

Protect Community Forests for Community Resiliency

2026 Application Document



Please refer to the Request for Applications (RFA) when completing this application.

Submit this form, supplemental documentation, and requested information using the [2026 Protect Community Forests for Community Resiliency Application Portal](#) by 11:59 pm, September 14th, 2026.

The following will be requested in the Application Portal. Please gather ALL information and documentation prior to filling out the application form, as there is no reliable way to save your progress in Application Portal.

Required Information:

- ☐ Name of Organization
- ☐ Organization Type
- ☐ Project Coordinator Information (name, title, email, phone)
- ☐ Organizational Information (SWIFT ID, address, city/state/zip, county)
- ☐ Total Grant Amount Requested (maximum of \$150,000)
- ☐ Annual Forestry Operating Budget
- ☐ Authorized Signer(s) (name and email)
- ☐ Conflict of Interest Signer(s) (name and email)
- ☐ Proposed Project Components (e.g., planting, removal, education, etc.)
- ☐ Planned Activities (e.g., number trees to be removed, number of trees to be planted, etc.)
- ☐ Additional Technical Assistance and Brief Description, *if applicable* (see RFA for more information)
- ☐ If awarded, does your organization need a pdf copy of the grant contract for council or board review and approval before the state issues a DocuSign agreement for signature? Yes/No

Required Documents:

- ☐ Application Form (filled out, guided by the RFA and provided rubric)
- ☐ Budget Form (Attachment A), *submitted as an excel spreadsheet*
- ☐ 3-Year Tree Establishment Plan (Attachment B), *if planting trees*
- ☐ Species Selection & Stock List, *if planting trees* (follow guidelines in RFA)
- ☐ Maps of work locations, *if conducting tree work (e.g. removals, planting, maintenance) on public non-state land*
- ☐ Emerald Ash Borer Management Plan or a Plan with an EAB component, *local units of government only*
 - Local units of government **must** have adopted a Plan on or after May 1, 2019, and submit it with their application or plan to adopt a management plan through this grant process by incorporating the cost in their budget.
- ☐ Pre-Award Risk Assessment Questionnaire and associated documentation, *if applicant is requesting \$50,000 or more in grant funds* (Tribal Government Exempt)
- ☐ Letter(s) of Support, *if collaborating with an outside organization*. A letter of support from any identified partner organization(s) should acknowledge and agree to the specific role(s) and activities attributed to the partner organization in the grant application.
- ☐ Most Recent UCF Grant Closeout Form, *if applicable*

Instructions: Answer the following application questions, following the rubric in the RFA. Upload this document, along with all required supplemental documentation to the [2026 Protect Community Forests for Community Resiliency Application Portal](#) by September 14th. Questions about the RFA and content of the application will be answered through August 31st via ucf.dnr@state.mn.us.

PROJECT APPLICATION

Project Overview and Need (30 points; 2600-character limit) