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**Division of Forestry, Community and Urban Forestry Program**  
**2024 State Urban Forest Resilience (SUFR) Funding Grant Application Instructions**

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This grant program is made possible by funds awarded by the USDA Forest Service. We encourage all communities throughout Indiana to advance their urban forestry goals through application to this program. This package contains the forms, instructions, and examples you will need to apply successfully.

**IMPORTANT THINGS TO KNOW BEFORE YOU APPLY:**

- There is a **1:1 match required** for this grant opportunity.
- All funds will be dispensed on a reimbursable basis.
- All application materials are to be submitted in digital format and emailed to [Urbanforestry@dnr.IN.gov](mailto:Urbanforestry@dnr.IN.gov). Faxed or hardcopy applications will not be accepted.
- Application deadline is **September 4, 2024**
- Awards will be announced via email by **October 4, 2024**. Activities funded by these grants will begin upon notification of award and conclude by **June 30, 2026**.
- These application materials comprise a legal record of the conditions of the grant you're applying for. Keep a copy for reference and guidance.

**Questions? Contact us at:**

IDNR Division of Forestry CUF  
Phone: 317-234-4386  
E-mail: [JRoos@dnr.IN.gov](mailto:JRoos@dnr.IN.gov)

*This institution is an equal opportunity provider.*

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## The Grant Program

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Our quality of life is enhanced by effective state programs that foster cooperative efforts to plan for, plant, protect, and maintain community trees, forests, and related natural resources. To that end, the Indiana Department of Natural Resources (IDNR), Division of Forestry Community & Urban Forestry Program (CUF), and the United States Forest Service (USFS) sponsor this grant program.

### **To be eligible for a grant, applicants must be a:**

- A. **Municipality:** As defined under IC 369-1-2 a municipality is a city, town, township, county, school corporation, library district, local housing authority, fire protection district, public transportation corporation, local building authority, local hospital authority or corporation, local airport authority, special service district, or other separate local government entities that may sue or be sued. It does not include special taxing districts.
- B. **Non-profit 501(c)3:** Organization as defined under IC 23-7-1.1. Non-profit organizations must include documentation of their not-for-profit status.

This grant seeks to restore and improve urban forests due to catastrophic losses from the Emerald Ash Borer while building resiliency through tree diversity and the protection of existing trees. Funds from this grant are to be used for management and reforestation that includes tree planting, tree removals and treatments of threatened trees.

### **Things to consider before applying:**

- Only applicants who can provide proof of a fully updated (5 years or less) tree inventory are eligible for this grant. If you do not meet this criterion but are still interested in this opportunity, please contact our office to discuss your options.
- All project aspects must take place on public property.
- All project types must include tree planting.
- **The Project Coordinator and the ISA Certified Arborist can be the same person.**

### **Resources on the Emerald Ash Borer (EAB):**

- [Dispelling Urban Myths with Science Can Save Your Ash](#)
- [Urban ash management and emerald ash borer: facts, myths, and an operational synthesis.](#)
- [Should ash trees still be protected from EAB?](#)

The specific project types funded by this grant are listed below. Your overall project may include one or more types but **must include tree planting**. Your request for project funds must be for a minimum of **\$5,000** to a maximum of **\$50,000**. The overall level of funds available is **\$148,066**.

- **Ash Tree Removal**-Removal of EAB infested or dead Ash trees. If your project includes Ash tree removals, it must be paired with planting at least two trees for every one tree that is removed. All trees to be removed must be Ash trees (*Fraxinus* spp.) Any trees that will be removed must present a significant and present harm to the community. To receive reimbursement for tree removals, a report signed by an ISA Certified Arborist is **REQUIRED**. You may substitute a report with an up-to-date tree inventory. However, you must provide the name, qualifications, and

certifications of the one who prepared the inventory. Your application must include the location and number of trees to be removed, cost estimates, a tree planting plan to replace the trees that were removed and an updated tree inventory or report from an ISA Certified Arborist.

