



MATCHING AWARDS PROGRAM

2020 Request for Proposals

Updated 4/30/20

- Geographic Restrictions:** Benefit U.S. National Forests and Grasslands. See Geographic and Programmatic Restrictions section for specific restrictions.
- Application Deadlines:** Round 1: ~~January 16, 2020 at 11:59 pm MST~~
Round 2: June 9, 2020 at 11:59 pm MDT
- Funding Type:** Federal Funds in partnership with the U.S. Forest Service (CFDA: 10.682)
- Matching Requirements:** 1:1 match of nonfederal cash funds required in funds directly received by the applicant organization. Match must be expended within the NFF grant performance period and for completion of the same project. In-kind and federal contributions are ineligible for use as match.
- Award Period:** ~~Projects funded in Round 1 will begin in April/May 2020 and run for 12 months.~~
Projects funded in Round 2 will begin in August/September 2020 and run for 12 months.
- Informational Webinar:** May 14, 2020 at 1:30 pm MDT [\[Register Here\]](#)
- Administrative Changes:** As of October 2017, the National Forest Foundation amended its matching grant policies. Documentation of the eligible origin of matching funds is all that is now required to release NFF grant funds. The NFF no longer requires grant recipients to send a check for match when submitting a cash request form.
- Applicant Resources:** The Matching Awards Program is highly competitive and the NFF only funds projects that align exceptionally with programmatic criteria. To ensure that your time is well spent, use all the resources available to determine whether your project is eligible including:
- This Request for Proposals (RFP) and the Application Guidance Appendix to the RFP
 - NFF grants staff who are available to answer questions about eligibility, project scope, or the application process. Requesting and receiving help will not affect an organization's competitiveness for the program.
- Program Contact:** Kerry Morse, Conservation Programs Officer
Phone: (406) 830-3358
Email: kmorse@nationalforests.org
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A Special Note on COVID-19 Implications on Project Work

The NFF acknowledges that the COVID-19 pandemic brings extreme levels of uncertainty regarding organizations' ability to fundraise for and implement projects in the coming year. The current national health crisis surely affects everyone at your organization, and potentially impacts its ability to develop project work plans, coordinate with the U.S. Forest Service, and implement projects. As partners in stewardship, the NFF will work with grant recipients to accommodate public health-related adjustments to project scope, budget, or timing to the fullest extent possible to allow the organization to implement work while fully adhering to applicable local, state, and federal public health requirements. We ask that you keep in close coordination with your contacts at the U.S. Forest Service to ensure that there are no additional restrictions applicable to the planned work.

ABOUT THE NATIONAL FOREST FOUNDATION

The National Forest Foundation is the leading organization working on behalf of the American public to inspire personal and meaningful connections to our National Forests, the centerpiece of public lands. Through direct field work, facilitation, grant programs and promotion of responsible recreation, the National Forest Foundation inspires people to get personally involved in caring for the 193 million acres of public lands that make up our National Forest System. We do this because we believe these lands are an American treasure and are vital to the health of our communities.

MATCHING AWARDS PROGRAM OVERVIEW

The NFF is currently soliciting proposals for its Matching Awards Program (MAP) to provide funds for direct on-the-ground projects benefitting America's National Forests and Grasslands. By pairing federal funds provided through a cooperative agreement with the U.S. Forest Service with non-federal dollars raised by award recipients, MAP measurably multiplies the resources available to implement stewardship projects that benefit the National Forest System.

PROGRAM FOCUS AREAS

All MAP applications must align with one or both of the NFF's strategic focus areas of Outdoor Experiences and Forest Health. There are no funding targets for each program area, however applications that cohesively integrate the two program areas receive weighted advantage in the review process.

Outdoor Experiences Program Area

The NFF supports results-oriented, on-the-ground projects that improve the quality, condition, and care of Outdoor Experiences on National Forest. Projects should generate tangible conservation outcomes or enhance high quality recreational experiences for the users of the National Forest System. Funds cannot support improvements of hardened facilities including, and similar to: campgrounds, parking lots, restrooms, visitor centers, and major signage.

Project examples include:

- Improving or maintaining recreation resource connectivity including, and similar to: trail maintenance, bridge and crossing construction or repair, and installation of trail drainage structures; and/or
- Engaging youth, volunteers, or diverse, underserved or under-engaged populations in hands-on stewardship activities; and/or
- Employing youth and/or veterans crews to implement on-the-ground conservation, stewardship and/or restoration work.

