NATURAL RESOURCE STEWARDSHIP NETWORK

2008 GUIDELINES & APPLICATION PACKET

FOR INFORMATION Contact Linda Vane
(206) 296-8042 / TTY 711 / or linda.vane@kingcounty.gov

Web site http://dnr.metrokc.gov/wlr/pi/grant-exchange/NRSN.htm

Alternative formats available upon request.

WHO WE ARE	The Natural Resource Stewardship Network is a coalition of government agencies, educational institutions and businesses and volunteers that supports citizens in the stewardship of urban and community forests. Network members provide free professional expertise and grants to projects that enhance forests while providing forestry education for young people. Grant funds are provided by the King Conservation District, the USDA Forest Service and King County.
TYPES OF ASSISTANCE	• funding for up to 50% of project costs • project (technical) assistance • referrals to agencies that can help
CRITERIA	Projects must be community-based efforts to improve community trees, forests, greenbelts or wooded areas. Projects must involve youth, be located in King County, and accomplish all of the following objectives: • Enhance forests or forested habitats by planning, planting, managing, maintaining and/or monitoring trees and associated understory; • Involve youth in activities that will help them develop skills and abilities in the conservation or management of trees and/or forested areas; • Improve public understanding of the benefits and importance of forests; • Take place outside of school hours; and • If the project involves habitat restoration or tree planting, the project must ensure long-term maintenance of project sites. Examples: Involve youth in reforesting upland habitat, help young people build job skills in forestry, provide summer arboriculture internships for high school students; improve woodlands on schools grounds or train youth in sustainable forestry concepts and methods. Priority will be given to projects that do not duplicate existing efforts, but that fill gaps or compliment what is already being done. A compelling public benefit is required for those projects located on private land.
ELIGIBILE APPLICANTS	Non-profit organizations, schools, cities, tribes, and special districts are eligible for assistance. If your community organization does not have tax exempt status, you must designate a qualifying sponsor. King County departments, individuals and businesses are not eligible. Projects that are related to purchase of land, conditional use permits, a required mitigation or a corrective action are not eligible. Recipients may only receive one King County Microgrant, one Short-term Noncompetive/Small Change Grant, and one Competitive grant per year.

HOW TO APPLY	**Project Assistance** – For free help from our technical experts, submit an application any time. Before applying you may wish to contact our staff to discuss the types of help we can provide.
	Grants for Short-term Projects (non-competitive) – To request grants in amounts less than $2,500, submit an application any time. Grants are dependent upon availability of funds.
	Grants for Major Projects (competitive) – For grants of $2,500 and up to $20,000, check our website at http://dnr.metrokc.gov/wlr/pi/grant-exchange/NRSN.htm.

PROJECT ASSISTANCE

One of the Network's priorities is to make government resources and environmental expertise available to local communities. The Network members do this by providing free consultation and technical expertise in addition to our monetary grants. Below are listed some of the resources available to help you complete your project. This assistance cannot be guaranteed, but we will work with you to find as much help as possible. Members of our Technical Assistance Group bring their resources to your project individually, depending on availability.

Types of Project Assistance:

▪ Recommending and/or procuring actual technical services such as site design or monitoring;

▪ Guidance in developing a project from concept to implementation, for example helping to plan the outreach, recruitment, training, and coordination of volunteers;

▪ Advice on scientific or project management questions, suggestions for project evaluation and monitoring, or consultation on habitat restoration practices; and

▪ Recommendations on education and site interpretation, including access to our training materials library.

Project Assistance is provided by: Washington State University Extension, King Conservation District, Washington Department of Natural Resources, King County Water and Land Resources Division and our terrific volunteers.

GRANTS

Grants of up to $20,000 will be awarded to reimburse up to 50% of labor and materials costs. Grant funds are awarded on a cost reimbursement basis. The project sponsor/applicant is responsible for securing all applicable permits (federal, state, local) before the project begins, and ensuring that the project is consistent with local plans, policies and priorities.

Allowed Costs

Allowed costs include reasonable expenses that are clearly needed for the project and are outlined in the project budget. These may include:

• Project personnel and fringe benefits for non-profit organizations only;

• Travel;

• Project Supplies (*e.g.*, trees, understory plants, small tools, printing, signage, etc.); and

• Contracted Services.

Note regarding contracted services: If you plan to use the grant to pay $5,000 or more for contracted services or more than $10,000 for a combination of materials and services from a single vendor, you must provide written estimates (bids) from at least two vendors. If there is a compelling reason to receive services from a sole source, you must make this request in writing using our Sole Source Exemption form. Forms are available on our web site at: http://dnr.metrokc.gov/wlr/pi/grant-exchange/NRSN.htm.

