



Connecticut Urban Forest Council

Community Forestry Small Grants Program

The Connecticut Urban Forest Council, Inc. (CUFC) is a statewide 501(c)(3) non-profit organization composed of representatives from Connecticut environmental organizations, state agencies, universities, research institutions, corporations, professional communities, and citizen tree groups. Its purpose is to provide advice, assistance, education, information, and support to urban and community forestry professionals, associated professionals, municipal, state, and corporate leaders, and volunteers. Our small grants programs in 2023 will help existing organizations and municipalities address issues related to urban forest health. We expect to award 6 grants of up to \$3,000. Unlike previous years, proposals are being funded by two different sources of funds, each of which has its own requirements. Applicants must indicate whether their proposal is being submitted for Program A or Program B. Separate templates are provided for grant proposals related to these two programs at the end of this document.

Table 1. Differences between Programs

	<u>Program A</u>	<u>Program B</u>
Source of Funds	CT DEEP, RGGI	Federal, USDA FS
Applicants allowed	municipalities and 501(c)(3) non-profits	same as A, plus other non-profits
Matching Funds Requirement	25%	50%
Priorities	Requires climate change mitigation; equity and environmental justice components	Broad-based urban forestry
Reporting requirements	Report and geospatial coordinates	Report
<u>Deadline for Completion</u>	<u>Dec. 31, 2023</u>	<u>March 31, 2024</u>

Priorities of Program A duplicate those from our recent large grant program, which may be viewed here:

<https://cturbanforestcouncil.org/grants/climate-change-grants/> Note that we do not expect grant proposals submitted through this Small Grants Program to be as extensive as was required for the Large Grant Program, but the mission and the requirements for documenting the work are the same. Our Grants Manager will work closely with recipients to assist your efforts and to help document your efforts in this Program.

Priorities for Program B include (1) teaching about urban forestry and the tools used to manage urban trees and forests, and (2) increasing public awareness of opportunities to protect urban forestland and urban trees, emphasizing public benefits. Examples of grant subjects include tree planting, efforts to protect existing trees, development and distribution of plant stewardship material, implementation of an event that engages students with the outdoors, the investment in a door-to-door campaign to raise awareness and participation in storm recovery efforts or environmental restoration activities, or training of citizen stewards to monitor tree health in their neighborhoods or nearby parks, etc...

Grants to nonprofit organizations will be awarded to projects that directly benefit educational goals related to urban forests in Connecticut. Projects that serve neighborhoods or areas with low tree canopy coverage and limited resources, and/or that utilize partnerships to amplify the project's impacts are strongly encouraged.

Grant administration and requirements

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

Grant requests may not exceed \$3,000

Applicants must be able to commit to a 25 or 50% match, depending on the program to which you apply, which can consist of funds from other donors or in-kind contributions (such as volunteer hours of labor).

Applications must be submitted electronically to Richard.Cowles@ct.gov, using the following Word template.

Any printed materials produced by the grantee must acknowledge CT DEEP (Program A) or U.S. Forest Service for having provided support (Program B).

Successful applicants must agree to submit a narrative report on the status of the project and how the funds were used before the deadline for the particular grant.

Submission deadline: Proposals must be submitted no later than 4:30 p.m. on April 30, 2023. Successful projects will be announced on May 15, 2023.

Please copy the appropriate section of the Grant Application package, below, and send the completed form to Richard.Cowles@ct.gov.

Application Form, CUFC Small Grant Program, 2023

Program A

Please be Sure to Submit All of the Following Items:

Name of Organization

Address of Organization

EIN or Tax ID Number

Contact individual

Contact phone number

E-mail

Title for Proposal

Executive summary (< 250 words)

Requested dollar amount (\leq \$3,000)

Proposal

Background, Part 1: Provide a description of your organization, a description of its mission, and notable accomplishments.

Background, Part 2: How does this proposal address identified needs (be sure to emphasize needs based on (1) climate change adaptation and (2) equity and environmental justice considerations)

Work Plan, including a Timeline: Describe in detail what you plan to accomplish through work supported by this grant.

Project Budget: Itemize how the funds will be spent.

Site map: Provide visual information of the site where the work will take place. You may include an illustration of where trees will be planted, maintained, etc...

Urban Forestry Goals statement: Provide an explanation of how the activities supported by this grant will enhance the tree canopy or understanding of its importance.

Climate Change Goals statement: Describe how this grant may mitigate expected changes to the local environment (e.g., improved shade for a low-canopy cover neighborhood).

Equity and Environmental Justice Goals statement: Describe how your efforts funded by this award will benefit those who especially need improvement in their environment or living conditions.

Community Involvement, Communication Efforts, and Ongoing Stewardship statement: Describe what will be done to work with the local community for enlisting their input and involvement in the design, carrying out, and future maintenance of the conducted project.

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 group to confirm that they are willing to participate with your project. When you submit your proposal, attach both the Word or pdf files containing the grant proposal with pdf electronic copies of the support letters to the same e-mail. Send the completed application to Richard.Cowles@ct.gov .

Application Form, CUFC Small Grant Program, 2022

Program B

Name of Organization

Address of Organization

Contact individual

Contact phone number

E-mail

Title for Proposal

Executive summary (< 250 words)

Requested dollar amount (\leq \$3,000)

Proposal

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 (completion no later than March 31, 2024)

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 group to confirm that they are willing to participate with your project. When you submit your proposal, attach both the Word or pdf files containing the grant proposal with pdf electronic copies of the support letters to the same e-mail. Send the completed application to Richard.Cowles@ct.gov .