Forest Health Program Area

The NFF supports results-oriented, on-the-ground, citizen-involved projects that maintain and/or restore ecosystem resiliency on National Forests. Projects should be consistent with or supportive of identified large-scale conservation initiatives. The NFF will not fund monitoring work unless it is focused on determining the long-term effectiveness of previous NFF-funded on-the-ground work.

Project examples include:

- Promoting ecosystem structure, function and diversity; and/or
- Promoting forest health through the removal or control of non-native invasive species, and/or reintroduction of native plants and trees.

Integrated Projects

The NFF encourages projects that cohesively integrate Outdoor Experiences and Forest Health program areas. Ideal projects will have a strong connection to each of the individual program areas, and effectively connect both in a clear, direct manner.

Project examples include:

- Engaging community volunteers to complete riparian plantings as part of a watershed-scale restoration project;
- Utilizing youth crews from underserved communities to complete habitat stewardship work and forest stand treatments.

CIVIC ENGAGEMENT REQUIREMENTS

All MAP applications must include direct public participation. Projects must contain significant, legitimate community involvement or civic engagement in the pre-implementation, implementation, or post-implementation phase. While the community engagement portion of the project does not necessarily have to occur in the portion of the project receiving MAP funding, the project narrative must clearly describe the community engagement component. The standard public involvement component of the NEPA process is insufficient to meet this requirement.

Examples of eligible civic engagement include use of volunteers in project implementation, or the implementation of projects selected as an outcome of a formal collaborative-planning process.

COMPLIMENTARY BUT INELIGIBLE: EDUCATION, INTERPRETATION, INVENTORY, AND MONITORING

The NFF recognizes that complimentary conservation activities including education, interpretation, inventory, and monitoring are critically important to the engaged stewardship of our public lands. Despite their overall importance, funding restrictions prohibit the use of MAP funds for these types of work with limited exceptions. This restriction also includes “citizen science”, “bio-blitz”, and “Early Detection and Rapid Response” activities.

Eligible MAP projects may only include these activities in the following cases:

- Education, interpretation and monitoring may receive consideration as minor components of otherwise well-aligned larger projects and/or if they are explicitly covered with matching funds, not NFF MAP funds.
- Projects with inventory or monitoring components that focus on determining the long-term effectiveness of previous NFF-funded on-the-ground work are eligible for MAP funding.

ENVIRONMENTAL COMPLIANCE

The NFF will not consider proposals unless all environmental compliance work is complete at time of application. This includes but is not limited to: NEPA decisions and categorical exclusions, archaeological clearances, and any other mandatory federal, state, or local clearances. No Exceptions.

PROJECT TIMING

The proposed project period should be no more than 12 months long and start at least 2 months after the application deadline for the round.

- ~~The award period for projects funded in Round 1 will begin in April/May 2020 and run for 12 months.~~
- The award period for projects funded in Round 2 will begin in August/September 2020 and run for 12 months.

All activities funded by the NFF MAP grant and its associated matching funds must occur within the award period. If project completion cannot confidently occur within the periods specified above, please contact the NFF well in advance of the application deadline to discuss.

ELIGIBILITY

Organization Type

501(c)(3) nonprofits, universities, and federally-recognized Native American tribes are eligible to receive MAP grants. If an organization does not meet this eligibility requirement, it must utilize an eligible fiscal sponsor consistent with the [NFF](#)

[Policy on Fiscal Sponsorship](#). The NFF does not consider MAP applications from federal agencies, individuals, for-profit organizations, and regional, state or local governmental entities.

Geographic and Programmatic Restrictions

MAP funding is available for projects that directly benefit U.S. National Forests and Grasslands nationwide. While work that does not physically take place on National Forest System lands is technically eligible for funding, the NFF currently funds very few projects off of Forest Service lands.

MAP funds cannot be used for any work that is eligible for funding through the NFF's other grant programs. Other NFF programs include the Ski Conservation Fund, Forest Stewardship Fund, and *Treasured Landscapes, Unforgettable Experiences*. Contact the NFF well in advance of including work in a MAP proposal that occurs in the following geographies, to confirm whether it is eligible for MAP funds or a different funding program:

Partially Restricted Geographies – Please Contact NFF MAP Program Contact for Specific Restrictions

Alaska

- Chugach National Forest
- Tongass National Forest

Arizona

- Apache-Sitgreaves National Forest
- Coconino National Forest
- Kaibab National Forest
- Prescott National Forest
- Tonto National Forest

California

- Lake Tahoe Basin Mgmt. Unit
- San Gabriel Mountains National Monument
- Tahoe National Forest

Colorado

- Fourteeners on National Forests
- Gunnison Ranger District of Grand Mesa Uncompahgre and Gunnison National Forest
- White River National Forest

Florida

- Ocala National Forest

Idaho

- Sawtooth National Forest

Illinois

- Midewin National Tallgrass Prairie

New Hampshire

- White Mountain National Forest

North Carolina

- Nantahala-Pisgah National Forest

Oregon

- Mt. Hood National Forest

Washington

- Mount Baker-Snoqualmie National Forest

Special Use Permit Area Overlap

Award Recipients cannot use MAP funds to support work that is a requirement of any National Forest Special Use Permit operating plans.

Sequential and Joint Awards

There are limitations on overlap of MAP awards to foster distribution of funds nationwide.

- A single organization, or an independently operating chapter of a national or regional organization, may receive only one MAP grant in a 12-month period.
- A single project, as defined by its location, goals, and objectives, may receive only one MAP grant in a 12-month period. When multiple organizations are partnering on the same project, they must coordinate to only submit one application per year.

FUNDING AND MATCH REQUIREMENTS

MAP funds are federal and disbursed only as a 1:1 match to cash contributions from eligible non-federal sources, paid to the applicant organization. Matching funds must be expended within the dates of the NFF grant (see project timing section above), and toward completion of the same project activities proposed for NFF funding. Award recipients cannot use in-kind or federal contributions to meet MAP matching requirements.

Both MAP and matching funds:

- Must be paid to the applicant organization;
- Must support the same project activities and be expended within the same implementation period;

- Cannot support general administrative purposes beyond eligible indirect costs;
- Cannot support litigation or advocacy;
- Cannot be directed to the U.S. Forest Service or any other federal entity;
- Cannot meet the matching requirements of any other federal funding program.

Upon selection for funding, award recipients must submit documentation showing the receipt of eligible non-federal matching funds to release the NFF award funds. The NFF no longer requires grant recipients to include a check for match when requesting grant funds.

FOREST SERVICE LETTERS OF SUPPORT

All applications must include a letter of support from the Forest Supervisor of each National Forest or Grassland unit included in a proposal. Proposals that include work on more than approximately four National Forest System units within any Forest Service Region may choose to obtain a letter of support from the Regional Forester rather than each Forest Supervisor. Support letters should be no more than a few months old, and addressed either to the National Forest Foundation Matching Awards Program or to a representative of your organization. Do not submit letters from Forest Service District Rangers or any additional letters of support.

If not uploaded with the proposal, email letters of support to grants@nationalforests.org within three business days of the grant deadline.

PERTINENT POLICIES AND DOCUMENTS

Prior to submission of a MAP application, applicants should review and understand the following documents:

- [NFF Indirect Cost Rate Policy](#)
- [NFF Definitions of Funding Sources and Expense Categories](#)
- [NFF Policy on Fiscal Sponsorship](#) (if applicable)

AWARD PROCESS AND GRANT ADMINISTRATION

A committee including National Forest Foundation staff and Board and Forest Service staff reviews proposals within approximately two months of the application deadline. If a project is selected for funding, the following tasks take place to complete the grant award and administer the project during the grant period:

- NFF notifies the listed project contact about the pending award.
- The grantee typically chooses the most appropriate grant start date and interim report due date for their project. Several start date options are generally provided within a six-week window.
- NFF staff complete a risk assessment of the potential grantee organization including audit findings, staff experience, past performance on NFF grants, and other factors relevant to award administration. Organizations considered moderate or high risk may have additional administrative requirements added.
- Grantee must sign and return a fully executed copy of the grant agreement.
- Grantee may incur costs on the project beginning on the first day of the formal award period. Activities and associated costs incurred prior to the start date are not eligible to be funded by the grant.
- Grantee may request NFF grant funds at any time within the grant period, including a full advance at the beginning of the grant period. In order to request funds, documentation of receipt of matching funds must be provided. Acceptable documentation of matching funds includes a copy of a grant agreement or award letter, a copy of the grant or donation check, or a signed letter from Grantee indicating the eligibility of funding source. As of October 2017 sending a check to the NFF is no longer required to release NFF grant funds.
- Interim narrative and financial reports are due approximately halfway through the one-year grant period.
- The grant end date is 12 months after the grant start date. All project activities must be complete and all funds must be requested by the grant end date.
- Final narrative and financial reports are due one month after the grant end date.

