

## Sample form, not for offline completion.

Visit <https://rivernetwork.grantplatform.com> to apply.

# Community based organization

Eligible Applicants include:

- Non-profit organization with 501(c)(3) status
- Community-based organization with a fiscal sponsor or partnership with a 501(c)(3)
  
- Review the [Rooting Resilience program page](#) for additional submission guidance and technical assistance resources for completing an application.
- **The deadline to apply is October 23, 2024 at 11:59 pm EDT.**
- Even after you have submitted, you can re-open your application and make changes until the deadline.

Project Title

Grant Funding Level

- Seedling Project (grant funding requests of \$75,000)
- Sapling Project (grant funding requests between \$75,000-\$200,000)

The Budget included should match the funding level selected based on a project's scale and scope. Seedling projects (grant requests of \$75,000) can support planning and implementation of smaller-scale projects for 1-3 years and build capacity for future forestry work. Sapling projects (grant requests between \$75,000 and \$200,000) can support larger scale planning and implementation projects for 1-3 years.

**To qualify for funding through the Rooting Resilience program all proposed project activities must take place or otherwise directly benefit a disadvantaged community as defined in the RFA.**

Project Location State or U.S. Territory

Project location description

Please include the name of the community, county, or city where the project will occur and any other relevant location information.

Eligible applicants may apply for funding for a project to take place on non-Federal lands in designated disadvantaged communities including:

- State and local governments
- Private lands
- Homeowner associations
- Tribal/Alaska native corporation (includes Trust lands)

*Lands owned or administered by the Federal government are not eligible for this funding opportunity except for lands held in trust for Native American Tribes and individuals.*

Please list the census tract number(s) for the locations of your proposed project below to demonstrate that the proposed work will be in and for the benefit of a disadvantaged community. You are also required to provide an overlay of your project location and a disadvantaged community map in the Additional Uploads section.

Provide the census tract numbers using either tool to demonstrate that the proposed work will be in and for the benefit of a disadvantaged community.

[Climate and Economic Justice Screening Tool](#)

[EPA IRA Disadvantaged Communities Tool](#)

**Note:** If conducting planning work for a broader area that includes communities that are not designated as disadvantaged please state (planning) after these census tract numbers and make it clear that any implementation activities will take place in census tracts that are designated as disadvantaged.

Will you be utilizing a fiscal sponsor for this funding opportunity?

Yes, we have a fiscal sponsor

No, we are not utilizing a fiscal sponsor

To qualify for funding through the Rooting Resilience program the applicant or their fiscal sponsor entity must have a Unique Entity Identifier (UEI). Does the applicant entity/organization or fiscal sponsor entity have a UEI?

Yes

No

See the program's FAQ page for guidance on how to obtain a UEI, which is required if selected for award

To qualify for funding through the Rooting Resilience program, the applicant or fiscal sponsor entity must have a Federal tax ID number (EIN). Does the applicant entity/organization or fiscal sponsor entity have an EIN?

Yes

No

Name of applicant entity/organization

Primary Applicant

Has your entity/organization ever received Federal funding before- either directly from a Federal agency or from a pass-through funding entity?

Yes

No, but have applied before

No, have never applied or received federal funding before

We're interested in whether your organization has been a direct recipient of previous federal funding through a Federal Agency or pass-through funding entity. Recipients of previous federal funding, including Inflation Reduction Act funding are not disqualified or ineligible under the Rooting Resilience program. However, priority will be given to organizations that have not already received some amount of Inflation Reduction Act funding for urban forestry and are new to applying for federal funding.

Has your entity/organization already received any Inflation Reduction Act grant funding?

Yes

No

Please provide any additional context on previous federal funding (optional)

Example: Fiscal sponsor entity has received federal funding before but community-based organization completing project implementation has never received federal funding before

**Primary contact**

Name

Title/role

Email

Phone number

Address

Acceptable forms of communication

Email

Phone

Text

Virtual meeting

Other:

**Secondary contact**

Name (optional)

Title/role (optional)

Email (optional)

Phone number (optional)

Address (optional)

Acceptable forms of communication (optional)

Email

Phone

Text

Virtual meeting

Other:

Proposed project start date

No later than 1/1/25

Proposed project end date

No later than 1/1/28

What application submission method will you be using?

Phone call with program staff

Recorded video submission

Written application

**Please provide an estimated quantity for any of the following metrics that apply to your project. You should provide an estimated quantity for at least one metric below.**

Number of plans created (optional)

Number of trees planted (optional)

Number of trees maintained (optional)

Acres/meters squared of forestation (optional)

Number of hazardous trees removed (optional)

Number of people reached with education or outreach activities (optional)

Number of volunteers participating (optional)

Number of community education or outreach events planned (optional)

Number of people participating in a workforce development program (optional)

Other (optional)

We welcome applicants to provide any additional metrics that capture project impact

## Budget

**The Budget included should match the funding level previously selected based on a project's scale and scope. Seedling projects (grant requests of \$75,000) can support planning and implementation of smaller-scale projects for 1-3 years and build capacity for future forestry work. Sapling projects (grant requests between \$75,000 and \$200,000) can support larger scale planning and implementation projects for 1-3 years.**