Costs That Are Not Allowed

- Indirect administrative costs (e.g., routine business overhead such as rent or phones);

- Salary and benefits for government employees; or

- Food, beverages, awards, entertainment or celebrations.

King County reserves the right to determine the nature and manner in which cost items will be honored in any grant. Please contact our staff prior to submitting your grant application if you have any questions.

Matching

Grants require at least a **50%** match. That means for each dollar in grant funds the applicant must provide at least one dollar in cash and in-kind goods or services. Higher rates of match are encouraged. Generally, the kinds of expenses that are eligible for reimbursement are also eligible for use as match.

Proposals will be rated on the mix of resources brought to the project as well as dollar value. While volunteer labor may be counted toward the required match, we recommend that applicants include significant purchased and donated supplies and donated professional services in their share of project expenses.

Volunteer labor is valued at a maximum of $16/hour for adults and $9/hour for youth. Donated professional services that are directly related and necessary to the project should be valued at the professional rate.

Indirect administrative overhead expenses (such as rent or phone) are not reimbursable under the grant, but these administrative costs may be used to meet up to 10% of the required match. Likewise, salary and benefits for government employees are not reimbursable, but may be used as match.

Reporting Requirements

Grants are awarded on a cost reimbursement basis. We cannot make upfront payments. We will work out a payment schedule with you when your project is approved for funding. A project progress report and request for reimbursement form with backup documentation such as receipts are required for payments to be processed.

Grantees' records must comply with generally accepted accounting principles and with all federal regulations related to federal grants. Applicants are referred to Sections 3015, 3016, and 3017 of the Code of Federal Regulations and to cost principles outlined in OMB Circulars A-21, A-87 and A-122. These can be viewed at: www.whitehouse.gov/OMB/circulars/index.html. Please contact Linda Vane at 206-296-8042 if you have questions.

THE ASSISTANCE PROCESS

1. Our staff reviews your application and determines whether the project meets Network criteria.

2. If your project meets our criteria, we will assess your next steps and needs (monetary and technical), and prepare a project assistance package. Project assistance is direct assistance that may include technical expertise or other "hands on" help. At this stage we may request additional information about the project or your professional assistance needs to "finalize" your proposal.

3. Once your project assistance package and finalized project proposal are ready to go, your proposal will be processed according to one of these tracks:

    - Requests for non-monetary project/technical assistance only – We will contact you to discuss the ways in which our members are prepared to help.

    - Grant and project assistance requests for short-term projects (under $2,500) – Your proposal will be ready for consideration by our review panel. Notification of award is usually made within 4 weeks of your initial application.

    - Grant and project assistance for major projects ($2,500 and up) – Our review panel will evaluate the merit of applications on a competitive basis. Reviewers look for: compliance with minimum and priority criteria, what the project will accomplish, sources and variety of match, mechanisms for sharing what was done with others and the enduring benefits of the project. A site visit by evaluators may be required. Notification of award is usually made 6 weeks after your initial application.

King County
Department of
Natural Resources and Parks
Water and Land Resources
Division

APPLICATION

Email completed form to: linda.vane@kingcounty.gov or submit printed original to:

Attn: Linda Vane, Natural Resource Stewardship Network
King County Department of Natural Resources and Parks
201 South Jackson Street, Suite 600
Seattle, WA 98104-3855

Before you apply:
(a) Do you have an application for another King County grant or a Community Salmon Fund grant pending?

☐ Yes   ☐ No

If yes, please call us. You may have to wait until 2009 to apply for a Natural Resource Stewardship Network grant.

(b) Have you received a grant over $2,500 from King County or the Community Salmon fund for each of the previous three years?   ☐ Yes   ☐ No

If yes, you must wait until 2009 to apply for another grant over $2,500.

What assistance
are you seeking?
(Check all that apply.)

☐ Non-monetary project or technical assistance

☐ Short-term project grant of under $2,500

☐ Major project grant over $2,500

$ Amount of Request $ _____

Project Title _____

Project location (or attach a map) _____

Applicant _____   Federal Employer's ID Number (EIN) _____

Contact _____   Daytime Phone _____

Address _____

City _____   State _____   Zip _____

Email _____   Other Phone _____   Fax _____

Project sponsor (required if your organization is not a school,
tribe, government or special district or lacks non-profit tax status) _____

Contact _____   Day Phone _____   EIN _____

Address _____

City _____   State _____   Zip _____

Email _____   Other Phone _____   Fax _____

Please describe the purpose and main outcomes of your project in no more than three lines of type:

Authorized Signature _____   Date _____

Title _____

Part I. PROJECT NARRATIVE

Use the numbered sections and titles from the following outline to organize your Narrative. *Please use no more than 5 single pages and a legible font, including the text of the questions below.*

1. **Background.** Briefly describe how and when your organization or group began, its primary mission, how it is funded and the qualifications of the key staff who will be involved in this project.

