

MAP 2024: Connecting People to Forests Round 1 Request for Proposals

November 9, 2023

Recent Program Adjustment: In 2023, the National Forest Foundation (NFF) released changes to its Matching Awards Program (MAP). The changes were the result of over two years of work by NFF staff, Board, and advisors to collect feedback from past and potential applicants and align the program with current National Forest System needs and the NFF strategic plan. The resulting program, MAP: Connecting People to Forests, focuses primarily on community engagement. Program goals are to create lasting change that will allow all communities, especially underserved communities, opportunities to benefit from activities on National Forest System lands or adjacent public lands. The MAP program's longstanding support of stewardship continues through this programmatic shift. While engagement is now the primary focus of the program, stewardship activities are also a requirement for all proposed projects.

Key Information

- Geographic Restrictions:** Projects must take place on U.S. National Forests or Grasslands or adjacent public lands and demonstrate benefit to National Forest System lands.
- Application Deadline:** January 16, 2024 at 11:59 pm MST
- Funding Type:** Federal Funds in partnership with the U.S. Forest Service (Federal Assistance Listing 10.682)
- Eligible Organizations:** Nonprofit organizations, Tribal governments and organizations, and universities.
- Matching Requirements:** 1:1 cash 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 contributions are not considered.
- Performance Period:** Projects funded in this round will begin in mid-March or April 2024 and may run for up to 18 months.
- Informational Webinar:** December 4, 2023 at 10:00 am MST [[Register Here](#)].
- Applicant Resources:** MAP is highly competitive and the NFF only funds projects that align exceptionally well with programmatic criteria. To ensure that the applicant's time is well spent, use all the resources available to determine whether the project is eligible including:
- This Request for Proposals
 - MAP Frequently Asked Questions
 - MAP Application Tips and Financial Plan Guidance Appendices
- Program Contact:** NFF Conservation Awards staff are available to answer questions about eligibility, project scope, or the application process.
- Allison Powell, Conservation Awards Associate
Phone: 629.462.0381
Email: grants@nationalforests.org

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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.

MAP – PROGRAM OVERVIEW

Through MAP, the NFF provides funds for projects that directly benefit America’s National Forests and Grasslands. MAP pairs federal funds provided through a cooperative agreement with the U.S. Forest Service with non-federal dollars raised by award recipients, multiplying the resources available to benefit the National Forest System.

Building from applicant feedback and changes to the NFF strategic plan, the NFF shifted the focus of MAP in April 2023. Read more about the process in [this NFF News Release](#). The NFF is proud of the results that partners have accomplished through the MAP program over the last 30 years and is eager to see how those results deepen and change as a result of this shift.

Updated MAP funding criteria focus on projects that inspire participants to get personally involved in caring for their public lands. Projects funded under MAP must involve the public through in-person engagement, and provide benefit to the National Forest System. This refocus on engagement as a central component is intended to ensure that a diversity of communities have access to funding and the many benefits of public lands and are actively engaged in their care.

Through the program changes, some work that was previously eligible for funding under MAP, including stewardship efforts completed primarily by for-profit contractors, is now ineligible for MAP funding. The NFF continues to support these kinds of professional restoration and stewardship efforts through its other funding programs. Full detail about eligibility is described below.

Eligible Project Types

PROGRAM FOCUS AREAS

The NFF requires that all projects proposed for funding must include community involvement and hands-on stewardship activities to benefit the [National Forest System](#).

Community Engagement

Community engagement, defined as in-person involvement of the public, must be the primary focus of every project funded under MAP. The National Forest Foundation recognizes that communities across the country have varied histories and experiences with public lands and expects that effective and appropriate engagement experiences will vary.

Eligible occasions for community engagement in public lands include, but are not limited to:

- Public lands days, cleanup days, and similar events
- Field trips for schools or collaborative groups
- Outdoor skills training
- Indigenous ecological practices
- Ceremonies or celebrations related to natural resources
- Nature-based therapeutic activities
- Trail or site ambassador programs
- Community science projects
- Implementation by community members of natural resource stewardship projects as defined below

Eligible public involvement in those opportunities may be paid or volunteer. Youth conservation corps, other types of paid service crews, event attendees, and volunteer participation are all considered public engagement.