**Please complete the Budget form below including itemization (in the Line Items sections) of proposed costs that show your calculations for the expenditures within each budget category and include a budget narrative for each category to demonstrate costs are allowable, necessary, and reasonable to meet your project outcomes. More resources can be found on the [Rooting Resilience program page](#) for creating your project budget.**

***NOTE: Each budget category is a required field so please enter 'N/A' for any irrelevant line items or narrative items and \$0 for any irrelevant budget category subtotal fields for your project.***

## Personnel Line Items

Salaries & wages for staff members that will be working on project (does not include contractors). Please indicate each staff person's position, salary, and the % of full-time hours that they will dedicate to this project and the total cost for that specific position.

1. Position, Annual Salary, % Time on Project, Total Cost
2. Position, Annual Salary, % Time on Project, Total Cost

Example: Program Director, \$70,000 annual salary, 25% of time on project for 3 years, Total Cost: \$35,000

## Personnel Budget Narrative

Example: Program Director Alicia Reyes has 10 years of experience leading community environmental initiatives and will supervise the forestry contractor, oversee project deliverables, and provide guidance for the educational program design. She will dedicate 25% of her time over the course of the 3 year grant to the project.

Personnel Subtotal

Total costs for all Personnel for the project. Should equal the sum of all the above Personnel line items.

Fringe Line Items

Fringe benefits for staff working directly on project (includes benefits, taxes, PTO, etc.).

To calculate fringe, multiply fringe rate by each employee's total grant salary in the section "Personnel"

1. Total Fringe for Staff Position 1
2. Total Fringe for Staff Position 2

Example: Program Director Personnel Costs are \$35,000 with a fringe rate of 20% for a total of \$7,000 in fringe.

Fringe Budget Narrative

Example: Sunnyside Environmental Coalition's fringe rate is 20%, which includes paid time off, health benefits, 401k, payroll taxes, and workers compensation.

Fringe Subtotal

Total costs for Fringe on all Personnel for the project. Should equal the sum of all the above Fringe line items.

Travel Line Items

Travel costs for staff members associated with project activities. Please indicate if the cost is for mileage, gasoline, rental car fees, airfare, lodging, per diem, and the purpose of each line item. Please note that transportation for community members should be included in the section "Participant Support Costs."

1. Type of Travel, Purpose, \$ Amount
2. Type of Travel, Purpose, \$ Amount

Example: Travel by Program Director to Community Events, estimated 600 miles at rate of \$0.67/mile for a Total of \$402.00

Travel Budget Narrative

Example: Mileage costs associated with the Program Director visiting key project partners to generate community support and to conduct educational awareness. Calculated based on an estimate of 300 miles per year for two years using the federal mileage rate of \$.67/mile.

Travel Subtotal

Total costs for Travel. Should equal the sum of the above Travel line items.

### Supplies Line Items

Items needed for project that have a unit cost of less than \$5,000.

1. Item, Purpose, Unit Cost, Quantity, Total
2. Item, Purpose, Unit Cost, Quantity, Total
3. Item, Purpose, Unit Cost, Quantity, Total

Example: Native trees, \$300/tree for 75 trees, Total Cost: \$22,500

### Supplies Budget Narrative

Example: Native Trees - Estimated cost to plant 75 native trees in the area surrounding Sunnyside Elementary School. The types of trees planted will be determined by the Forestry consultant, and this is an average estimated cost of \$300/tree for 2" ball and burlap trees.

### Supplies Subtotal

Total costs for Supplies. Should equal the sum of the above Supplies line items.

### Contractors / Equipment Rental Line Items

Payments made to contractors or consultants hired to complete project activities. This section can also include Equipment Rentals.

*Contracts over certain thresholds must be acquired using a competitive bid process- see FAQ for more information*

1. Type of Contractor (or name, if known), Purpose (Activity/Service to Perform), \$ Amount
2. Type of Contractor (or name if known), Purpose (Activity/Service to Perform), \$ Amount

Example: TBD Maintenance Contractor for post-planting maintenance to ensure tree establishment, \$10,500

### Contractors/Equipment Rental Budget Narrative

Example:

Purpose: Post-planting maintenance required during grant period to ensure proper establishment of trees and plants. Includes routine watering, weeding, and mulching, and pruning as needed.

Procurement Details: Costs are estimated based on several quotes averaging \$50/hr for 70 hours/year, \$3,500 annually for 3 years.

### Contractors / Equipment rental Subtotal

Total costs for project Contractors and Equipment Rental. Should equal the sum of the above Contractors/Equipment Rental line items.

## Participant Support Costs Line Items

Include any stipends paid to community members, costs for participant transportation, rental or catering costs for community meetings, etc.

1. Description of Cost, \$ Amount
2. Description of Cost, \$ Amount

Example: Community member stipends for participating in environmental education workshops, \$50/person for 30 community members for 3 workshops.