HOW TO APPLY

I. How to start a new application:

1. Use this link <https://www.nationalforests.org/grant-programs/map/eligibility-questionnaire> to complete an short quiz that ensures your project and organization is eligible to receive MAP funding
2. Upon successful completion of the eligibility quiz, you will be provided with a link and instructions that will allow you to initiate an application.

II. How to return to the application you have started:

1. Go to the application login page at <https://www.grantinterface.com/Home/Logon?urlkey=nationalforests>
2. Log in with your existing account
3. Click "Edit Application" to the left of the name of your saved application

Online Application Tips:

- *SAVE THIS RFP AND APPENDIX. The online form does not list all program requirements described herein. Be sure you review this RFP occasionally while completing your organization's application.*
- *The NFF regularly updates its standard forms and applicants must download and use the current forms each grant round. Do not re-use NFF forms saved on your computer from previous rounds.*

APPLICATION GUIDANCE

The appendix following this Request for Proposals contains application components, instructions, and evaluation criteria for the Matching Awards Program. Review this section thoroughly. Understanding it is key to submitting a successful proposal.

INFORMATIONAL WEBINAR

An informational webinar regarding MAP proposal requirements and the submission process will take place May 14, 2020 at 1:30 pm MDT. [Register in advance here.](#)

ADDITIONAL QUESTIONS

Please contact the NFF with additional questions regarding MAP or the grant application process.

PROGRAM CONTACT

Kerry Morse, Conservation Programs Officer
Phone: (406) 830-3358
Email: kmorse@nationalforests.org

APPENDIX:

MATCHING AWARDS PROGRAM APPLICATION GUIDANCE

This appendix details application components, instructions, guidance, and evaluation criteria for the Matching Awards Program. **Please review it thoroughly.**

Components and instructions are in black text and **guidance on each follows in red text**. Items marked with an asterisk are required. Evaluation criteria used by the review committee are included in the section that is most closely aligned with each criterion, although grant reviewers may use content in any section to respond to each criterion.

Project Information

Project Name*

Guidance: Provide a concise, descriptive name for the proposed project.

Amount Requested*

Guidance: Indicate the amount you are requesting from the NFF for this project. Make sure this is consistent with the financial plan you upload (see below).

Congressional District of Organization

Guidance: List the Congressional District where the primary applicant organization's main office is located using the information provided at <http://www.census.gov/mycd/>. If your organization uses a fiscal sponsor, list the Congressional District of the fiscal sponsor. Use the format AZ-01 or MT-At Large.

Congressional District(s) of Project

Guidance: List the Congressional District(s) that the project will occur in using the information provided at <http://www.census.gov/mycd/>. Use the format AZ-01 or MT-At Large, and separate multiple Congressional Districts with commas.

Fiscal Sponsor Status*

Guidance: Indicate whether your organization will utilize a fiscal sponsor for this grant. If your organization is not a federally-recognized Native American tribe or does not have IRS 501(c)(3) status, you must utilize a fiscal sponsor. Be sure you understand the [NFF Policy on Fiscal Sponsorship](#).

Project Overview

Forest Service Region*

Guidance: Indicate the [National Forest System region](#) of your project. If the project is in multiple regions, select "Multiple Regions"

National Forests or Grasslands Impacted*

Guidance: List the units of the National Forest System the project benefits. Please include full National Forest name and do not include Ranger Districts. (For Example: "Wallowa-Whitman National Forest," or "Green Mountain and White Mountain National Forests.")

Project Description* (250 Characters)

Guidance: Provide a 1-2 sentence summary of the project. Start this section with the word "To", followed by a descriptive verb.

Anticipated Start Date*

Guidance: Indicate the approximate date that the NFF-funded portion of the project will commence. This date should be at least two months after the proposal deadline.

Anticipated Completion Date*

Guidance: Indicate the approximate date the NFF-funded portion of the project will finish. This date should be no more than 12 months after your proposed start date.

Project Narrative

Executive Summary* (1,000 Characters)

Instruction: In about a paragraph, provide an abridged version of narrative below.

Guidance: This is a brief summary of overall proposal, including the need, goals, methods, and outcomes. Nothing should be included in the executive summary that is not in the rest of the proposal. For best results, you may wish to complete this section LAST.

Project Need* (1,500 Characters)

Instruction: In brief narrative form, succinctly and persuasively describe the need for the project, including the broader ecological, social, and/or economic issues the project will address. Indicate the National Forest System management issues involved and alignment with broader-scale conservation initiatives, if any.

Guidance: This section asks you to respond to the *WHY* of the project. Make a compelling case for what is wrong, before you describe later in this proposal the specific steps that you will take to fix it.

Goals and Objectives* (2,000 Characters)

Instruction: In brief, bulleted sentences, list the specific goals and objectives the project will accomplish and detail where it is located within the National Forest System.

Guidance: This section asks you to describe *WHAT* you plan to accomplish in the project and *WHERE* you plan to accomplish it. Succinctly describe the work you plan to complete under the grant. Describe specific location(s) of the work, and do not generalize. Successful applicants often use SMART criteria in their goals and objectives.

Evaluation Criterion: *The extent to which project goals and objectives are specific, consistent with the identified need, and clearly articulated.*

Methods* (5,000 Characters)

Instruction: In a succinct narrative or bulleted-paragraph format, describe the specific steps you will take to achieve each individual goal or objective. Include an implementation timeline that details discrete tasks and the individuals responsible for conducting each. Describe how the project engages other partner organizations.

Guidance: This section asks you to respond to the *HOW* of the project. Clearly describe the individual actions that your organization will complete to advance each goal or objective. The timeline should be monthly or quarterly and indicate staff involved. Include detail on the role that other organizations will play in the project.

Evaluation Criterion: *The extent to which the NFF-funded portion of the project can reasonably be accomplished within one year.*

Specific Outcomes* (3,000 Characters)

Instruction: Indicate the projected outcomes of the project. In bulleted format, quantify tangible outcomes in units such as the number of miles maintained, acres treated, trees planted, or volunteers engaged. Include a narrative portion to describe specific qualitative environmental or social impacts.

Guidance: This section asks you to detail the anticipated quantitative and qualitative outcomes of the project. Be specific, and describe the accomplishments you expect. If you are tracking something easily countable, like miles of trail maintained or hours a youth crew will work on a project, put it in a bulleted list or in brief bulleted sentences and be sure to include numbers to indicate the amount of work you expect to complete. If you are also tracking something harder to quantify like the change in user behavior, or increased social license because of a completed project, describe that in a brief narrative format. Be as specific as you can, use numbers wherever possible, and do not generalize.

Evaluation Criterion: The extent to which the project improves conditions of National Forest System resources in a measurable, on-the-ground manner.

Program Area Alignment* (1,000 Characters)

Instruction: In brief narrative format, describe how the project aligns with the NFF Outdoor Experiences or Forest Health program areas.

Guidance: This section asks you to explain explicitly how the project is consistent with the NFF Outdoor Experiences or Forest Health program areas described in the RFP. Describe which components of the project fit with the components of program area. Be honest. Don't make it a stretch.

Evaluation Criterion: The extent to which the project is highly aligned with the either the Outdoor Experiences or Forest Health program areas.

Integrated Approach (Optional) (1,000 Characters)

Instruction: If the project will cohesively integrate the Outdoor Experiences and Forest Health program areas, in brief narrative form, describe how it effectively ties the two program areas together.

Guidance: This optional section asks you to describe the extent to which the project strongly integrates the two NFF program areas. The most successful projects will seamlessly integrate the two program areas and receive weighted advantage. Projects that only nominally integrate the focus areas will not receive the weighted advantage. Be honest. Don't make it a stretch.

Evaluation Criterion: The extent to which the project cohesively integrates the Outdoor Experiences and Forest Health program areas.

Evaluation* (1,500 Characters)

Instruction: In brief narrative format, describe the following:

- The metrics that will determine whether the project achieved the goals and objectives set out, and who will determine it; and
- The type of evaluation and monitoring, if any, that will occur to know that the project was demonstrably effective over the short, medium, and long term, as well as how evaluation results will be incorporated in future work.

Guidance: This section asks you to identify how you will know that you had an impact and accomplished your goals.

- How will you determine whether the goals and objectives were completed, and how will you assess the quality of the work?
- The NFF is interested in three primary types of monitoring in this context: baseline, implementation, and effectiveness. Describe how your project utilizes any or all of these.

Evaluation Criterion: The extent to which the means of evaluating and monitoring project outcomes are well defined and appropriate for the stated project goals.

Dissemination* (500 Characters)

Instruction: In brief narrative format, describe how the organization will broadly communicate the project successes and challenges once work is completed.

Guidance: This section asks you to identify how you will share your successes and lessons learned. Describe how you will communicate the project outcomes internally and externally. Are you only posting a photo on Facebook, or are you also presenting at a workshop or preparing an instructional handbook?

Evaluation Criterion: The extent to which the project readily and effectively transfers best practices or shares lessons learned.

Civic Engagement* (1,500 Characters)

Instruction: In brief narrative format, describe the extent to which the community is directly engaged in the planning, implementation, and/or monitoring phases of the project. Identify the role, if any, that volunteers play in the project, and interest groups involved, with the role each plays.

Guidance: This section asks you to explain the role that the community plays in the implementation of your project. If your project uses volunteers, identify the roles they play. If your project uses youth crews, identify your organization's approach to working with youth crews. If your project involves the implementation of a project developed by a collaborative group, describe the role that the collaborative played. If your project directly engages underserved communities, describe the communities and the roles they play.

Evaluation Criterion: The extent to which the project clearly enhances understanding of natural resource issues, and increases capacity for participation and engagement.

Evaluation Criterion: The extent to which the project directly engages diverse or new stakeholders in the pre-implementation, implementation, or post-implementation phase.

COVID-19 Impacts* (750 characters)

Instruction: Describe likely impacts of the Coronavirus Pandemic on the proposed workplan and timeline. Briefly describe contingency measures your organization is considering to adapt to these impacts.

Guidance: Use this space to explain public health, policy, or related factors that could affect your project.

Contingency Planning* (500 characters)

Instruction: Describe any non-COVID-19 related issues you foresee that could delay your project during your grant period, and planning or contingency measures you would put in place to deal with them.

Guidance: Use this space to explain external or internal issues that could affect your project such as weather, permitting, or staffing. It's better to address potential issues directly and describe your contingencies, than to appear to have overlooked them.

Environmental Compliance

Environmental Compliance*

Instruction: Indicate whether the project requires any environmental permitting or compliance work, including under the National Environmental Policy Act.

Compliance Verification*

Instruction: If required, indicate whether the compliance is complete.

Guidance: The NFF does not consider projects where environmental compliance work is incomplete at the time of application.

Project Documents

Budget Narrative* (5,000 characters)

Guidance: Provide a Budget Narrative that explains your project's costs in bulleted narrative form. For each expense category, specifically describe how the project will spend NFF funds if awarded. Provide enough detail to show how the amount you are requesting is related to the project activities you describe in your narrative.

Financial Plan Form* (Upload)

Guidance: Upload a completed [NFF Financial Plan form](#) showing the budget for the project on the top half of the form (Part 1), and sources of the funds you plan to use as match on the bottom half of the form (Part 2). **Do not re-use NFF forms saved on your computer from previous rounds** as the NFF regularly updates its standard forms and your proposal may be disqualified if it does not include all the requested information on the current version of this form.

Be sure you understand and follow the [Definitions of Expense Categories and Funding Sources](#) and the [NFF Indirect Cost Rate Policy](#).

Double Check:

- Total NFF funds requested (cell B14) matches what is entered in the Amount Requested field of the online application form (noted above).
- Total matching partner Non-Federal Funds (cell C14) is equal to or greater than total NFF funds requested (cell B14).
- The indirect rate is no more than 10% of the total direct charges. If you have a NICRA, it shouldn't be any greater than your approved NICRA rate.
- Individual funders or categories of donors are listed in Part 2 of the form with the amount of their contributions and how much is committed.

Evaluation Criterion: *The extent to which the amount requested is appropriate, cost-effective, and commensurate with project needs.*

Evaluation Criterion: *The extent to which project matching funds are fully committed.*

Expanded Budget Form* (Upload)

Guidance: Upload the [NFF Expanded Budget form](#) to provide detail on the budget categories from the financial plan form. Double check that category totals match your financial plan form.

Do not re-use NFF forms saved on your computer from previous rounds as the NFF regularly updates its standard forms and your proposal may be disqualified if it does not include all the requested information on the current version of this form. Do not use expanded budget forms from other sources.