2. **Project Site.** Describe the project site, including ownership and any parties responsible for site management.

3. **Problem to be addressed.** What environmental problems does your project address? Has anything been done in the past to address these issues, and by whom?

4. **Outcomes.** What do you hope to accomplish by your project? In other words, what will be the tangible outcome[s]?

5. **Activities.** What activities or tasks do you plan to organize in order to achieve the project outcome[s]? Be sure to consider how you will recruit volunteers, conduct outreach, etc. (Answer questions such as what will be done, by whom, where, how much and how many.)

6. **Fostering community stewardship, participation and education.** How will you involve the youth in your project? Will the broader community have a role? What will participants learn by participating in your project?

7. **Evaluation.** How will you document, measure and evaluate the success of your project in improving the environment and encouraging the stewardship of community trees and/or forests? Please be specific.

8. **Legacy.** How will you sustain this project in the years to come and/or how will you make sure it continues to benefit to the environment? (This may include maintaining a reforested site, recruiting and training volunteers, ongoing community education, etc.) If your project involves planting, a detailed three-year site maintenance plan will be required component of your project. Describe who will be responsible and how they will accomplish the tasks involved.

9. **Partners.** List your project partners and briefly describe how they will help you with <u>this project</u>. (Partners are groups or individuals who contribute to the project outcomes in a material way. *E.g.*, with volunteer time or in-kind donations. Do not list past or current supporters who will not take an active role in this project. Generally, your financial contributors or contractors who are paid to work on the project are not considered partners.)

10. **Project/Technical Assistance Request.** What, besides funding, do you need to complete this project? By that we mean anything non-monetary such as: assistance with a work plan, consultation with an arborist or soil scientist, educational materials, tools, etc.? See page 2 for a description of the kinds of services that may be available. If you are not sure what help you need, write "Not sure."

You may attach additional, relevant information to your project such as letters of commitment from project donors, site plans, or site maps. Provide five copies of each. Consideration of such materials will be at the discretion of the review panel.

<u>If you are requesting non-monetary project assistance stop here</u>. If you are requesting a grant for a short-term or major project, please continue and complete Parts II and III of this application.

Part II. WORK PLAN

List in chronological order the steps or major activities you will undertake to achieve the outcomes you listed under Question #4. Be as specific as possible. Hint: There may be several activities associated with each outcome. Include youth trainings, volunteer recruitment, work parties, site maintenance sessions, etc.

Please use no more than 2 single pages and a legible font for the work plan. In most cases, plan to complete major projects (over $2,500) by November 15, 2009.

The following task list assumes a grant activity period from _____-_____.

Tangible Outcomes (From Question #4)	Activities (Include those you listed under Questions #5-8)	Approximate Completion Dates
A.	A.1. A.2. A.3, etc. .	
B.	B.1. B.2. B.3, etc.	

Continue on a second page if needed.

Part III. PROJECT BUDGET

Allowable costs include project coordination, supplies, contracted services, and other direct costs. Be sure to indicate the basis for your estimates (*e.g.,* hours worked X wage per hour). Indirect overhead expenses incurred during the course of the project (such as office rent) are not reimbursable under the grant, but you can prorate costs like telephone so it can be documented as a direct cost. If you plan to use the grant to pay more than $5,000 to a vendor for services or more than $10,000 for a combination of services and materials, you must provide bids from no fewer than two vendors. If there is a compelling reason to receive these services or materials from a sole source, you must request an exemption in writing. Download the form at our web site http://dnr.metrokc.gov/wlr/pi/grant-exchange/NRSN.htm or telephone (206) 296-8042 for a copy.

☐ Check here, IF you request a Sole Source Exemption.

Cash and In-Kind Match are required. The total value of column C below must be greater than or equal to the total in column B. Proposals will be rated on the mix of resources brought to the project as well as dollar value. Adult volunteer labor may be valued at up to $16/hour and youth labor up to $9/hour. Those professional services that are directly related and necessary to the project should be valued at the professional rate.

A	B	C	D	E
Description of Expense	**NRSN Grant Request**	**Value of Cash or In-Kind Match**	**Source of Match** (Indicate if match is **secured** or **pending** approval.)	**TOTAL COST (B+C)**
Personnel (Paid staff = hours X wage per hour)				
Contract/Professional Services				
Volunteer Labor/Services				
Travel				
Supplies				
TOTAL				

Continue on a second page if needed.