- **Ash Tree Treatment**-Insecticidal treatments may be performed on Ash trees (*Fraxinus* spp.). To receive reimbursement for Ash tree treatments, a report signed by an ISA Certified Arborist is **REQUIRED**. You may substitute a report with an up-to-date tree inventory. However, you must provide the name, qualifications, and certifications of the one who prepared the inventory. Your application must include the location and number of trees to be treated, cost estimates and an updated tree inventory or report from an ISA Certified Arborist. Any tree to be treated for the EAB must at least be in good-fair overall condition or less than 30% canopy thinning as stated in the signed report or inventory.
- **Tree Planting & Community Engagement:**
  - Any tree planting project **MUST** include community engagement. If you already have a community engagement plan/program, please include it in your application. All grant recipients will work closely with the CUF team to develop a community engagement strategy that is unique to your community and its needs. The specifics of this strategy will develop as your project does but keep this requirement in mind as you complete this application.
  - Tree plantings may be used to restore urban forests due to losses from EAB and other pests and diseases and build resiliency through tree diversity. **Note that 100% of the project trees must be species native to Indiana. Additionally, this grant cannot be used for the purchase of trees in the Acer genus (maples). Exceptions shall be made if a current inventory and management plan demonstrates your Acer population is less than 5% of the overall tree community. In that case, no more than 5% of the total grant project trees are to be of the genus Acer.** All trees will be planted to the standards in Addendum A to receive reimbursement. All tree planting projects **MUST** include a maintenance plan with the grant application. If you do not indicate in your application how you will care for and maintain the newly planted trees your application will be ineligible, and you will not be considered for funding.

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## Local Match

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Your application must include a detailed budget listing project costs and the sources of the project funding. “Match” is an important part of this budget since grant funds must be equally matched or exceeded by the Subgrantee. Match can be all cash, all in-kind donations, or a mix of both. Note that any match helps expand the scope of a grant project. The proposed match must be directly related to the project and must occur during the grant period. Since this is a federally funded grant, you can use state or local funds for your match, but you cannot use other federal funding sources for match.

Here is a list of commonly used match sources and our guidelines for using them:

- **Budget Line Items:** Funds appropriated in your organization’s budget for your project.

- **Training Registration Fees:** Funds paid for staff and/or volunteers to attend educational events on UF skills related to your project activities. Note: registration fees ONLY, you cannot claim attendee time at education events.
- **Private Cash Donations:** Donations of cash must be used for project expenses with full documentation of both source and expenditures. An example might be a civic organization underwriting the purchase of additional trees. The Project Coordinator will keep records that show a clear movement of funds from donation to purchase with copies of donation checks, their deposit in the organization's bank, purchase receipts or invoices, and proof of payments to the nursery.
- **Donated Materials:** Their values should be documented with a receipt or a quote on company letterhead from a local vendor who supplies those materials.
- **Donated Services:** Professional services like ash tree removal, stump grinding to gain planting space, tree planting, the use of equipment to record data, civil engineering, landscape architecture, etc., will be priced by the donating professionals and documented on their company letterhead, invoices, or receipts.
- **Equipment Usage:** To determine the value if it is not provided, obtain a scale of hourly rental rates on letterhead from a local rental company that rents similar equipment. Municipal equipment is valued at the rate used internally by the donating department or agency. Vehicles and equipment previously purchased with federal money **CANNOT** be used as part of the match.
- **Discounts:** Consultant fee discounts (i.e., a 5-year database subscription for the cost of 1), nursery discounts, etc., will be recorded on receipts and invoices documenting the project.
- **Mileage:** Mileage logs must be kept for all vehicles used as part of the match and valued at the business mileage rate accepted by the IRS. The CUF office will provide the most current value since the State of Indiana business mileage rate may change over the duration of your grant. Find current mileage rates at: <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2020>. Statute sets the volunteer mileage rate at 14 cents per mile.

One of your largest sources of match, however, is in-kind labor, both volunteer and professional. Please use the following guidelines in estimating the match in your proposed budget:

- **Staff Time:** When your organization's employees work on the project (as the Project Coordinator, for example), their in-kind labor should be calculated at the employee's wage rate x hours.
- **Administrative:** Project Coordinators must take particular care to document their administrative costs separately from other project activities since the value of those hours used as a match cannot exceed 10% of the total grant amount. Common administrative activities include grant reporting, purchasing, compiling volunteer hours, any clerical functions, etc.
- **Skilled Labor:** Like project administrative staff, this should be valued at the donor's established wage rate, or the current average wage rate for that trade. To qualify as skilled labor the donor must practice or have been employed in that specific profession or trade (bobcat operator, arborist, etc.). All donated labor used on a project must be documented as the work is done.

- **Fringe:** The value of benefits paid to the employee may also be included in calculating match if it is known (usually determined by the employer as a percentage of salary).
- **Volunteer Labor (Adult):**
  - Calculate the labor of adults who serve on urban forestry non-profits, tree boards, or commissions at \$28.00 per hour.
  - Volunteers who serve or offer advice in a professional capacity have their labor calculated at the wage rate which they normally receive in their professions.
  - Unskilled labor donated by the public should be valued at the wage rate for that job. A beginning volunteer wage rate for jobs for adults involved in the unskilled aspects of urban forestry is: \$15.51 per hour (Bureau of Labor Statistics/forestry work).
- **Volunteer Labor (Youth):**
  - Ages 13-18: \$7.25 per hour (Indiana minimum wage rate).
  - Ages 7-12: \$4.00 per hour.

As part of your grant application, you should consider your community's goals in carrying out these projects. Your goals may include:

- To enhance residents' quality of life in your city, village, town, township, or county.
- To establish, strengthen, and support a community urban forestry program.
- To promote urban forestry benefits through the proper selection, planting, and care of trees.
- To establish a comprehensive tree inventory to enable local, data-driven decision-making.
- To promote risk management by properly assessing trees and developing mitigation plans.
- To restore diminished community tree canopy.
- To preemptively reduce your community's ash or other susceptible tree populations to avoid inevitable future economic burdens borne by local government budgets in the aftermath of a pest invasion.
- To diversify the urban forest for long-term resilience and resistance to future pests.
- To ensure that your urban forest provides a variety of ecosystem services to your community. These include cleaner air, improved watershed health, reduced erosion, stormwater runoff, and reduced urban heat island effects.
- To address historic inequities in urban forestry policy and management which have been borne unevenly by certain groups or areas within your community.
- To adapt urban forest accessibility to changing community demographics.

- To promote the Indiana nursery industry through the local purchase of high-quality, native trees.
- To support Indiana arboriculture and landscape industries through management, planning, and tree removal, installation, and education.
- To enhance the built environment through increased property values, reduced energy demands, and enhanced aesthetics that offer year-round enjoyment and get people outdoors.

**\*Note\***

*Your proposed project should align with one or more of these listed goals and be clearly articulated in the application Narrative along with any goals not listed here.*

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## National & State Grant Guidelines

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When your community or organization is awarded a grant through DNR, it then becomes a Subgrantee of the USFS and the State of Indiana. Both entities require that you fulfill certain conditions, benchmarks, and/or deliverables throughout the course of your grant. Failure to do so will result in withholding of grant reimbursements.

**Please review and ensure that your organization will be able to accomplish the following requirements through your proposed project:**

1. Subgrantees will comply with USFS Urban Community Forestry Program (UCF) direction, appropriate Office of Management and Budget (OMB) circulars (2 CFR Part 200 subparts A through F; 2 CFR 200.330 through .332), and applicable Federal and State regulations.
2. Tree planting projects must include a work plan, map and a maintenance plan approved by the State Community & Urban Forestry Department. Other UCF projects must have a work plan and a defined product or measurable outcome.
3. Plant materials used in tree planting must, at a minimum, meet the American Standard for Nursery Stock, and tree protection and maintenance must meet American National Standards Institute (ANSI) standards. All tree plantings must pass inspection by CUF personnel to fulfill this requirement.
4. Subgrantees will acknowledge the U.S. Forest Service as a funding source, including any future signage requirements.