Projects that are the result of, or contribute to, longer term relationships will be prioritized in proposal evaluation. In addition to describing involvement of people in project implementation, proposals should describe whether the project's design and planning stages include leadership or direct involvement of the populations they will benefit. Proposals should specify the populations they aim to engage in the opportunity, and how the opportunity is designed to benefit them. Applicants should demonstrate knowledge of and any existing relationships with the populations.

Stewardship Activities

In addition to a focus on public engagement, stewardship activities must be a component of every project proposed to MAP. Specifically, the participants of the groups engaged must complete eligible stewardship-oriented activities that result in benefits to the National Forest System. Benefits may be direct, such as trail maintenance or trash cleanup, or indirect. Examples of stewardship work with indirect benefits include collecting monitoring data which the Forest Service or other public entities will use to inform management decisions, or educating other trail users to prevent resource damage. The NFF recognizes that different activities are appropriate for different types of participants, therefore a variety of activities are allowed, resulting in either large- or small-scale stewardship benefits.

Eligible participant stewardship activities include, and are not limited to:

- Recreation area cleanup
- Native tree and shrub planting
- Trail maintenance
- Invasive species control
- Forest and watershed restoration
- Hazardous fuels reduction
- Ecological or social monitoring to inform management decisions
- Educating others about sustainable recreation principles

The NFF will consider proposed stewardship activities based on the applicant's ability to connect the particular populations the project is seeking to engage to public lands, not only on their scale of impact on the ground.

Advancing Diversity, Equity, and Long-Term Benefit

Through MAP, the NFF is reaffirming its interest in expanding environmental and conservation work and who participates in this work, acknowledging that many underserved communities have historically not benefitted from investments on public lands. The selection committee will prioritize projects that aim to create opportunities to advance equitability and the diversity of beneficiaries, whether during the MAP-funded performance period or in the future. Projects that are part of a long-term strategy to create or inspire connection to public lands will also receive priority.

Proposals should include a description of the benefits to the community engaged, including whether the project benefits or engages underserved communities. For the purposes of MAP, the NFF uses the following definitions which align with the underserved communities identified in the [U.S. Forest Service Equity Action Plan](#):

Underserved Communities: Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

Equity: The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

INELIGIBLE ACTIVITIES

In line with the MAP focus on community engagement in stewardship, applications are not accepted if the primary costs are for development or improvement of hardened infrastructure via purchases or contractors. This includes development of or major improvements to campgrounds, parking lots, restrooms, or visitor centers. The NFF will consider smaller scale activities at these locations completed as part of community engagement programming and if the majority of the proposed budget is for engagement-related costs. MAP funding is not intended to support wildland firefighting efforts, nor may it be used to support subcontracted stewardship efforts completed primarily by for-profit entities.

Funding and Match Requirements

MAP funds are provided to the NFF by the USDA Forest Service and recipients must treat the funds as Federal Awards under Federal Assistance Listing 10.682. In order to receive MAP funds, an award recipient must raise an equal amount of additional non-federal cash funds as match. In-kind contributions and federal funding are NOT eligible to meet the MAP program's cash match requirements.

Both MAP and required cash match funds:

- Must be paid to the applicant organization and deposited in the applicant organization's bank account;
- Must support the same project activities and be expended within the same performance period;
- Must be used to advance the 501(c)(3) exempt mission of the NFF;
- Cannot support litigation or advocacy;
- Cannot support general administrative purposes beyond eligible indirect costs;
- Cannot be directed to the U.S. Forest Service or any other federal entity;
- Cannot be used to meet the matching requirements of any other federal funding program.

Upon selection for funding, award recipients must submit documentation to the NFF showing the receipt of eligible non-federal matching funds.

Project Administrative Considerations

APPLICANT ELIGIBILITY

Nonprofit organizations, Tribal governments and organizations, and universities 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 or state agencies, local governments, individuals, or for-profit organizations.

PROJECT TIMING

Proposed project periods may be no more than 18 months long. For this round, grant performance periods will begin in March or April 2024, and extend for 12 to 18 months depending on grantee preference.

All activities directly supported by MAP and the expenditure of associated match 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.

AWARD SIZE

There is not an official minimum or maximum award amount for the MAP program and successful proposals vary widely in budget size. In recent years, NFF has considered applications ranging from less than \$5,000 to over \$80,000. The NFF suggests that new MAP applicants submit applications requesting \$35,000 or less.

