



## 2024 Application Form

### Colorado Inflation Reduction Act (IRA) Urban & Community Forestry (UCF) Grant Program

#### Application Instructions:

Applicants should use Adobe Acrobat or the free Adobe Reader software to download and edit this PDF application for the most reliable results. Applicants should write in complete sentences and provide as much detail as needed for reviewers to understand all aspects of proposed projects. All blocks are fill-in enabled and limited to a certain number of characters. If you need more room, please attach additional pages but do not submit more than one additional page per question. Include the attachments with the submitted application.

#### Application Information:

This application is for the Colorado Inflation Reduction Act (IRA) Urban and Community Forestry (UCF) grant program 2024 grant cycle through the Colorado State Forest Service (CSFS). For more information about the grant, including the Request for Applications (RFA), Supplemental Information, online training and a Google Form version of this application, visit the Colorado IRA UCF grant program webpage at <https://csfs.colostate.edu/grants/ira-ucf/>.

CSFS UCF staff will try to review grants as they are submitted for any large errors before the application due date. Projects with missing information or needing more details will be returned with requests for an updated application. There are no guarantees that staff will be able to catch errors if submitted after July 15, 2024.

#### Important Information:

- Successful applicants that receive a Colorado IRA UCF grant may be subject to a USDA Forest Service audit at the end of the grant period in 2029.
- Applicants must complete an online training prior to submitting an application. The training is available on the Colorado IRA UCF grant program webpage at <https://csfs.colostate.edu/grants/ira-ucf/>.
- This is a reimbursement grant. Monthly reimbursement requests can be made.
- Applicants must have a Tree Steward from the disproportionately impacted (DI) area as a volunteer participant on the planning committee if it is a planting project.
- No more than 10% of the total grant budget may be used for administrative costs.

#### Key Elements for a Successful Planting Project Application:

- At least 90% of all newly planted trees must be alive and in good condition at the conclusion of the project's four-year grant term. Grantees will collaborate with the CSFS on an inventory of newly planted trees.
- Applicants are highly encouraged to budget for a minimum of 25% of trees to be replaced within their budget.
- Applicants must budget irrigation in proportion to the number of trees planted. Irrigation may not be more than 15% of total planting costs.
- Planting, trimming, and removal activities must be done within disproportionately impacted areas or immediately across the street.
- No grantees will be allowed to plant trees within the first six months of the award.

**Applicant Eligibility:**

Nonprofit organizations and local government entities including, but not limited to, municipalities, counties, cities, schools, special districts, LLCs representing neighborhood groups and tribal agencies or programs are eligible to apply for Colorado IRA UCF grant funding. Any community that received direct funds through the IRA process from the USDA Forest Service is not eligible for a Colorado IRA UCF grant during the 2024 grant cycle.

In addition, applicants must be able to function as the fiscal agent or have a designated fiscal agent, and nonprofits must be registered and in good standing with the Secretary of State's Office.

**A. Applicant Information:**

Name of Project:	
Applicant/ Fiscal Agent:	
Organization's Name:	
Contact Person / Title:	
Town/City & County:	
Phone:	
E-mail Address:	
Yes	Have you completed the online training and passed the quiz?
Yes In progress	Registered for a System for Award Management (SAM) Unique Entity ID? *
Yes	Have you read and do you understand the Request for Application document on the Colorado IRA UCF grant program webpage?
Yes	The Grantee is willing to hold the Colorado State Forest Service harmless, along with its employees, for any liability that results from organizing, coordination, or outcomes of the project.

\* Visit [www.sam.gov](http://www.sam.gov) to register for your Unique Entity ID, there is no cost to receive the ID number. Any organization with a SAM cannot be awarded a grant. In 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). [Visit here for answer to Frequently Asked Questions.](#)

<b>Which Grant Tier Are You Applying For?</b> If applying for both tiers, must submit separate applications.	
	Tier 1: \$20,000 to \$99,999.99
	Tier 2: \$100,000 to \$250,000.00
-	Grant Amount Requested \$ *This number should match your Total Project Budget request on the Detailed Project Budget form

<b>Type of Grant Project(s)</b> - Select all that apply	
	Tree planting
	Tree removal
	Tree pruning
	Tree inventory
	Management plan development
	Career development
	Capacity building activities
	Urban wood utilization
	Other
Other details:	

**Group Structure and History**

- Explain the type of group or organization applying for the grant.
- State who the group includes, the organizational structure of the group and any other qualifying material that legitimizes the group.
- Explain the group’s history of tree planting experience, if applying for funds for a tree planting project.