**A municipality must also show that it has or is moving toward accomplishing the following national performance measures in its CUFA grant proposal:**

1. **Professional Staff:** Individuals who have one or more of the following credentials, and who the community directly employs or retains through a written agreement to advise and/or assist in the comprehensive development or management of their urban and community forestry program (not

just a project or for one aspect like tree removal):

- A. Degree in urban forestry or a closely related field (e.g., forestry, horticulture, arboriculture, etc.); or
  - B. International Society of Arboriculture (ISA) Certified Arborist, American Society of Consulting Arborists Registered Arborist, Society of American Foresters Certified Forester, or equivalent State or professional credential; and/or
  - C. At least 3 years of experience practicing arboriculture or urban forestry according to industry standards and urban forestry best management practices.
2. **Advocacy/Advisory Organization:** The community has one or more local citizens groups that serve as catalysts for active local urban forest resource management within the community.
- A. **Advisory Groups:** Organizations that are formalized or chartered (i.e., organizations established by the local government) to advise (during the reporting year) on the establishment, conservation, protection, and maintenance of urban and community trees and forests.
  - B. **Advocacy Groups:** Non-governmental organizations active in the community that advocate or act for the establishment, conservation, protection, and maintenance of urban and community trees and forests during the year.
3. **Ordinance:** Local, community-wide laws that identify who has the responsibility for oversight of urban and community forestry activities and that direct the use of best management practices for establishment, conservation, protection, and/or maintenance of urban and community trees and forests. At a minimum, ordinance clauses must address public trees.
4. **Management Plan** A detailed document or set of documents that identify and prioritize action items based on professionally-based, relevant inventories and/or resource assessments, that outline the future management of the community's trees and forests. At a minimum, the plan must address public trees. The plan must be **current and actively used within the past five years** by the community to guide management decisions and/or resource allocation and updated as needed to incorporate new information.

A plan for trees in a portion of the community, as long as it includes a written explanation of why there is a focus on that area (i.e., the importance of that space to the community) and action items regarding the establishment, protection, conservation, and maintenance of public trees.

Management plans for forested tracts may be counted if they meet the above and the forest meets all the following criteria:

- A. located in or near a town/municipal/community population center, business district, or residential area,
- B. primarily managed for benefits of the residents and to keep the land forested, and
- C. owned by the local government (i.e., in public ownership).

Subgrantees will also agree to meet these State of Indiana requirements:

2. To be eligible for a grant, applicants must be a:
  - A. **Municipality:** As defined under IC 369-1-2 a municipality is a city, town, township, county, school corporation, library district, local housing authority, fire protection district, public transportation corporation, local building authority, local hospital authority or corporation, local airport authority, special service district, or other separate local government entities that may sue or be sued. It does not include special taxing districts.
  - B. **Non-profit 501(c)3:** Organization as defined under IC 23-7-1.1. Non-profit organizations must include documentation of their not-for-profit status.
3. An applicant may submit only one application. Only one application per applicant will be awarded. Multiple applicants (i.e. a non-profit and a government agency) within the same community could be awarded separately.
4. From time to time, you may need to adjust the terms of your grant project. **You must have all changes approved in writing by the CUF Director in advance of any actions.**

***\*Note\****

*Proposed projects must align with all guidelines that apply to them.*

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## Monitoring and Accountability

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Grant recipients shall document and report all expenditures and accomplishments. Projects will be reviewed by IDNR personnel upon completion. The purpose of the review is to verify financial expenditures and ensure that they are properly documented. The following guidelines will assist you in correctly planning your project costs.

1. **Project Applicants and Coordinators MUST be able to communicate online in a timely manner with CUF staff via email at minimum.** It is advised that you, or someone on your grant management team, secure access to and know how to use a personal computer or tablet with standard office software programs (Microsoft Excel and Word, Adobe PDF Reader, a web browser like Chrome), a scanner, and a printer.
2. All project expenditures and payments must occur during the project period (award notification date through 6/30/26).
3. For each budget item expense over \$3,000, Subgrantees must solicit a minimum of three quotes/bids before selecting a contractor and MUST submit that information to CUF for approval prior to selection. You'll then document the quotes/bids in writing and list the contractor, address, phone number, and the dollar amount. Contractors declining to submit a bid must provide that information to you in writing so that you can document a good-will effort to solicit bids. If the lowest quote/bid is not chosen (which is allowable), you must explain why when submitting to CUF.
4. Reimbursement requests and final expenditures must conform to those proposed in your application. Any budget changes must receive written approval from CUF staff before funds are spent.

5. Save copies of invoices, receipts, credit card statements, purchase orders, claim vouchers, and/or cancelled checks (front and back) to document all expenditures of “grant money”.
6. Document all grant labor activities as the work is done using the spreadsheets, forms, and reports provided by the CUF office on its website at <https://www.in.gov/dnr/forestry/programs/community-and-urban-forestry/grants/>
7. The following uses of grant money or donations are **INELIGIBLE** as grant expenditures:
  - A. Food
  - B. Shrubs or other ornamental plants
  - C. T-shirts or promotional prizes
  - D. Vehicles
  - E. Labor from federally funded employees
  - F. Tools or equipment that exceed \$500 each in value and are not likely to be used up during your project (this rule does not apply to software developed specifically for urban forestry purposes).
8. All **tree plantings** will be implemented in accordance with the guidelines found in Addendum A and inspected by CUF staff for compliance with those guidelines.
9. All **tree inventories, management plans, and urban tree canopy assessments** must be compiled, presented, and published in accordance with the guidelines found in Addendum B.

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## Grant Review, Evaluation, and Award

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Grant applications will be evaluated and rated by an independent review committee comprised of urban forestry and IDNR Forestry professionals. Proposals will be evaluated on how well they meet the criteria outlined in this document.

All applications are then ranked after they have been evaluated. The projects, in order from highest to lowest rank, will be allocated funding. Final grant amounts may be adjusted at the discretion of CUF staff and the review committee. Applicants will be notified by **October 4, 2024**, as to the status of their applications.

Scoring Guide:

Criteria	Good	Average	Poor
<b>Applicant Information</b>	<b><u>7-10 Points</u></b> Applicant includes all required materials. Applicant designates different people in the roles of Applicant and Project Coordinator. Materials clearly shows who will be responsible for what. Detailed contact information. All contacts have email addresses. Application dollar amounts match the separate budget.	<b><u>4-6 Points</u></b> Applicant includes all required materials. Same person listed as Applicant and Project Coordinator. One email address listed.	<b><u>0-3 Points</u></b> Same person listed as Applicant and Project Coordinator. No responsibilities outlined. Missing contact information. No email addresses listed. Missing dollar amounts or do not match budget.