Double Check:

- Make sure the grand totals of each column in your Expanded Budget match the totals in your Financial Plan Form (cells B14, C14, D14, E14 and F14).
- Make sure the costs included in this spreadsheet are described in your budget narrative.

Project Area Map* *(Upload)*

Guidance: Upload a map of the project area to help reviewers locate it within the National Forest System and identify its proximity to other relevant locations. If the map consists of several documents, combine them into a PDF and upload a single file. Generally speaking, the more detailed the map(s) the better, but we encourage you to use what you already have.

Forest Service Letter of Support *(Upload)*

Guidance: Upload a letter of support from the Forest Supervisor of each National Forest or Grassland unit included in a proposal. Proposals that include work on more than four units of the National Forest System within a Forest Service Region may choose to obtain a letter of support from the Regional Forester rather than each Forest Supervisor. Do not submit letters from Forest Service District Rangers or any additional letters of support.

If not uploaded with the proposal, email letters of support to grants@nationalforests.org within 3 days of the proposal deadline. Do not submit letters of support via more than one method.

Organization Background

Organizational Background* *(1,500 Characters)*

Guidance: In brief narrative format, provide an overview of the history, mission, and goals of your organization. What are your organization's program priorities and the constituency and geographic area that you serve?

Safety* *(750 Characters)*

Instruction: The NFF is committed to working with all of our partners to complete projects in a safe manner. Please list all injuries and/or safety incidents that occurred within the last 36 months, if any. For major injuries or safety incidents, describe any changes your organization made to reduce their occurrence in the future.

Guidance: We value your organization's efforts to perform work in a manner that protects volunteers, staff, community members, agency representatives, and any others involved in the project. Be open about any at-work injuries or safety incidents that have happened over the last three years. What changes did you make to prevent something similar from happening again?

Biographical Sketch of Professional Staff Involved in the Project* *(2,000 Characters)*

Guidance: In narrative format, provide a description of the professional staff engaged in project implementation. Mention how long they have been at your organization and how long in their current position, and their skills that are relevant to the proposed project. Only list those who work for your organization or as contractors. You do not need to complete this section for Forest Service staff involved in the project.

List of Board Members* *(Upload or 5,000 Characters)*

Guidance: Include a list of your organization's board of directors and their relevant affiliations.

Organizational Financials* *(Upload)*

Guidance: Provide financial statements for the most recently completed fiscal year of your organization or your organization's fiscal sponsor. Do not send a copy of your organization's IRS form 990. If the financials consist of several documents, combine them into a single PDF for upload.

- If professionally prepared, this includes an audited, reviewed, or compiled financial report.
- If self-prepared, this includes a recent profit/loss statement and recent budget-to-actual statement at minimum. If your organization has a current audited financial statement, include the audited report *instead* of the self-prepared reports.

AD-1048* (Upload)

Guidance: Complete the first page of [USDA Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion](#), manually sign it, and upload it here.

NICRA (Upload)

Guidance: If your organization has a federally negotiated indirect cost rate agreement (NICRA), upload a copy. Note that the uploaded NICRA must be current through the start of the NFF grant, or your organization can only recover indirects at a *de Minimis* rate. Be sure you understand and follow the [NFF Indirect Cost Rate Policy](#).

Supplemental Organization Information

Note: The NFF is collecting information to improve how we understand and work with our partners. We encourage you to provide candid responses to the best of your ability. **When making funding decisions, evaluators will not have access to your responses to these questions, and the NFF does not consider them in proposal evaluation.**

Level of Effort*

Instruction: Please estimate the length of time your organization spent to complete this entire proposal. Consider the time of all staff and board members who were involved in content development, review and submission.

Demographic Worksheet*

Instruction: Download the [Demographic Worksheet](#) and complete it to the best of your ability.

- For each field, indicate whether each is based on collected data or perceived data.
- If you do not know or would not like to guess for a field, please mark "Not Applicable/Decline to Answer."
- If your organization does not collect certain data, mark "Do Not Collect".
- If you would prefer not to complete some or all of the form, please fill in your organization's name and the date and leave the applicable fields blank.

Additional Information about Equity, Diversity and Inclusion (2,000 Characters)

Instruction: The NFF recognizes that diversity can mean much more than the gender and race/ethnicity metrics captured above—it includes age, disabilities, sexual orientation, economic status, rural and urban differences, and many other factors.

If you choose, you may use this field to provide additional details about your organization's efforts to foster equity, diversity and inclusion within your organization and your programs.