

Connecticut Urban Forest Council

Grant administration and requirements

Funds from awarded grants are paid upon submission of invoices to the CUFC.

Grant requests may not exceed \$2,000

Applicants must be able to commit to a 50% match, which can consist of funds from other donors or in-kind contributions (such as volunteer hours of labor)

Any printed materials produced by the grantee must acknowledge the U.S. Forest Service for having provided support.

Successful applicants must agree to submit a narrative report on the status of the project and how the funds were used within 1 year of being awarded a grant.

Submission deadline

Proposals must be submitted no later than 4:30 p.m. on March 31, 2022. Successful projects will be announced on April 15, 2022.

Applications must be submitted electronically to **Richard.Cowles@ct.gov** using the Word template that begins on the following page.

Application Form, CUFC Small Grant Program, 2022

Required Information:

Name of Organization

Address of Organization

Contact individual

Contact phone number

E-mail

Title for Proposal

Executive summary (must be 250 words or less)

Requested dollar amount (may be no more than \$2,000)

Required Proposal Items – please include the following in your Application:

Background

Describe the situation that you are addressing, and why it is important. For example: "Inner city youth are not taught in their existing science courses about the environmental benefits that are provided by trees ..."

Objectives

Describe in one sentence what you plan to accomplish through work supported by this grant. For example: "To train high school students about the benefits that our trees provide to the community."

Methods

Provide specifics on how you will accomplish the objective. For example: "Groups of 9th through 12th graders at city schools will be brought to Bushnell Park and be given a tour of the trees in the park. Students will measure trees with a dbh tape, and then also measure the area covered by the canopy for each tree. The health condition of each tree will be noted. Back in the classroom, we will explore with the students the relationship between trunk diameter and canopy area, and using existing on-line resources, calculate the environmental benefits provided to the city by each tree..."

Budget

Please provide an itemization of the goods or services paid for by this grant award, and the amounts for these items.

Work plan timeline

Provide a step-wise outline of what work will be completed in the course of the project. The project must be completed no later than June 15, 2023.

Matching funds

Describe how you will be matching the award, either through funds from a different source or from in-kind contributions.

Partners

Please provide the names of other groups with whom you will be collaborating to achieve your objectives. Please also provide a letter of support from that group to confirm that they are willing to participate with your project.

Letters of support

Please provide a letter of support from each partner group to confirm that they are willing to participate with your project. Additional letters of support are also welcome.

How to Submit Your Application:

When you submit your application, please be sure that has the **Required Information** listed above, followed by each of the **Required Proposal Items**. Your application may be submitted in either Word or PDF form. It is best if all of the required items are sent as part of a single file. This file as well as any additional PDF electronic copies of support letters should be sent in attached to the same e-mail and sent to Richard.Cowles@ct.gov

In order to be considered, applications must be received by March 31st by 4:30 pm.