<b>Narrative</b>	<p><b><u>21-30 Points</u></b></p> <p>Great detail in terms of personnel, responsibilities, project activities and outcomes.</p> <p>Good job of telling the story of the project.</p> <p>Inspires confidence that the Applicant &amp; Project Coordinator will bring this project to a successful conclusion.</p> <p>All narrative questions answered.</p> <p>Thoroughly describes how this opportunity will benefit the disadvantaged and underserved areas.</p>	<p><b><u>11-20 Points</u></b></p> <p>List the personnel, responsibilities, project activities and outcomes.</p> <p>Applicant &amp; Project Coordinator have adequate knowledge and experience.</p>	<p><b><u>0-10 Points</u></b></p> <p>Lack of detail for personnel, responsibilities, project activities and outcomes.</p> <p>Missing answers to narrative questions.</p> <p>Lack of detail on how this opportunity will benefit the disadvantaged and underserved areas.</p>
<b>Project Type</b>	<p><b><u>7-10 Points</u></b></p> <p>Clearly defined in the application and narrative.</p> <p>Good example of its project type.</p>	<p><b><u>4-6 Points</u></b></p> <p>Defines the project type in the application and narrative.</p> <p>Accurate example of its project type.</p>	<p><b><u>0-3 Points</u></b></p> <p>Project type is not clearly defined.</p> <p>Missing information and poor example of its project type.</p>
<b>Outcomes Expected &amp; Measurable Results</b>	<p><b><u>16-20 Points</u></b></p> <p>Strong project activities with clearly articulated results.</p> <p>All outcomes and results are clearly defined, described, and justified.</p>	<p><b><u>7-15 Points</u></b></p> <p>Outcomes and results make sense in the overall context of the project.</p>	<p><b><u>0-6 Points</u></b></p> <p>Outcomes and results are poorly described with a weak association to the project goals.</p> <p>Outcomes and results do not add to the overall project and have no clear relevance.</p>
<b>Statement of Need</b>	<p><b><u>16-20 Points</u></b></p> <p>Specific description of meaningful commitment to engaging with and supporting the community.</p> <p>Clearly describes evidence/data of how the project will benefit this specific community at this time. This can include extenuating local circumstances like ongoing natural disaster recovery or relevant local use patterns and priorities.</p> <p>Clearly describes the areas included in the project.</p>	<p><b><u>7-15 Points</u></b></p> <p>Describes how the community will be supported and engaged.</p> <p>Describes how the project will benefit the community, generally.</p> <p>Describes the areas included in the project.</p>	<p><b><u>0-6 Points</u></b></p> <p>Does not describe how the community will be supported or engaged.</p> <p>Does not describe how the project will benefit the community.</p> <p>Does not describe the areas included in the project.</p>
<b>Budget &amp; Timeline</b>	<p><b><u>7-10 Points</u></b></p> <p>All budget items are clearly described, justified and are allowable.</p> <p>Math is correct.</p> <p>Budget figures match what is shown on the application form and the spreadsheet.</p> <p>Timeline fits within parameters of the grant.</p> <p>Timeline items are realistic.</p>	<p><b><u>4-6 Points</u></b></p> <p>All budget items are justified and allowable.</p> <p>Math is correct.</p> <p>Budget figures match what is shown on the application form and the spreadsheet.</p> <p>Timeline fits within parameters of the grant.</p> <p>Timeline items are realistic.</p>	<p><b><u>0-3 Points</u></b></p> <p>Budget lists items that are not justified or allowable.</p> <p>Math is not correct.</p> <p>Costs are too high with no justification.</p> <p>Timeline has missing items.</p> <p>Timeline exceeds grant deadline.</p> <p>Unrealistic expectations on timeline.</p>
<b>Public Comment Forms</b>	<p><b><u>7-10 Points</u></b></p> <p>Applicant exceeds the minimum amount of Public Comment Forms.</p> <p>Comment Forms come from a diverse background of local community</p>	<p><b><u>4-6 Points</u></b></p> <p>Applicant meets the minimum amount of Public Comment Forms.</p>	<p><b><u>0-3 Points</u></b></p> <p>Applicant did not meet the minimum amount of Public Comment Forms.</p> <p>Applicant submitted</p>

	interests.		duplicated or prepared responses.
<b>Partnerships/Other Considerations</b>	<p><b>16-20 Points</b></p> <p>Applicant exceeds the minimum amount of Public Comment Forms.</p> <p>Comment Forms come from a diverse background of local community interests.</p>	<p><b>7-15 Points</b></p> <p>Applicant meets the minimum amount of Public Comment Forms.</p>	<p><b>0-6 Points</b></p> <p>Applicant did not meet the minimum amount of Public Comment Forms.</p> <p>Applicant submitted duplicated or prepared responses.</p>

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## Grant Period

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The official start date of the grant project will be the date you are informed of your award via email. **Your project must be completed by 6/30/26.** Expenses incurred prior to the start date or after the deadline for completion are not eligible for inclusion in the project and will not be reimbursed with grant funds.

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## Grant Payments

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Grant money will be received by the Subgrantee **as reimbursements ONLY**. This means that ***the Subgrantee must make expenditures and then submit proof of payment for reimbursement as outlined in the ‘Monitoring and Accountability’ section above.*** Reimbursement requests may be made on a periodic basis to the CUF office if the reimbursement request is at least \$500. The first request for reimbursement payment may be submitted after the Subgrantee and all parties have signed the state Grant Agreement. All payments will be made via bank transfer.

***\*Note\****

*The final 20% of the grant award will be held back from reimbursement until the project has been completed, inspected, and the necessary documentation has been submitted and reviewed.*

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## Grant Application Checklist

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Follow the steps below to complete your grant application.

- \* **Read the Entire Grant Application Packet:** Review the allowable projects and make sure they align with your proposal. Make sure your timeline and workplan fit within the timeframe of the grant. Double check your budget includes all projects.

**What to include in your application. If you are missing any of the below forms from your application, your application will be considered not eligible:**

1. **Application Form:** Complete the grant application form **55857**. This form requires basic information about the Project, Applicant, Project Coordinator, and contact information. **We strongly recommend that you DO NOT name the same person to be both Project Applicant and Coordinator.** Think of the Applicant as the representative for your organization (Mayor, Council President, Nonprofit Chair, etc.) while the Coordinator is the person overseeing the project activities (Parks Employee, Tree Board Member, etc.). **Save and submit as a PDF.**
2. **Narrative:** Your Narrative must address **EVERY** question listed. Each narrative point for your desired project must be discussed in this section. If a question is not applicable, then answer N/A. But make sure to answer **ALL** questions that apply to your project! For example, if you intend to complete a tree inventory and tree planting, you will have to complete both the inventory and tree planting questions. You may also include maps, photographs, graphics, etc. as appendices. Any application that does not address all questions will be considered **not eligible**.
3. **Budget:** Prepare a detailed itemized budget that describes your anticipated grant expenditures for each part of the project. Reviewers will deduct points for budgets with inaccurate arithmetic or overly broad budget items. If needed, please include a Budget Explanation for information not addressed in the project narrative: include any rate or price estimate explanations necessary to understand your budget clearly. Save and submit in Excel. **Administrative costs may not be more than 10% of your total budget.**
4. **Timeline:** Provide a detailed project timeline including project execution items, accomplishment reporting, and a project end date. All project work must be completed by 6/30/26. Any application with a timeline end date after the project close date will NOT be considered. The timeline should be included as a separate document and labeled. **Save and submit in Excel (see note above).**
5. **Work Plan & Map:** This item is **required** if your application includes tree plantings. We recommend that the work plan should include general area of proposed plantings, proposed species, proposed size of tree, and maintenance plan. Exact planting details can be determined after funds have been awarded and 811 has located utilities.
6. **Public Comment Forms:** Include a minimum of six (6) Public Comment forms **55862** from:
  - A. Three from agencies/organizations (local, state, and county governments, not-for-profit organizations, and universities/colleges).
  - B. Three from individuals or partners (corporate entities, local business, community residents/private landowners and nongovernmental organizations) who will benefit from your project.
  - C. **Save and submit in PDF.**
7. **Not-for-Profit Documentation:** Not-for-profit applicants must include proof of 501(c)3 status. **Save and submit in PDF or JPG.**
8. **Proof of Bidder Registration:** All Project Applicants must register as Bidders on the State of Indiana

Supplier Portal at <https://www.in.gov/idoa/2464.htm>. Doing so sets up a formal relationship between your organization as Subgrantee and the state government to enable the two of us to fulfill contracts and financial transactions. **We require proof of Bidder registration at the time of application.** Include a copy of your Bidder registration confirmation that includes a Bidder ID number. **Save and submit in PDF or JPG.**

9. **Automated Direct Deposit Authorization:** Even if your organization already has direct deposit with the State, every new grant requires a confirmation of that financial information with a freshly completed agreement **form 47551. Save and submit in PDF.**
10. **W9:** Every Direct Deposit Authorization form must be accompanied by an IRS W-9 form, downloaded at <https://www.irs.gov/forms-pubs/about-form-w-9>. **Save and submit in PDF.**
11. **Subrecipient Report:** This report is used to report basic information about your organization to the state of Indiana and the US Forest Service. This form must be completed and submitted with your grant application.

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## Submitting Your Grant Application

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All required and supporting documents must be compiled and submitted in the following digital format types: Microsoft Word, and/or Excel, Adobe PDF, JPG images. **With the exception of your Budget, Timeline, and Work Plan in Excel, please DO NOT compile all your application documents into one file.**

Please email them to [Urbanforestry@dnr.in.gov](mailto:Urbanforestry@dnr.in.gov) with the subject line composed of:

[name of your community/organization] 2024 SUFR Grant Application

The closing date for grant applications is **September 4, 2024**. Late applications will not be accepted.