

- Geographic Restrictions:** Benefit U.S. National Forests and Grasslands. See Geographic and Programmatic Restrictions section for specific restrictions.
- Application Deadline:** Round 1: January 13, 2021 at 11:59 pm MST
- Funding Type:** Federal Funds in partnership with the U.S. Forest Service (CFDA: 10.682)
- Matching Requirements:** 1:1 match of nonfederal cash funds directly received by the applicant organization. Award Recipient must expend match within the NFF grant performance period and for completion of the same project. In-kind and federal contributions are ineligible for use as match.
- Performance Period:** Projects funded in Round 1 will begin in April/May 2021 and run for 12 months.
- Informational Webinar:** December 10, 2020 at 11 a.m. MST [\[Register Here\]](#)
- 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),
  - The MAP Application Tips and Financial Plan Guidance after the RFP, and
  - NFF Conservation Awards staff who are available to answer questions about eligibility, project scope, or the application process.
- Program Contact:** Kerry Morse, Conservation Awards Manager  
Phone: (406) 830-3358  
Email: [kmorse@nationalforests.org](mailto:kmorse@nationalforests.org)
- 

**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 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.*

---

# Table of Contents

---

<b>Overview</b> .....	2	Geographic and Programmatic Restrictions .....	5
About the National Forest Foundation .....	2	<b>Proposal Review Process</b> .....	6
Matching Awards Program Overview .....	2	Application Review and Grant Administration .....	6
<b>Eligible Project Types</b> .....	2	Evaluation Criteria .....	6
Program Focus Areas .....	2	<b>How to Apply</b> .....	7
Civic Engagement Requirements.....	3	How to Start a New Application.....	7
Ineligible Project Types .....	3	How to Return to the Application You Started.....	7
<b>Funding and Match Requirements</b> .....	4	Proposal Attachment Forms .....	8
<b>Project Administrative Considerations</b> .....	4	<b>Applicant Resources</b> .....	8
Project Timing .....	4	Pertinent Policies and Documents .....	8
Sequential and Joint Awards.....	4	Informational Webinar .....	8
Environmental Compliance .....	4	Contact Information .....	8
Forest Service Letters of Support .....	5	<b>Appendix A: MAP Application Tips</b>	
Applicant Eligibility.....	5	<b>Appendix B: Guidance on NFF Budget Forms</b>	

## Overview

---

### ABOUT THE NATIONAL FOREST FOUNDATION

The National Forest Foundation (NFF) is the leading organization working on behalf of the American public to inspire personal and meaningful connections to our National Forests and Grasslands. Through direct fieldwork, 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 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.

## Eligible Project Types

---

### PROGRAM FOCUS AREAS

All projects proposed for MAP funding must align with one or both of the NFF’s two 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 Forests. Projects supported under this program generate tangible

conservation outcomes including enhancing high quality recreational experiences for the users of the National Forest System. 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. 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, the engagement of paid youth or stewardship crews, or the implementation of projects selected as an outcome of a formal collaborative-planning process.

## **COMPLEMENTARY BUT INELIGIBLE: EDUCATION, INTERPRETATION, INVENTORY, AND MONITORING**

The NFF recognizes that complementary 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 includes but is not limited to “citizen science”, “bio-blitz”, and “Early Detection and Rapid Response” activities.

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

- Education, signage, 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.

Additionally, MAP funds cannot support improvements of hardened facilities including, and similar to: campgrounds, parking lots, restrooms, visitor centers, and major signage.

## **Funding and Match Requirements**

---

MAP funds are federal funds. In order to receive MAP funds, an organization must raise an equal amount of additional, matching non-federal cash funds. Eligible match must be from non-federal sources and received by the MAP applicant organization. Eligible matching funds must be expended within the dates of the NFF grant (see project timing section below), and toward completion of the same project activities proposed for NFF funding. In-kind services and federal funding or other federal contributions are NOT eligible 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 the NFF. As of October 2017, the NFF no longer requires grant recipients physically to send a check for match when requesting grant funds.

## **Project Administrative Considerations**

---

### **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. Specifically, the performance period for projects funded in Round 1 will begin in April/May 2021 and run for 12 months.

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

### **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 submit only one application per 12-month period.

### **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.

## 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](mailto:grants@nationalforests.org) within three business days of the grant deadline. Do not send letters of support via hard copy, fax, or any method other than direct upload or email.

## APPLICANT ELIGIBILITY

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, or 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 Forest Service lands.

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

Award Recipients cannot apply for MAP funds for any work that is eligible for funding through certain other NFF grant programs. 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***

---

### **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
- 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

# Proposal Review Process

---

## APPLICATION REVIEW PROCESS AND GRANT ADMINISTRATION

A committee of National Forest Foundation staff, Board, and U.S. Forest Service representatives reviews proposals within approximately two months of the application deadline. When the NFF selects a project 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 Award Recipient chooses the most appropriate performance period start date and interim report due date for their project. The NFF typically provides several performance period options within a predetermined window.
- NFF staff complete a risk assessment of the potential Award Recipient including audit findings, staff experience, past performance on NFF grants, and other factors relevant to award administration in order to determine specific agreement terms.
- NFF prepares grant agreement and sends to project lead listed in proposal application via DocuSign. The project lead may re-route the agreement to another signers, if appropriate.
- Award Recipient must fully execute the grant agreement within 60 days. The NFF automatically voids agreements not executed within 60 days.
- Award Recipient may begin to charge costs to their MAP grant beginning on the first day of the performance period. MAP funds cannot cover expenses that the Award Recipient incurs outside the performance period
- Award Recipient may request NFF grant funds at any time within the performance period, including a full advance at the beginning of the grant period, or incrementally as it raises matching funds. In order to request funds, the Award Recipient provides documentation of receipt of matching funds and accompanying request forms. Acceptable documentation of matching funds includes a copy of a grant agreement or award letter from another funder, a copy of the grant or donation check, or a signed letter from Award Recipient indicating the eligibility of funding source.
- Interim narrative and financial reports are due approximately halfway through the one-year grant period.
- The grant end date is initially set at 12-months after the start of the performance period. The Award Recipient must complete all project activities and request all funds by the end of the performance period.
- Final narrative and financial reports are due one month after the end of the performance period.

## EVALUATION CRITERIA

Each member of the MAP review committee numerically scores applications based on the following evaluation criteria. Applications that receive funding generally receive high scores on each individual criterion.

- The extent to which project goals and objectives are specific, consistent with the identified need, and clearly articulated.

- The extent to which the project improves conditions of National Forest System resources in a measurable, on-the-ground manner.
- The extent to which the project is highly aligned with either the Outdoor Experiences or Forest Health Program Areas.
- The extent to which the project cohesively integrates the Outdoor Experiences and Forest Health Program Areas.
- The extent to which the means of evaluating and monitoring project outcomes are well defined and appropriate for the stated project goals.
- The extent to which the project directly engages diverse or new stakeholders in the pre-implementation, implementation, or post-implementation phase.
- The extent to which the project clearly enhances understanding of natural resource issues, and increases capacity for participation and engagement.
- The extent to which the project readily and effectively transfers best practices or shares lessons learned.
- The extent to which the NFF-funded portion of the project can reasonably be accomplished within one year.
- The extent to which the amount requested is appropriate, cost-effective, and commensurate with project needs.
- The extent to which matching funds are fully committed.

## How to Apply

---

Applicants complete and submit MAP applications through an online application platform. Save and refer to this RFP document and the following appendix as you complete the online form.

### HOW TO START A NEW APPLICATION

1. Use this link <https://nationalforests.typeform.com/to/JAdZzLsK> to complete a short 10-question quiz that ensures your project and organization is eligible to receive MAP funding.
2. Upon successful completion of the eligibility quiz, you will receive a link and instructions that will allow you to initiate an application.

### HOW TO RETURN TO THE APPLICATION YOU STARTED

If you have already completed the eligibility quiz and initiated an application, you can return to the application form by following these steps:

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

## PROPOSAL ATTACHMENT FORMS

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.

- [NFF Master Financial Plan form](#)
- [NFF Expanded Budget form](#)
- [USDA Form AD-1048](#), *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion*

## Applicant Resources

---

The Matching Awards Program is highly competitive and the NFF only funds projects that align exceptionally with programmatic criteria. Applicants report spending an average of 31 hours on the completion of a MAP application. To ensure that your time is well spent, use all the resources available to determine whether your project is eligible, and that you have fully addressed the application requirements.

### PERTINENT POLICIES AND DOCUMENTS

Prior to developing a MAP application, applicants should review and understand this RFP and the following policies:

- [NFF Indirect Cost Rate Policy](#)
- [NFF Policy on Fiscal Sponsorship](#) (if applicable)

Additional guidance on how to complete the NFF MAP application and budget forms are provided in these documents:

- [MAP Application Tips](#) – This document contains detailed guidance on certain application questions and components including instructions, tips, and checklists. This section is intended to help applicants develop and submit a competitive proposal.
- [How to Complete the NFF Master Financial Plan](#) – This document covers definitions of expense categories and match sources, and provides detailed examples of both the Master Financial Plan and Expanded Budget forms.

### INFORMATIONAL WEBINAR

An informational webinar regarding MAP proposal requirements and the submission process will take place December 10, 2020 at 11:00 a.m. MST. [Register in advance here](#).

### ADDITIONAL QUESTIONS AND PROGRAM CONTACT

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

Kerry Morse, Conservation Awards Manager  
Phone: (406) 830-3358  
Email: [kmorse@nationalforests.org](mailto:kmorse@nationalforests.org)



***Additional help on how to complete your NFF Matching Awards Program application***

*This appendix provides tips on answering certain questions in the Matching Awards Program application, with the intention of helping you submit a competitive proposal. This guidance should be used as a supplement to, not a replacement for, the instructions in the online application form and eligibility information in the RFP.*

**Project Name**

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

**Amount Requested**

Tips: Indicate the amount you are requesting from the NFF for this project.

Double Check: Make sure this is consistent with the total NFF Request in the financial plan you upload (see below).

**Executive Summary**

*Instruction: In about a paragraph, provide an abridged version of the proposed project.*

Tips: For best results, you may wish to complete this section LAST. 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.

**Project Need**

*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.*

Tips: 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**

*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.*

Tips: 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.

**Methods**

*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.*

Tips: 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.

## **Specific Outcomes**

*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.*

Tips: 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**

*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.*

Tips: 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.

## **Dissemination**

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

Tips: 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?

## **Civic Engagement**

*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.*

Tips: 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.

## **COVID-19 Impacts**

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

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

## Contingency Planning

*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.*

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

## Budget Narrative

*Instruction: Provide a Budget Narrative that explains your project's costs in bulleted narrative form.*

Tips: 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 relates to the project activities you describe in your narrative.

## Financial Plan Form

*Instruction: 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).*

Tips: Read through the guidance on [How to Complete the NFF Master Financial Plan](#) which includes definitions of expense categories, match, and other items, and provides examples of how to fill out the form. Also, be sure you understand and follow the [NFF Indirect Cost Rate Policy](#).

**Do not re-use NFF forms saved on your computer from previous rounds** as the NFF regularly updates its standard forms and may disqualify proposals that do not include all the required information on the current version of this form.

### Double Check:

- Total NFF funds requested (cell B15) matches what you entered in the Amount Requested field of the online application form (noted above).
- Total of the column "(i) Non-Federal Cash Funding" (cell C15) is equal to or greater than total NFF funds requested (cell B15) – this ensures you are meeting the MAP 1:1 match requirement.**
- The indirect rate is no more than 10% of the total direct charges. Or, if you have a NICRA, it should not be any greater than your approved NICRA rate.
- Individual funders or categories of donors are listed in Part II of the form with the amount of their contributions.
- The degree to which every match contribution is committed is indicated.

## Expanded Budget Form

*Instruction: 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.*

Tips: It is recommended that you complete your Expanded Budget prior to your Master Financial Plan. Read through the guidance on [How to Complete the NFF Master Financial Plan](#) which includes definitions of expense categories, match, and other items, and provides examples of both the Master Financial Plan and Expanded Budget Form.

Do not use expanded budget forms from other sources, and **do not re-use NFF forms saved on your computer from previous rounds** as the NFF regularly updates its standard forms and may disqualify proposals that do not include all the requested information on the current version of this form.

Double Check:

- Make sure the grand totals of each column in your Expanded Budget match the totals in your Financial Plan Form (cells B15, C15, D15, E15 and F15).
- Make sure the costs included in this spreadsheet are described in your budget narrative.

## **Project Area Map**

*Instruction: Upload a map of the project area. If the map consists of several documents, combine them into a PDF and upload a single file.*

Tips: The map should help reviewers locate the project area(s) within the National Forest System and identify its proximity to other relevant locations. The more detailed the map(s) the better, but we encourage you to use what you already have.

## **Forest Service Letter(s) of Support**

*Instruction: Upload a letter of support from the Forest Supervisor of each National Forest or Grassland unit included in a proposal.*

Tips: 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](mailto:grants@nationalforests.org) within three days of the proposal deadline. Do not send letters of support via hard copy, fax, or any method other than direct upload or email.

## **Safety**

*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.*

Tips: 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?

# How to Complete the NFF Master Financial Plan



**National Forest Foundation Master Financial Plan Form** Questions? Click here for definitions and other instructions

Organization: Forests Need Trees | Proposed Project: Volunteer Tree Planting Series on the Daniel Boone National Forest

**Part I: Proposed Project Budget (REQUIRED)**

Expense Categories:	(1) NFF-Funded Portion of Project Budget	(2) Project Contributions from Non-NFF Sources			(3) Total Project Value
		(i) Non-Federal Cash Funding	(ii) Non-Federal In-Kind Contributions	(iii) Federal Contributions	
Personnel	\$20,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$65,000.00
Fringe Benefits	\$6,700.00	\$3,350.00	\$0.00	\$0.00	\$10,050.00
Travel	\$258.75	\$172.50	\$0.00	\$4,000.00	\$4,431.25
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$5,000.00	\$900.00	\$4,900.00	\$500.00	\$11,300.00
Contractual	\$5,000.00	\$25,000.00	\$0.00	\$20,000.00	\$50,000.00
	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
<b>Total Direct Expenses</b>	<b>\$36,958.75</b>	<b>\$39,672.50</b>	<b>\$14,900.00</b>	<b>\$49,500.00</b>	<b>\$141,031.25</b>
Indirect Expenses	\$3,696.87	\$5,950.88	\$0.00	\$0.00	\$9,646.75
<b>Grand Total</b>	<b>\$40,654.62</b>	<b>\$45,623.38</b>	<b>\$14,900.00</b>	<b>\$49,500.00</b>	<b>\$150,678.00</b>
Automatically-Calculated Indirect Rates:					
Rate	10.00%	15.00%	0.00%	0.00%	6.84%

**Part II: Details on Matching Contributions (REQUIRED)**

Separate cash funding from in-kind contributions.

Sources of Non-Federal Contributions <small>(Example: "ABC Foundation" or "Individual Donors")</small>	(i) Non-Federal Cash Funding		(ii) Non-Federal In-Kind Contributions	
	Amount	% Committed	Amount	% Committed
Trees for Life Foundation	\$ 19,000.00	100%	\$ -	-
Individual Donors - Project-specific contributions	\$ 5,000.00	25%	\$ -	-
Unrestricted Donations from nonfederal sources	\$ 6,623.38	100%	\$ -	-
Smith Family Foundation	\$ 15,000.00	0%	\$ -	-
Volunteer time	\$ -	-	\$ -	-
Cater 4U - Donated lunches	\$ -	-	\$ 400.00	100
WeRent - Donated dozer rental	\$ -	-	\$ 4,500.00	100
	\$ -	-	\$ -	-

**B Expense Categories**

**C Indirect Charges**

**D Sources of Other Contributions**

**A Funding Sources**

**E Match Commitment**



See end of this document for a full-size example Master Financial Plan and corresponding Expanded Budget Form.