**List of Partner Organizations – highly recommended**

- List of organizations working together on grant and project(s).
- Include letters of support when submitting application.

**Who Will Be the Project's Primary Point of Contact?**

- The grant requires a point of contact to ensure project success.
- Explain who the person will be, their title, how the organization will ensure the person has adequate time to coordinate the project, and how this person will be funded.

**B. Project Specifications:**

In this section, the applicant will provide project specifications, details, budgets, and more.

**Urban Forest Conditions and Access (10 points)**

Explain how this project will improve the conditions of, and access to, urban forests for disadvantaged communities.

**Project Need and Justification (10 points)**

- Clearly state the need and benefits for project.
- Describe the community and/or neighborhood(s) where the project will take place.
- Describe how the project will positively and directly impact the trees and green spaces and the residents of the community and/or neighborhood(s).
- State how the project aligns with improving the tree canopy in disadvantaged areas.

**Project Outcomes (10 points)**

- Clearly describe your anticipated outcomes for the project.
- Show how the outcomes are the measurable results of your actions (i.e., how many, how much).

**Project Implementation (10 points)**

- Clearly describe how your project will be implemented within a disproportionately impacted area(s).
- Include sufficient detail about your project's activities.
- Include a description of who is responsible for completing the work.
- Describe if your project coordinator is internal staff or a contractor (internal staff is preferred -not required).
- If your project is a planting project, describe how you will recruit and engage Tree Steward(s) from the disproportionately impacted area(s) as a volunteer participant(s) in the project.

**Project Timeline (10 points)**

- Clearly describe the project's timeline to ensure it is reasonable and specific.
- Provide a specific timeline with beginning and end dates that show the project is achievable in four years.
- Describe anticipated annual accomplishments or other milestones.

**Project Collaboration (10 points)**

- Identify the group's partners.
- Describe how each partner will contribute to the planning and implementation phases of the project.

**Results and Evaluation Plan (10 points)**

- Provide a clear plan for evaluating the project's effectiveness.
- Describe how you will assess your success throughout the project's timeline and when will you know if you need to change course, if at all?
- Describe how you will engage community members if communications are challenging or not meeting expectations and how you are going to find solutions.
- State how you will share your results and impacts with the community.

**Capacity Building Plan (15 points)**

- Document your plans for making this project's implementation sustainable long-term.
- State your long-term (5-7+ years) goals for the project.
- Describe how you will maintain the success of your work without additional federal and state financial support.



The Detailed Budget Form can be downloaded from the Colorado IRA UCF grant program webpage at <https://csfs.colostate.edu/grants/ira-ucf/>. The Detailed Budget Form should be included as an attachment with the application. This is done to allow the applicant to customize the amount of space needed on the budget form.

**Budget Narrative (10 points)**

- Describe in detail each line item listed in the budget.
- Clearly explain how specific project costs were estimated and calculated.
- Explain per-hour labor rates, and value staff time at their actual salary (not billable rate).
- State terms of any contracts known at the time of application.
- Optional - break out budget by year.

**C. Required Attachments to Application:**

<b>Budget Documents</b>	
	The completed Detailed Budget form (download from CSFS website)
	Any other budget related documents in addition to the above budget narrative

<b>Letters of Partnership &amp; Support</b>	
	Letters of partnership from near or within the DI areas
	Letters of support from cooperative non-profits, city/state/federal agencies, and/or member of the DI community

<b>Maps Attachments</b>	
	Map of disproportionately impacted area(s) addressed by project from Colorado Tree View or CJEST map (see the Request for Applications for how to use these mapping tools)
	Map of project area or proposed activity area

Signature of applicant

Who should sign this? A leader or person that is fiscally responsible in the organization.

Signature:

Title:

Date: