



Department of Agriculture and Natural Resources

Division of Resource Conservation & Forestry

Grant Application Form

Applicant Information:

Organization: _____ Mailing Address: _____
Telephone: _____ City: _____
Tax Status: _____ State: _____ Zip: _____

A copy of the state-required W-9 form must be attached

Project Contact:

Project Officer: _____ Telephone: _____
FAX: _____ Email: _____

Project Information:

Project Name: _____
Start Date: _____ End Date: _____
Legal description: _____ County: _____
Township: _____ Range: _____ Section: _____ Qtr: _____ Qtr: _____

Type of Grant:

Conservation Grant Community Forestry
Insect/Disease Invasive Species
Forest Stewardship
Other (Specify) _____

Financial Information:

Grant Funds Requested: _____ Partner Contributions (total) _____ Total Project Cost: _____

Please give a brief, descriptive summary of the project (Use Section "D" to provide project detail)

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 _____
Authorized Signature _____ Title _____ Date _____

For Division Use Only:

Reviewed by: _____	_____	_____
Signature	Title	Date
Approved by: _____	_____	_____
Signature	Title	Date

BUDGET SHEET

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

A. OPERATING BUDGET

1. Salary/Benefits	_____	
2. Travel	_____	
3. Contractual Services	_____	
4. Supplies	_____	
5. Equipment (list major equip.)	_____	
6. Consultant 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. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____

This total must equal _____

C. PROJECT PARTNERS: Please list the names of ALL project partner organizations, the value of their contribution, and indicate whether the contribution is cash or in-kind.

Partner	Amount Cash	Amount In-Kind	Total Cost
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
TOTALS	_____	_____	_____

This total must equal _____

SUBMISSION:

Please mail one complete application, including any attachments, to:

SD Department of Agriculture and Natural Resources
Resource Conservation & Forestry
523 E. Capitol Avenue
Pierre, SD 57501-3182

Resource Conservation and Forestry

Urban and Community Forestry Challenge Grant Application Guidelines

For major grant requirements, please refer to the [Community Forestry Grant Requirements](#)

For guidance on building your project narrative, please refer to the [Urban and Community Forestry Challenge Grant Scoring System](#)

Major Grant Requirements:

- Project lead must be a public entity, tribe, or non-profit
- Projects must be on public lands (held by central or local governments)
- All projects require a 50/50 match. This match must be shown in the application. The grant will reimburse the applicant for no more than 50% of the documented expenses.
- Applicant must complete and submit a UCF Grant Supplemental Questionnaire.
- To be eligible for a grant, you **must** obtain professional advice from the Division of Resource Conservation & Forestry (RCF). Our assistance will ensure the tree species selected are suitable for the site and the planting plans are compatible with the parameters of the grant. **Please include a species list and cost estimate, in your proposal.** When requesting grant funds for tree planting, at least **two** bids should be included from local nurseries.
- Following grant notification and **prior** to project implementation, a brief planning meeting between the grantee and a RC&F Urban & Community Forestry (U&CF) team member **must** be arranged. This will ensure that proper planting and maintenance procedures are followed. **An RC&F forester must be present for physical implementation of the project.**