FUNDING OVERLAP RESTRICTIONS

There are limitations on overlap of MAP and other NFF awards to foster distribution of funds nationwide:

- A single organization may not reapply to MAP until any previous MAP grant has been fully closed.
- A single project, as defined by its location, goals, and objectives, may have only one active NFF grant at a time.
 - When multiple organizations are partnering on the same project, they must coordinate to submit only one application.
 - A project that is receiving funding from another NFF funding program may not receive MAP funding covering all or part of the same performance period.

Independently operating chapters of a national or regional organization are recognized as distinct organizations for the purpose of applying to MAP.

ENVIRONMENTAL COMPLIANCE

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

FOREST SERVICE LETTERS OF SUPPORT

All applications must include a letter of support from the District Ranger of each National Forest or Grassland District included in a proposal. Tribal entities are encouraged to contact the NFF in advance to discuss alternative options for letters of support.

- Applicants must upload letters of support with their online grant proposal when possible.
- In cases where the applicant does not receive their letter(s) of support prior to the application deadline, applicants may email letters of support to grants@nationalforests.org promptly.
- Proposals that include activities on multiple districts on one National Forest System unit may choose to obtain a single letter of support from the Forest Supervisor rather than a letter from each District Ranger. Similarly, proposals that include activities on multiple 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 the organization.
- Do not send letters of support via hard copy, fax, or any method other than direct upload or email.
- Do not submit any additional letters of support.

GEOGRAPHIC RESTRICTIONS

MAP funding is available for projects that take place on [U.S. National Forests and Grasslands](#). Additionally, projects taking place on public lands adjacent to National Forests and Grasslands, and that can demonstrate clear National Forest benefit, are eligible. Work that does not physically take place on National Forest System lands or adjacent public lands is ineligible for funding.

Proposal Review Process

APPLICATION REVIEW PROCESS

A committee of National Forest Foundation staff, Board, and U.S. Forest Service representatives reviews proposals and makes funding recommendations within two months of the application deadline. Due to differences in budget allocations, proposals for projects that are directly linked to NFF-initiated work planned for implementation in the NFF 2024 Fiscal Year are evaluated separately from projects that are fully independent of NFF-initiated work.

EVALUATION CRITERIA

Each member of the MAP review committee quantitatively evaluates applications based on the following criteria. Applications that receive funding generally receive high scores on every individual criterion.

Strength of Engagement

In this group of evaluation criteria, reviewers are asked to consider the engagement activities proposed, the population the project seeks to engage, and how the activities were designed:

- The extent to which the project increases capacity for participation and engagement in a measurable, active manner.
- The extent to which the population engaged had a voice and/or a leadership role in designing the program.
- The extent to which the engagement opportunity is well aligned with the population the applicant seeks to engage.

Potential for Diversifying Beneficiaries

In this group of evaluation criteria, reviewers are asked to consider the groups of people that currently benefit from public lands, and whether the proposed project will advance that diversity. A project may advance diversity through the participants engaged during the project period, for example by supporting an affinity-based conservation crew for Black youth. Additionally, it may advance diversity because of the outcomes of the project activities, for example completion of an ADA-accessible trail. The criteria are:

- The extent to which the participants engaged in the proposed activities diversify the populations benefitting from public lands.
- The extent to which the proposed activities create opportunities or increase accessibility to diversify future beneficiaries of public lands.

Stewardship Benefit

In this group of evaluation criteria, reviewers are asked to consider the stewardship activities that will be completed by the project participants, and the relevance and outcomes of those activities:

- The extent to which the proposed stewardship activities are well aligned with the described conservation or management needs.
- The extent to which the proposed stewardship activities provide measurable benefit to the National Forest System or adjacent public lands.

Potential for Long-term Impact

In this group of evaluation criteria, reviewers are asked to consider the methods for understanding and sharing the project results, and the degree to which those results may have long-term impact:

- The extent to which the project readily and effectively transfers wise practices or shares lessons learned.
- The extent to which the project encourages, connects, or inspires participants to be personally involved in the National Forest System or adjacent public lands resources.
- The extent to which the means of evaluating and monitoring project outcomes are well defined and appropriate for the stated project goals.

Feasibility and Strength of Proposal

In this group of evaluation criteria, reviewers are asked to consider the planning elements of the proposal, whether a project is logistically possible, and whether it is responsive to the stated needs:

- The extent to which the NFF-funded portion of the project can reasonably be accomplished within the proposed timeframe.
- The extent to which project goals and objectives are consistent with the identified needs.
- The extent to which the amount requested is appropriate.

How to Apply

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

HOW TO START A NEW APPLICATION

1. Use this link <https://form.typeform.com/to/MQYs7vgo> to complete an approximately 10-question quiz that ensures the project and organization are eligible to receive MAP funding.
2. Upon successful completion of the eligibility quiz, you will receive an email with an access code 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 right 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](#)

Applicant Resources

MAP is highly competitive and the NFF only funds projects that align exceptionally with programmatic criteria. Applicants report spending an average of 30 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 make sure 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.
- [Guidance on Forest Service Letters of Support](#) – This document provides guidance on obtaining a USFS a Letter of Support.
- [Frequently Asked Questions](#) – This document includes answers to potential questions you may have. It answers eligibility questions, what expenses may be covered under the grant, and more.

INFORMATIONAL WEBINAR

An informational webinar regarding MAP proposal requirements and the submission process will take place December 4, 2023 at 10:00 am MST. Register in advance [here](#). The webinar will be recorded and posted on the NFF's MAP webpage.

ADDITIONAL QUESTIONS AND PROGRAM CONTACT

NFF Conservation Awards staff are available to answer questions about eligibility, project scope, or the application process. If you have read through the resources listed above and have additional questions regarding MAP or the grant application process, you are encouraged to reach out to NFF staff for guidance.

Requesting and receiving help will not affect an organization's competitiveness for the program.

Allison Powell, Conservation Awards Associate

Phone: 629.462.0381

Email: grants@nationalforests.org

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
Total Direct Expenses	\$36,958.75	\$39,672.50	\$14,900.00	\$49,500.00	\$141,031.25
Indirect Expenses	\$3,695.87	\$5,950.88	\$0.00	\$0.00	\$9,646.75
Grand Total	\$40,654.62	\$45,623.38	\$14,900.00	\$49,500.00	\$150,678.00

Automatically-Calculated Indirect Rates:

Rate	10.00%	15.00%	0.00%	0.00%	6.84%
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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
Total Direct Expenses	\$36,958.00
Indirect Expenses	\$3,695.62
Grand Total	\$40,654.62

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
Total Direct Expenses	\$36,958.75	\$39,500.00
Indirect Expenses	\$3,695.87	\$5,804.62
Grand Total	\$40,654.62	\$45,304.62
Automatically-Calculated Indirect Rates:		
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
Grand Total	\$40,654.62	\$45,623.38	\$14,900.00	\$49,500.00	\$150,678.00
<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
	\$ -		\$ -	
	\$ -		\$ -	
Total	\$ 45,623.38		\$ 14,900.00	

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

Organization: Forests Need Trees	Proposed Project: Volunteer Tree Planting Series on the Daniel Boone National Forest
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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
Total Direct Expenses	\$36,958.75	\$39,672.50	\$14,900.00	\$49,500.00	\$141,031.25
Indirect Expenses	\$3,695.87	\$5,950.88	\$0.00	\$0.00	\$9,646.75
Grand Total	\$40,654.62	\$45,623.38	\$14,900.00	\$49,500.00	\$150,678.00

Automatically-Calculated Indirect Rates:

Rate	10.00%	15.00%	0.00%	0.00%	6.84%
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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 (Example: "ABC Foundation" or "Individual Donors")	(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
	\$ -		\$ -	
	\$ -		\$ -	
Total	\$ 45,623.38		\$ 14,900.00	

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	
Personnel					
<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
Fringe Benefits					
<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
Travel					
<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
Equipment					
<i>Type*Qty*Cost</i>					
					\$ -
					\$ -
<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
<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
Contractual					
<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
Other					
<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
Total Direct Expenses	\$ 36,958.75	\$ 39,672.50	\$ 14,900.00	\$ 49,500.00	\$ 141,031.25
Indirect Expenses					
<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
Grand Total	\$ 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.