds) to no cost (free foraging from the fruit producing shrubs and trees). Another benefit from food forests is the reduction on carbon and improvement on local pollinator populations. Sampletown has seen multiple requests come across the desk of the mayor requesting a food forest to help citizens maintain a healthier lifestyle, address lower income families' access to healthier foods and boost the overall function of the community. This project would help address those needs.

Our building plan involves breaking ground on May 15th. We will first need to make our pathways set up by the specifications of the design team at Contractors of Sampletown that will be added to the pre-existing pathway that includes a bridge over a stream that runs through the property. Then Sampletown irrigation will come and install the irrigation system fueled by the stream that runs through the plot. After that is completed, we will finish the design according to the team of contractor's specifications.

Tree Planting Plan Worksheet

The purpose of this worksheet is to provide a framework on which a community can build plan for starting, implementing, and follow up on a community tree planting.

Community Name - Sampletown, SD

Date of planting(s) - June 5th, 2023

Location of the planting(s)

- Address– 1234 West Main Street, Sampletown, SD
- GPS Coordinates– 10.101010 x 01.010101

Person or organization responsible for the tree planting (include contact information): John Smith 123-456-9878 with Sampletown Food Forest, LLC. , 123-456-7890

Person or organization performing the tree planting (include contact information): Sampletown PTA 321-654-9870

Approved tree species to be planted (include tree stock type):

- Wolf River Apple
- Cortland Apple
- Golden Delicious Apple
- Golden Spice Pear Tree
- European Plum
- Canadian Harmony Peach
- Salavatski Pomegranate
- Golden Kiwi
- Elderberry
- Goldcot Apricot

Number of Tree by Species

- Wolf River Apple (20)
- Cortland Apple (20)
- Golden Delicious Apple (20)
- Golden Spice Pear Tree (20)
- European Plum (20)
- Canadian Harmony Peach (20)
- Salavatski Pomegranate (15)
- Golden Kiwi (15)
- Elderberry (15)
- Goldcot Apricot (15)

Mulching Requirements

- Mulch should be 3-6 inches deep and evenly cover the area that was disturbed to plant the tree.
- Mulch should be renewed annual or as needed on windy or very active sites (ie golf courses, busy parks)

Tree Strap/Staking Requirements

- Trees should have at least one tree strap on the windward side of the tree unless otherwise approved by the regional forester.
- More tree straps may be used if the situation calls for it.
- Straps are to be removed after one year

Watering Requirements

- Watering must take place everyday for the first two weeks and then decrease to 3 times a week for the first year.
- Each watering should deeply soak the root ball and use around 10 gallons per diameter inch of tree. This is usually around 15-30 gallons of water per tree per watering.
- Watering aids such as Treegator bags may be used but they do not replace a active watering regime.

Pruning

- Pruning should take place in the spring of the year typically from mid April-June. This can change a bit year to year so consult with your regional forester if you want to prune outside this window.
- Exceptions to this are pruning fruit trees and the pruning of dead wood. Please consult your regional forester for advice on this.

Tree Health Checks

- Trees should be checked annually during the spring pruning session and as needed through the rest of the year.
- If you note an issue please contact your regional forester for advice on what the issue is and the appropriate remedy