## A Funding Sources

### Part I: Proposed Project Budget (REQUIRED)

Expense Categories:	(1) NFF-Funded Portion of Project Budget	(2) Project Contributions from Non-NFF Sources			(3) Total Project Value
		(i) Non-Federal Cash Funding	(ii) Non-Federal In-Kind Contributions	(iii) Federal Contributions	
Personnel	\$20,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$65,000.00
Fringe Benefits	\$6,700.00	\$3,350.00	\$0.00	\$0.00	\$10,050.00
Travel	\$258.75	\$172.50	\$0.00	\$4,000.00	\$4,431.25
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

#### (1) NFF-Funded Portion of Project Budget:

Use this column to show your proposed budget for how NFF funds would be spent.

**Example:** You are proposing that the NFF fund three volunteer tree-planting events, and your organization has received funding from various other sources to hold two additional events, so the project as a whole will complete five tree-planting events.

In column (1), list the costs for staff time, travel, supplies, etc. that are associated with the three events that NFF funding will cover.

#### (2) Project Contributions from Non-NFF Sources:

Use these three columns to show other contributions to the project including cash funding, and donated items. Separate contributions from federal sources from contributions from non-federal sources:

**(i) Non-Federal Cash Funding:** Use this column to show how other funding your organization has raised will be spent on this project.

**Example:** You have received a grant from another foundation that will cover staff time and supplies for two volunteer events that are part of the project. And, two major donors contributed unrestricted gifts to your general fund that you want to direct toward some of these project expenses.

**(ii) Non-Federal In-Kind Contributions:** Use this column to show other non-cash contributions (donated goods, services, etc.) that will contribute to your project.

**Example:** The value of volunteer hours during your volunteer events, the tools donated by the local hardware store, and the sandwiches donated by the catering company.

**(iii) Federal Contributions:** Use this column to show any federal contributions to the project, whether funding or in-kind contributions.

**Example:** The value of time of the Forest Service employee that will be directing the volunteers, and the items covered by the federal grant you received for part of the project.

**B**

**Direct Expense Categories**

Part I: Proposed Project Budget (REQUIRED)	
Expense Categories:	(1) NFF-Funded Portion of Project Budget
Personnel	\$20,000.00
Fringe Benefits	\$6,700.00
Travel	\$258.00
Equipment	\$0.00
Supplies	\$5,000.00
Contractual	\$5,000.00
Other	\$0.00
<b>Total Direct Expenses</b>	<b>\$36,958.00</b>
Indirect Expenses	\$3,695.62
<b>Grand Total</b>	<b>\$40,654.62</b>

**Personnel:** Use this line to indicate wages and salaries that will be paid to employees of the grantee organization for time that they will be directly involved in the proposed project’s implementation.

-  Use actual and documentable salary or wage rates, not “loaded” or “padded” rates.
-  Do use this line for the value of volunteer time - list donated time in column (i) Non-Federal In-Kind Contributions.
-  Do not use this line item for individuals or organizations your organization will hire as contractors.

**Fringe Benefits:** Use this line for benefits for the personnel whose wages are listed above. Benefits may include employer’s share of FICA, health insurance, workers’ compensation, and paid time off. Use the budget narrative or expanded budget form to describe what specific fringe benefits are being charged to the grant, including the fringe benefit percentage.

**Travel:** Include any transportation or temporary lodging costs of personnel that are reasonable and necessary to effectively manage and carry out proposed project activities, provide oversight, or measure program effectiveness.

-  Travel costs may be budgeted on an actual basis, or on a per-diem or mileage basis.
-  The mileage rate used should be no more than the federally approved mileage rate.
-  Air travel, when necessary, must be obtained at the lowest possible customary standard.
-  Do not include travel expenses of contractors on this line, include those in the “Contractual” line item.

**Equipment:** Equipment is defined as non-expendable personal property with a per-unit cost of \$5,000 or more and a useful life of more than one year.

 Under nearly all circumstances, the NFF does not support equipment purchases. Contact the NFF in advance of submitting an application if you believe this is required for your project.

**Supplies:** Use this category for materials, tools, rentals, and all consumable items costing less than \$5,000 per unit. Examples include copy paper, pens and pencils, computers, GPS units, shovels, equipment rentals, etc.

-  Include associated shipping and delivery costs in this category.