## Participant Support Costs Budget Narrative

Example: Stipends of \$50 to the first 30 community members to participate in the environmental education workshops. Stipends are necessary to create an inclusive space and can be used to pay for childcare, transportation, or other costs associated with a community member's time. Amount calculated for 30 stipends of \$50 for 3 workshops.

## Participant Support Subtotal

Total costs for Participant Support Costs. Should equal the sum of the above Participant Support Costs line items.

## Indirect cost rate (%)

Indirect costs help cover the general operating expenses of your organization that are not directly associated with the project but that are needed to operate (e.g. rent, software, non-project staffing, etc.) Applicants with an approved federally recognized and valid Negotiated Indirect Cost Rate (or Recovery) Agreement (NICRA) can charge indirect costs to projects based on their negotiated indirect cost rate. Applicants without a NICRA, may allocate up to 10% of the MTDC (calculated above) as "indirect costs."

If additional funds become available, or if we are unable to fund a full project, please tell us if you have any ability to scale your project. (Check any that apply):

- We'd be able to scale this project up with additional funding
- We'd be able to scale this project down if full funding was not available
- We are unable to scale this project

## Financial capability questionnaire (required)



[Download file here](#)

Please download the form and then upload the completed form here.

This form evaluates an applicant entity's ability to meet the requirements of federal funds. Rooting Resilience program funds are made provided by the Inflation Reduction Act and the USDA Forest Service, Urban and Community Forestry Program. After downloading the blank form, fill out, and then upload to meet this requirement.

**At the proposal stage we're requesting this information to help identify any necessary changes or updates to an entity's internal systems to remain compliant with federal funding requirements. Answering 'no' or not knowing the answer to any of the included questions will not disqualify you from the Rooting Resilience funding opportunity. If selected for a grant award we will work with entities to ensure that they have the necessary internal processes and controls to meet federal funding requirements. Please reach out if you have any questions or concerns about any of the questions included.**



Certification regarding debarment (required)



[Download file here](#)

Please download the form and then upload the completed form here.

This federal form certifies the applicant organization is not presently debarred or considered ineligible to receive federal funding. After downloading the blank form, fill out, and then upload to meet this requirement.

Letter of support 1



Please upload at least one letter of support from your project partners. A letter of support template can be found on the [Rooting Resilience program page](#).

Letter of support 2 (optional)



Letter of support 3 (optional)



Overlay of project location and disadvantaged community map



Please upload a map (can be a screenshot) of your project location overlaid with either of the following tools to demonstrate that the proposed work will be in and for the benefit of a designated disadvantaged community:

[Climate and Economic Justice Screening Tool](#)

[EPA IRA Disadvantaged Communities Tool](#)

Other uploads (optional)



Other uploads 2 (optional)



## **Narrative Components:**

- 1. What need will this project address and what are the intended outcomes (what will be the result of the project)?** *We expect responses to this question would be approximately 400 words. You're given the flexibility of responding with up to 500 words.*
- 2. Community Forestry and Climate Resilience Benefits: Please describe the project activities and explain how it will build community resilience through urban and community forestry?** *We expect responses to this question would be approximately 400 words. You're given the flexibility of responding with up to 500 words.*
- 3. Project Feasibility: Who are the key individuals on the project team and what skills are they bringing to ensure a successful project? Relevant skills include prior work experience, lived experience, established community relationships, Traditional Indigenous Knowledge or other relevant expertise.** *We expect responses to this question would be approximately 400 words. You're given the flexibility of responding with up to 500 words.*
- 4. Community Relationships and Engagement: Please describe the relationship that your project team has to the community you are engaging with. Community in this case includes its people, its land/geographical area and with other local community efforts/initiatives you are engaged with in support of your mission.** *We expect responses to this question would be approximately 400 words. You're given the flexibility of responding with up to 500 words.*
- 5. Partnership: Who are your partners on this project and what will be their specific role(s)? Be sure to include a letter of support from each of your community partners (template provided on the RFA webpage).** *We expect responses to this question would be approximately 250 words. You're given the flexibility of responding with up to 350 words.*

**6. Capacity Building Needs: What have been the challenges/barriers to obtaining previous funding and how do you think receiving a Rooting Resilience grant could build capacity for your community or organization/entity?** *We expect responses to this question would be approximately 250 words. You're given the flexibility of responding with up to 350 words.*

**7. Project Timeline: Please provide a general and brief timeline for your major project, who's responsible for those activities, and the anticipated result of those activities. A brief overview is all that is necessary at the application stage as we recognize exact dates might not yet be planned. Funding is for projects lasting 1-3 years.**

Project Activity	Who's Responsible for Activity	Time period (months, calendar quarters, etc.)	Result of Activity
<i>Ex: Gather community feedback on desired planting locations and tree species through two listening sessions</i>	<i>Name of Tribal entity or CBO applicant and/or partner organization hosting sessions</i>	<i>Q1 &amp; Q2 of 2025</i>	<i>Community feedback obtained to incorporate into planting plan</i>

**8. What is the status of any permits, authorizations, or permissions (City, County, landowner, etc.) needed before you can begin your proposed work?** *100 words*