



OREGON DEPARTMENT OF FORESTRY URBAN AND COMMUNITY FORESTRY ASSISTANCE PROGRAM

URBAN and COMMUNITY FORESTRY SMALL PROJECTS & SCHOLARSHIPS FUND

PURPOSE

The purpose of the Oregon Department of Forestry's Urban and Community Forestry Small Projects and Scholarships Fund (UCF-SPSF) is to help cost-share the small administrative, material, or educational expenses directly related to urban and community forestry projects that build local capacity, and to provide continuing education scholarships to organizations, volunteer groups, and cities across Oregon. Funding for the UCF-SPSF comes from the USDA Forest Service or through private donations made to the Oregon Department of Forestry's Urban and Community Forestry Assistance Program. For 2008-2009, the UCF-SPSF program will provide **one-time reimbursable funds of between \$250 and \$2500** for approved projects on a 50%-50% matching basis.

PROGRAM GOALS

The goals of the UCF-SPSF are to:

- ◆ Encourage groups and agencies to improve the livability of their community through the management of their community forest and the education of the public,
- ◆ Help communities advance toward management of their urban forests through ordinance development, an inventory based management plan, retention of trained urban forestry staff on contract or by employment, or the development or enhancement of a citizens advisory or advocacy organization,
- ◆ Provide matching funds for continuing education and training that leads to cities and organizations having trained urban forestry assistance available through employment or on a contractual basis.

APPLICANT ELIGIBILITY

Eligible groups and organizations include: tax-exempt non-profit organizations such as civic, service, and fraternal clubs or community-based groups; and local units of government such as cities, counties, school and park districts, public universities and community colleges; soil and water conservation districts; and urban renewal districts. Groups that are nonprofit in nature but are not IRS-recognized as tax-exempt are eligible for funds if they partner with groups that have tax-exempt status, and in such cases the application form must be signed by an officer from the organization with non-profit status. Ordinarily, funds will not be available directly to individuals.

GRANT FUNDING CYCLE

Funding amounts for the UCF-SPSF vary annually and are limited. Applications may be made throughout the year, but will be awarded quarterly. **Applications must be received by the last business day of each quarter ending on March 31, June 30, September 30, and December 31.** Applicants will be notified of grant decisions within one month after each deadline. Funds awarded must be spent and reimbursement request made within 6 months after notification of award. This is a reimbursable grant program, and no grant funds will be paid in advance.

MATCHING FUNDS

These grants require applicants to fund an equal or greater match from other sources. In-kind matches may include donations of trees and planting materials, services, educational support and items, etc., the estimated monetary value of which should be clearly demonstrated in the budget summary. Volunteer time expended on the project may be used as part of the grant match. For work such as tree planting, data entry, and miscellaneous labor, match should be estimated at **\$18/hr**. For donated professional services (Certified Arborist, landscape architect, etc.), match should be estimated at **\$50/hr**.

ELIGIBLE USES OF GRANT FUNDS

SPSF grants may be used for the following expenses:

- ◆ educational materials (such as film, video tape, educational computer software)
- ◆ printing, copying, mailing, and advertising costs
- ◆ tree planting materials such as stakes, mulch, fertilizer and soil additives
- ◆ 1-2 ceremonial trees per project, as necessary
- ◆ room or equipment rental for special events, such as pruning clinics
- ◆ Arbor Week events and related tree promotional items or activities
- ◆ travel and registration expenses related to attending training or continuing education, including automobile mileage (at the current federal rate per mile), conference registration, coach airline travel, ground transportation, meals (at federal per diem rates), and lodging

Grant funds will not be paid in advance, and grant monies will **not** cover the following:

- ◆ administrative, overhead, or telephone costs
- ◆ items not directly related to the success of the project
- ◆ hazard tree appraisal and removal
- ◆ supplements to staff salaries, insurance costs,
- ◆ consultants or employee staff time (unless approved beforehand by UCF staff)
- ◆ First class airline travel, car rental, alcohol, food (except per diem travel)

SMALL PROJECT EVALUATION CRITERIA

The following items will be taken into account when evaluating the Small Projects grant applications:

- ◆ How will the community benefit from the project? Does the project have community support?
- ◆ Is the project well-planned and cost effective?
- ◆ Is the grant application well-written and as concise as possible?
- ◆ How will success be measured for this project? Are the criteria for project success realistic?
- ◆ Is the budget reliable? Is the match, secure and ready to be expended?
- ◆ For projects involving tree planting, is there a plan to care for the trees for the first 3 years?

SCHOLARSHIP GRANTS, ELIGIBLE CONFERENCES AND TRAINING SESSIONS

The UCF-SPSF scholarships are specifically designed to help employees or volunteers attend national or regional training sessions that can help them expand their knowledge and improve their skills to help manage their community forest. Scholarships may be offered on an annual basis depending on what urban forestry related conferences are being held. The annual Pacific Northwest Chapter - International Society of Arboriculture, the biennial National Urban Forest Conference, the Municipal Forester Institute, and the biennial Community Forestry at Its Best Conference are always eligible events. Other training events will be approved on a case-by-case basis.

APPLICATION PROCEDURE

A completed UCF-SPSF grant application consists of the enclosed grant application and budget form, a grant narrative not to exceed two pages, and an 8.5" x 11" project map, if applicable. For Small Projects, applicants should complete form SPSF 1. For Scholarships, applicants should complete form SPSF 2, and include a one-page essay explaining what the employee/organization hopes to gain from attending the event. Application materials must be received by the Oregon Department of Forestry Urban and Community Forestry program by 5 pm on the last business day preceding the quarterly application deadline. For more information on this grant opportunity, contact Paul D. Ries at pries@odf.state.or.us or 503/945-7391.

Application deadline is 5:00 pm on the last business day of each fiscal quarter ending March 31, June 30, September 30, and December 31. For scholarships, these deadlines may be waived or adjusted to accommodate registration deadlines.

Please send completed applications to:

The UCF Small Projects & Scholarship Fund
Urban and Community Forestry Assistance Program
Oregon Department of Forestry
2600 State Street
Salem, OR 97310

Email: pries@odf.state.or.us

Sorry, no faxed applications will be accepted.

**OREGON DEPARTMENT OF FORESTRY
UCF SMALL PROJECTS & SCHOLARSHIP FUND (UCF-SPSF)
FORM SPSF1: GRANT APPLICATION FORM FOR SMALL PROJECTS**

| | | |
|---|---|-------|
| NAME OF COMMUNITY OR ORGANIZATION: | NAME OF PROJECT COORDINATOR: | |
| ADDRESS: | PHONE: FAX: EMAIL: | |
| TITLE OF PROJECT: | OTHER GROUPS INVOLVED: | |
| GRANT AMOUNT REQUESTED: \$ | SOURCE(S) OF MATCHING FUNDS: | |
| LOCAL MATCHING AMOUNT: \$ | APPLICANT OR SPONSOR TAX IDENTIFICATION NUMBER: | |
| <p>CERTIFICATION: I certify that the sponsoring organization or agency is a government entity or tax-exempt non-profit organization and that this project can be implemented according to the proposal. (Note: This section must be signed by a mayor, city manager, organization president, or similar officer authorized to enter into grant agreements).</p> | | |
| _____ | _____ | _____ |
| Signature of Authorized Agent | Organization/Agency | Date |

| PROPOSED UCF-SPSF PROJECT BUDGET | | |
|---|-------------|-------------|
| PROPOSED EXPENDITURES | LOCAL MATCH | GRANT FUNDS |
| EDUCATIONAL MATERIALS | | |
| TREES & RELATED MATERIALS | | |
| REGISTRATION AND TRAVEL | | |
| FACILITY/EQUIPMENT RENTAL | | |
| SUPPLIES (specify) | | |
| OTHER COSTS (specify) | | |
| TOTAL EXPEDITURES | | |

NOTE: THIS FORM SUMMARIZES YOUR BUDGET INFORMATION. LIST DETAILED EXPENDITURES IN YOUR PROJECT NARRATIVE, NOT TO EXCEED TWO PAGES.

**OREGON DEPARTMENT OF FORESTRY
UCF SMALL PROJECTS & SCHOLARSHIP FUND (UCF-SPSF)
FORM SPSF 2: GRANT APPLICATION FORM FOR SCHOLARSHIPS**

| | | |
|---|---|-------|
| NAME OF AGENCY OR ORGANIZATION: | NAME OF ATTENDEE: | |
| ADDRESS: | PHONE: FAX: EMAIL: | |
| CONFERENCE PROPOSED TO ATTEND (Title, Date, Location): | | |
| GRANT AMOUNT REQUESTED: \$ | SOURCE(S) OF MATCHING FUNDS: | |
| LOCAL MATCHING AMOUNT: \$ | APPLICANT OR SPONSOR TAX IDENTIFICATION NUMBER: | |
| <p>CERTIFICATION: I certify that the sponsoring organization or agency is a government entity or tax-exempt non-profit organization and that the employee or volunteer will attend the event. (Note: This section must be signed by a mayor, city manager, organization president, or similar officer authorized to enter into grant agreements).</p> | | |
| _____ | _____ | _____ |
| Signature of Authorized Agent | Organization/Agency | Date |

| PROPOSED UCF-SPSF SCHOLARSHIP BUDGET | | |
|---|---|----------------------------------|
| PROPOSED EXPENDITURES | LOCAL MATCH (total must match or exceed grant request) | GRANT FUNDS REQUESTED |
| CONFERENCE REGISTRATION | | |
| AIRLINE TRAVEL | | |
| AUTOMOBILE TRAVEL | | |
| FOOD | | |
| LODGING | | |
| OTHER COSTS (specify) | | |
| TOTAL ESTIMATED EXPEDITURES | | |

ATTACH A ONE PAGE ESSAY DETAILING HOW YOU EXPECT TO BENEFIT FROM ATTENDING THIS TRAINING EVENT