



Urban Forestry Outreach Grant Program

To Connecticut's Urban Forestry Non-Profit Partners:

I am very pleased to announce the attached Request for Proposals. This RFP is an indication of the great value that the DEEP Division of Forestry places in its non-profit partners. This relationship has been rewarding in many ways over the years, to the DEEP but also to all who live and/or work in the State and to all who benefit from our urban trees. Through this RFP, we seek to build on this relationship, to the benefit of the people of Connecticut. We at the Division of Forestry look forward to the many interesting applications that we know that we will receive in response to this RFP.

To summarize – we are looking for applications from non-profit organizations in Connecticut that work within the urbanized areas of the State. The grant amount is for \$30,000 and is to fund outreach efforts, whether that be personnel, materials, a specific project or other activities. We do anticipate that we will award only one grant, for the full amount. The start date for the successful project will be from whenever the grant paperwork is executed. It will run until December 15, 2014. The due date for applications is November 1, 2013.

I also want to take this opportunity to thank our federal partner for providing the funding that makes this grant opportunity possible. Funding for this grant is from the USDA Forest Service, State and Private Forestry Program. We have always worked very closely with the Forest Service. This is yet another example of how productive that relationship is, for everyone.

The best of luck to all who wish to apply. If you have any questions regarding the grant, please do not hesitate to contact the State's Urban Forestry Coordinator:

Chris Donnelly / Urban Forestry Coordinator /DEEP Forestry
79 Elm Street / Hartford, CT 06106 / (860) 424-3178 / chris.donnelly@ct.gov

Sincerely,

Chris Martin
State Forester
DEEP Forestry
(860) 424-3630
August 30, 2013

**Request for Proposals
Urban Forestry Outreach Grant
CT DEEP Division of Forestry
Fall 2013**

Purpose of the Grant: The purpose of this grant is to encourage outreach efforts by a local non-profit organization currently engaged in urban forestry as a primary activity. The outreach efforts are being encouraged in order to:

- Increase the number and diversity of citizens at the local level aware of and involved in urban forestry activities in an urbanized area within Connecticut
- Improve the quality of outreach materials and efforts
- Increase the linkages between state-level urban forestry efforts and those occurring at the local level
- Better understand how successful outreach efforts occurring in one community can be extended to other communities throughout the state

Eligible Organizations: Currently established non-profits registered with the IRS as a non-profit organization are eligible. It is an intention of the grant to reach more densely populated areas. As such, preference will be given to those organizations located in and working within one of the state's urbanized areas as determined by the 2010 US Census (see attached map). These organizations should have a clearly defined geographic or socio-economic focus, along with a demonstrated ability to reach out to a wider audience.

Grant Details: The amount of the grant is \$30,000. The expectation is that only one grant will be awarded, for that amount. The grant recipient must be able to match that amount by some combination of either non-federal funds or in-kind service equivalent to the grant award. The grant period will run from whenever the grant is executed until December 15, 2014. Full final payment of the grant amount will only occur as a reimbursement when the grant is completed; however, a schedule of partial payments may be established at the time the grant is awarded.

Criteria for Selection: All grant applicants will need to complete a grant application cover sheet (attached). In addition, potential grant recipients will outline the specific details of their proposal, including a list of work to be done, anticipated outcomes and timeline associated with the proposal.

Primary consideration as to who receives the grant will be based upon:

1. *Demonstration of need at the community level.* The applicant should be able to demonstrate why outreach to the audience it proposes is important, in the context of urban forestry at the local level and also urban forestry at the state level. In part, this should include an explanation of why additional outreach efforts over and above current outreach efforts are needed. Specific details regarding the intended local audience should be included.
2. *Demonstration of need and capacity within the organization.* The intent of the grant is to fund an organization that can clearly show it has need of this funding and also the capability of accomplishing what it proposes. The existing capabilities of an organization

to perform outreach efforts of the sort proposed will be considered, along with how those capabilities would be enhanced if the grant is awarded. Applicants are encouraged to provide evidence of a track-record of success with regards to existing programs and projects, as well as outlining the way in which this grant will substantially enhance its outreach efforts.

3. *The project proposed.* The application will be also assessed as to the intrinsic value of the proposed project in the context of the purpose of the grant and the practicality of the project. In other words, is this a good project that meets the intended purpose of the grant and that is both feasible and cost-effective? The reviewers will consider whether the application is clear in all of its particulars. The reviewers will look very closely at how well the grant describes:
 - a. Who will be doing the work proposed
 - b. The details of what is being proposed
 - c. How the project will be monitored and progress reported
 - d. Whether the time frame and project scope are practical, and
 - e. Whether the successes achieved through the project will extend beyond the time frame of the project

Additional Considerations: Through this request for proposals, DEEP Forestry wishes to challenge the creativity of potential grant recipients. Proposals may include requests to use the funding for personnel, materials, contract costs or supplies, as may be appropriate to the proposal. For example, the grant may be used to pay for the cost of planting trees, but only if those trees are to be used as a key part of an outreach effort, such in conjunction with an educational and recruiting effort targeting a particular group or set of neighborhoods. In that case, it is the outreach effort that will be given primary consideration in assessing the application, with the details of the planting to be given secondary consideration.

It is also an intention of the grant to help foster closer linkages between the state-level urban forestry program and activities at the local level. Thus, consideration will be given to the extent to which a proposal encourages coordination between the state's Urban Forestry Coordinator and the organization receiving the grant. The intent is not to give the Urban Forestry Coordinator management authority over work to be done on the proposed project, but to facilitate dialogue and synergy between what goes on at the state level and what occurs at the local level.

It is anticipated that the successful grant applicant will be able to demonstrate how the proposed project will be of value to a particular geographic area and/or socio-economic group. Additionally, the successful applicant should be able to indicate how the potential benefits of this project will be of benefit to a wider geographic area or demographic audience, and be willing to be involved in the sharing of these benefits with this larger group.

Application Procedure: In order to apply, an applicant must return the following:

1. An application cover sheet (attached)
2. A summary, no more than 5 pages in length, that will detail:
 - a. Project Scope

- b. Intended Audience
 - c. Specific Outcomes Expected
 - d. Other Details as Indicated in this Request for Proposals
3. A budget sheet that clearly outlines costs to be paid by the grant along with how those expenditures will be matched by the grant recipient. Expenditures may be matched by the additional expenditure of non-federal funds and/or by in-kind contributions.

In addition to the project summary, the applicant may also submit letters of support, summaries of other project as demonstration of the organization's capacity, products from previous projects, and other materials supportive of its application.

Source of Funding for this Grant and Additional Notes: Funding for this grant program is made available from the USDA Forest Service State and Private Forestry program, through a grant to the State of Connecticut Department of Energy and Environmental Protection Division of Forestry. The Forest Service has sub-granted this funding to the DEEP Division of Forestry in order to support Connecticut's urban forestry efforts.

If the project results in a publication or a press release, this publication or press release shall reference the role that USDA Forest Service funding and DEEP Forestry assistance has played in this project. Similarly, the USDA Forest Service and DEEP Forestry shall be mentioned on any markers put in place in association with a project.

The Department of Energy and Environmental Protection is an affirmative action/equal opportunity employer, providing programs and services in a fair and impartial manner. In conformance with the Americans with Disability Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities needing auxiliary aids or services or who wish more information by voice or TYY/TDD may call (860) 424-3000.

Projects that discriminate with regards to race, color, religion, national origin, age, sex or disability will not be funded through the Urban Forestry Grants program.

The staff of DEEP Forestry is committed to assisting communities and groups throughout Connecticut with regards to their efforts in urban forestry, whether or not those groups or communities apply for or receive an urban forestry grant. Please feel free to contact the DEEP urban forestry staff if you have any questions or comments.

Contact Information: To learn more this urban forestry grant or the urban forestry program in the State of Connecticut, please contact:

Chris Donnelly
Urban Forestry Coordinator
DEEP Forestry
79 Elm Street
Hartford, CT 06106
(860) 424-3178
chris.donnelly@ct.gov

Applications and any additional materials are also to be sent to the above address. Please also visit the DEEP Forestry web site at: www.ct.gov/deep/forestry.



Connecticut Department of
ENERGY &
ENVIRONMENTAL
PROTECTION

APPLICATION FORM
DEEP Urban Forestry Outreach Grant

This form is to be returned with a written proposal of no more than 5 pages, along with a budget summary. Additional materials such as letters of support are also encouraged.

Name of Applicant:		Federal ID #:	
Project Title:			
Project Location (Municipality):			
Applicant's Address:			
City:	State:	Zip:	
Contact Person:		Phone # and FAX #:	
Contact Person's Title:		e-mail:	
Brief Description of Project:			
Total Amount of the Project: (Include Grant Request plus Match)			
Grant Funds Requested:			
Local Cash Match to Be Provided:			
Value of In-Kind Match To Be Provided:			
Project Start Date:		Project Ending Date:	
Please give the names of additional groups (if any) to be involved:			

Printed Name and Title of Authorized Representative

Signature

Date

Return completed applications to:
DEEP Division of Forestry – Urban Forestry Outreach Grant
79 Elm St., Hartford, CT 06106-5127.

FAX: 860-424-4070

email: chris.donnelly@ct.gov

Completed applications must be received by 4:00 pm on Friday, November 1, 2013.

