Concept Proposal
2012/2013 *CAL FIRE* Urban & Community Forestry Program
"*Urban or Community Forestry Education*" Grant Program

Please fill out this form completely. Be sure to save a copy of this form for your records. Submit your application by selecting the button at the end of the form. Applications that are not fully filled out will not be rated. It is recommended that you submit well before the September 19, 2012 due date.

Organization

Requested Grant $ **Matching $** **Total Project $**

Note: the above dollar amount boxes will be automatically filled by the budget sheet later in this application.

Project Title

Primary Source of Technical Advice: Certified Arborist

Explanation (if required):

1. Applicant information - Eligible applicants for most grant types include cities, counties, qualifying districts, or nonprofit organizations qualified under section 501(c)(3) of the Internal Revenue Code. Only cities, counties, and qualifying districts are eligible for the Urban Forest Inventory and Urban Forest Management Plan Grants.

Type of Organization

Project Manager Title

First Name Last Name

Email Phone Number

Address 1

Address 2

City State California Zip Code

2. Partner information - List any partners or co-sponsors

Name of Organization

First Name Last Name

Name of Organization

First Name Last Name

3. Location information - List the communities served by the project. Include all cities and counties or list as statewide. Check a box below if your community is disadvantaged or severely disadvantaged per PRC 4799.09.

☐ **Disadvantaged community** ☐ **Severely disadvantaged community** **NOTE: PROOF WILL BE REQUIRED LATER.**

You can find a tool for assessing disadvantaged community status per the CA Public Resources Code at the following web site: http://www.parkinfo.org/factfinder2011/grantee.html

☐ Check here if you have an active CAL FIRE Urban & Community Forestry grant or have had one in the past 5 years.

☐ **IMPORTANT:** Check here if your project is or will be completed prior to projected start time for new project (likely Spring 2013).

If your previous grant project was not able to be completed within the grant period, please briefly explain the circumstances that led to the incomplete project.

4. Grant Information - Describe the project by answering the questions below. Responses are limited to the space provided. You may wish to refer to the grant guidelines document, specific grant program Request For Proposals (RFP), and the California Urban Forestry Act (Public Resources Code Sections 4799.06 - 4799.12) for guidance on parts 4A - 4C.

A. Deliverables Information - Provide the following information for the deliverables of the proposed project.

Type of education project proposed

Check all boxes and fill in all information that applies for the proposed project. Thorough explanations should be provided in Section "D." below.

☐ Printed report or publication ☐ Printed handout or brochure ☐ Other printed material ☐ Signage, exhibit, or display

☐ Website or webpage ☐ Digital publication ☐ Software or digital tool ☐ Other electronic media

☐ Workshop(s) or conference(s) ☐ School or training class ☐ Webinar(s) / other e-learning ☐ Other learning opportunity

☐ Other deliverable: will require significant explanation in narrative sections below.

Total number of printed deliverables Total number of digital deliverables

Total number of training/learning deliverables Total number of other deliverables

Comments: Please provide any brief comments about the deliverables information provided.

B. Background and Rationale - What is the situation, condition, or problem to be addressed by the project?

C. Project Objective - What are the objectives of the proposed project? Explain how they are in line with the RFP for the grant type selected.

D. Project Description - How will the project achieve the objectives? Who will be involved? Discuss deliverables.

5. Task and Budget Information

A. Budget - Provide an estimate of costs and budget information for the project. A specific budget displaying detailed line items will be required if a final proposal is requested. Budget total may not be adjusted upward at a later time.

Project Work Task	Task Description	Amount Requested	Matched Funds	Task Total Cost
Task 1				
Task 2				
Task 3				
Task 4				
Task 5				
Additional Tasks				
Admin / Overhead				
TOTALS				
Percentages				Total % 100

B. Explanation of Budget and Costs - In the space provided, describe the basis for the budget amounts listed above. Successful applicants will be asked for a more detailed line item budget. The total amount requested in this application can not be exceeded during the final proposal process. Any decreased request amount for a final proposal must maintain the same matching percentage as the concept proposal submitted for review.

C. Other Funding Sources - List other funding sources, grants or applications that are considered matching funds for this proposal.

Description	Source	Requested Amount	Funded?

6. Other Project Work - List any similar activities or efforts conducted over the past 3 years. Include any contributions of the applying organization to these projects. Include partners and sponsors of the projects, if known. Projects listed should include an explanation of how they relate to the proposed project. *Projects listed should demonstrate organizational capacity for a project of the nature being applied for and organization's ability to begin work on the project immediately after a grant is awarded.*

Thank you for your application. Please save a copy and print a copy of the application for your records. Submit the application using the "Submit by Email" button below. You should receive a confirmation email shortly after submittal. To save a copy, please select the file menu and select "save as" or "save a copy as" from the list of options. You will be prompted about how to proceed saving the file.

Print Form

Submit by Email