**Contractual:** Use this line for the costs of services of partner organizations, contracted services, individuals who are not employees of your organization, and associated travel and materials that these entities will pay for.

**Other:** Use this line for any costs that are required to complete the proposed work but do not fit any of the aforementioned categories. Be sure to describe them fully in your budget narrative and/or expanded budget.

**C**

**Indirect Charges**

Contractual	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Total Direct Expenses</b>	<b>\$36,958.75</b>	<b>\$39,500.00</b>
Indirect Expenses	\$3,695.87	\$5,000.00
<b>Grand Total</b>	<b>\$40,654.62</b>	<b>\$44,500.00</b>
<i>Automatically-Calculated Indirect Rates:</i>		
Rate	10.00%	15.00%
Part II: Details on Matching Contributions (REQUIRED)		

**Indirect Charges:** The NFF encourages applicants to budget the allowable portion of their NFF grant to cover their organization’s indirect (also known as “overhead”) expenses.

Indirect expenses are costs that support the organization as a whole rather than the proposed project in particular. They include costs such as salaries of finance and human resources staff, administrative supplies, rent, utilities, tech support and other contracted services that serve the organization as a whole.

Refer to the [NFF Indirect Cost Rate Policy](#) for full details on how to calculate indirect charges. You may use one of the two following methods to determine the allowable portion of your proposed direct costs that may be added to your budget for indirect expenses:

- **Option 1:** If your organization has obtained a federally Negotiated Indirect Cost Rate Agreement (NICRA), you may budget for indirect costs at your **current NICRA rate**. Your current NICRA must be submitted with your application.
- **Option 2:** If your organization has never had a NICRA, you may budget for indirects at **10% of allowable direct costs**.

**Example:** Your organization does not have a NICRA, and the Total Direct Charges in your proposed NFF project budget are \$15,600.00. You may add 10%, or \$1,560, to your budget to cover organizational indirect expenses. Therefore, your total NFF grant request will be for \$17,160.00.

Indirect Expenses	\$3,695.87	\$5,950.88	\$0.00	\$0.00	\$9,646.75
<b>Grand Total</b>	<b>\$40,654.62</b>	<b>\$45,623.38</b>	<b>\$14,900.00</b>	<b>\$49,500.00</b>	<b>\$150,678.00</b>
<i>Automatically-Calculated Indirect Rates:</i>					
Rate	10.00%	15.00%	0.00%	0.00%	6.84%

**Part II: Details on Matching Contributions (REQUIRED)**

- List each non-federal funding source, the amount it is contributing to the project, and whether it is committed or anticipated.
- Separate cash funding from in-kind contributions.

Sources of Non-Federal Contributions <i>(Example: "ABC Foundation" or "Individual Donors")</i>	(i) Non-Federal Cash Funding		(ii) Non-Federal In-Kind Contributions	
	Amount	% Committed	Amount	% Committed
Trees for Life Foundation	\$ 19,000.00	100%	\$ -	
Individual Donors - Project-specific contributions	\$ 5,000.00	25%	\$ -	
Unrestricted Donations from nonfederal sources	\$ 6,623.38	100%	\$ -	
Smith Family Foundation	\$ 15,000.00	0%	\$ -	
Volunteer time	\$ -		\$ 10,000.00	0
Cater 4U - Donated lunches	\$ -		\$ 400.00	100
WeRent - Donated dozer rental	\$ -		\$ 4,500.00	100
	\$ -		\$ -	
	\$ -		\$ -	
<b>Total</b>	<b>\$ 45,623.38</b>		<b>\$ 14,900.00</b>	

## D Sources of Nonfederal Contributions

Use this column to list each nonfederal entity our group of donors that is contributing funding or donating items to make the proposed project possible.

 Be specific about the name of the entity to make it clear that the source is nonfederal funding.

**Example:** List "California Forest Improvement Program grant" not "State of California Grant"

 Unrestricted nonfederal funds your organization intends to direct to the project may be grouped without further details about the funding source(s).

**Example:** List "Individual Donors" not "Julio Mendez and Jane Brown"

 Do not list sources of funding that will be received by any organization other than your own.

 Do not include sources of federal contributions.

## E Match Commitment

**Amount:** Use these columns to provide details about the amount of funding or value of donated items from each source that will be directed to the proposed project budget.

The total of these columns should match the totals in your Part I budget columns for (i) Non-Federal Cash Funding and (ii) Non-Federal In-Kind Contributions.

**% Committed** Use these columns to indicate how much of the budgeted amount has been received or formally committed at the time of application to the NFF.

 **Use 100%** to indicate funding that has been received and is in the bank, or for funding that are certain to receive because you have a documented commitment with the funder.

**Example:** A grant that has been received and is deposited in the bank.

**Example:** A grant that you are certain you will receive because you have a documented commitment from the funder (award letter or signed agreement).

 **Use 0%** to indicate funding that is pending.

**Example:** A grant application that has been submitted but you have not yet heard whether it will be funded.

**Example:** Income from a fundraiser you expect to hold later in the year.

 **Use 1-99%** to indicate how much of the budgeted amount has been received at time of application.

**Example:** Use 25% committed if you have already raised a quarter of the donations from individual donors you intend to contribute to the project, but still need to fundraise for the remaining 75%.

# National Forest Foundation Master Financial Plan Form

Questions? [Click here for definitions and other instructions](#)

<b>Organization:</b> Forests Need Trees	<b>Proposed Project:</b> Volunteer Tree Planting Series on the Daniel Boone National Forest
---	---

## Part I: Proposed Project Budget (REQUIRED)

Expense Categories:	(1) NFF-Funded Portion of Project Budget	(2) Project Contributions from Non-NFF Sources			(3) Total Project Value
		(i) Non-Federal Cash Funding	(ii) Non-Federal In-Kind Contributions	(iii) Federal Contributions	
Personnel	\$20,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$65,000.00
Fringe Benefits	\$6,700.00	\$3,350.00	\$0.00	\$0.00	\$10,050.00
Travel	\$258.75	\$172.50	\$0.00	\$4,000.00	\$4,431.25
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$5,000.00	\$900.00	\$4,900.00	\$500.00	\$11,300.00
Contractual	\$5,000.00	\$25,000.00	\$0.00	\$20,000.00	\$50,000.00
Other	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
<b>Total Direct Expenses</b>	<b>\$36,958.75</b>	<b>\$39,672.50</b>	<b>\$14,900.00</b>	<b>\$49,500.00</b>	<b>\$141,031.25</b>
Indirect Expenses	\$3,695.87	\$5,950.88	\$0.00	\$0.00	\$9,646.75
<b>Grand Total</b>	<b>\$40,654.62</b>	<b>\$45,623.38</b>	<b>\$14,900.00</b>	<b>\$49,500.00</b>	<b>\$150,678.00</b>

Automatically-Calculated Indirect Rates:

Rate	10.00%	15.00%	0.00%	0.00%	6.84%
------	--------	--------	-------	-------	-------

## Part II: Details on Matching Contributions (REQUIRED)

- List each non-federal funding source, the amount it is contributing to the project, and whether it is committed or anticipated.
- Separate cash funding from in-kind contributions.

Sources of Non-Federal Contributions <i>(Example: "ABC Foundation" or "Individual Donors")</i>	(i) Non-Federal Cash Funding		(ii) Non-Federal In-Kind Contributions	
	Amount	% Committed	Amount	% Committed
Trees for Life Foundation	\$ 19,000.00	100%	\$ -	
Individual Donors - Project-specific contributions	\$ 5,000.00	25%	\$ -	
Unrestricted Donations from nonfederal sources	\$ 6,623.38	100%	\$ -	
Smith Family Foundation	\$ 15,000.00	0%	\$ -	
Volunteer time	\$ -		\$ 10,000.00	0
Cater 4U - Donated lunches	\$ -		\$ 400.00	100
WeRent - Donated dozer rental	\$ -		\$ 4,500.00	100
	\$ -		\$ -	
	\$ -		\$ -	
<b>Total</b>	<b>\$ 45,623.38</b>		<b>\$ 14,900.00</b>	

# National Forest Foundation Expanded Budget Form

Questions? Click here for definitions and other instructions

Expense Categories:	(1) NFF-Funded Portion of Project Budget	(2) Project Contributions from Non-NFF Sources			(3) Total Project Value
		(i) Non-Federal Cash Funding	(ii) Non-Federal In-Kind Contributions	(iii) Federal Contributions	
<b>Personnel</b>					
<i>Position*Rate*Time</i>					
Executive Director - \$60k annual salary * 15% time on project	\$ 6,000.00	\$ 3,000.00			\$ 9,000.00
Program Manager - \$50k annual salary * 30% time on project	\$ 10,000.00	\$ 5,000.00			\$ 15,000.00
Volunteer Coordinator - \$15/hr * 400 hrs	\$ 4,000.00	\$ 2,000.00			\$ 6,000.00
Volunteers - National rate \$25/hr * 400 hrs			\$ 10,000.00		\$ 10,000.00
Forest Service Staff estimated in-kind time				\$ 25,000.00	\$ 25,000.00
<i>Subtotal</i>	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 65,000.00
<b>Fringe Benefits</b>					
<i>Position*Rate*Time</i>					
Executive Director * 33.5% benefits rate	\$ 2,010.00	\$ 1,005.00			\$ 3,015.00
Program Manager * 33.5% benefits rate	\$ 3,350.00	\$ 1,675.00			\$ 5,025.00
Volunteer Coordinator * 33.5% benefits rate	\$ 1,340.00	\$ 670.00			\$ 2,010.00
<i>Subtotal</i>	\$ 6,700.00	\$ 3,350.00	\$ -	\$ -	\$ 10,050.00
<b>Travel</b>					
<i>#People*#Trips*Perdiem/Mileage</i>					
1 van * 5 trips * 150 miles each * \$.575 federal mileage rate	\$ 258.75	\$ 172.50			\$ 431.25
Forest Service Staff travel				\$ 4,000.00	\$ 4,000.00
<i>Subtotal</i>	\$ 258.75	\$ 172.50	\$ -	\$ 4,000.00	\$ 4,431.25
<b>Equipment</b>					
<i>Type*Qty*Cost</i>					
					\$ -
					\$ -
<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>					
<i>Type*Qty*Cost</i>					
PPE sets for volunteers - 40 * \$15ea		\$ 600.00			\$ 600.00
Trees - 5000 * \$1ea	\$ 5,000.00				\$ 5,000.00
Shovels - 25 * \$7ea		\$ 175.00			
Dozer rental - 5 days * \$900/day			\$ 4,500.00		
Lunches \$10ea * 40 volunteers			\$ 400.00		
Printing Recruitment Materials		\$ 125.00			
Materials for site prep				\$ 500.00	\$ 500.00
<i>Subtotal</i>	\$ 5,000.00	\$ 900.00	\$ 4,900.00	\$ 500.00	\$ 11,300.00
<b>Contractual</b>					
<i>Individual Contract</i>					
TreesRUs Youth Corps - \$10k/wk * 5 wks	\$ 5,000.00	\$ 25,000.00		\$ 20,000.00	\$ 50,000.00
					\$ -
<i>Subtotal</i>	\$ 5,000.00	\$ 25,000.00	\$ -	\$ 20,000.00	\$ 50,000.00
<b>Other</b>					
<i>Type*Qty*Cost</i>					
Incentives for elementary school participation - 50 prizes costing \$5ea		\$ 250.00			\$ 250.00
					\$ -
<i>Subtotal</i>	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00
<b>Total Direct Expenses</b>	\$ 36,958.75	\$ 39,672.50	\$ 14,900.00	\$ 49,500.00	\$ 141,031.25
<b>Indirect Expenses</b>					
<i>At Federally Negotiated Indirect Rate or up to 10% of Modified Total Direct Costs</i>					
<i>Total Indirects</i>	\$ 3,695.87	\$ 5,950.88	\$ -	\$ -	\$ 9,646.75
<b>Grand Total</b>	\$ 40,654.62	\$ 45,623.38	\$ 14,900.00	\$ 49,500.00	\$ 150,678.00

**Double check:** Subtotals and grand totals on this form should match the category totals on your NFF Master Financial Plan Form.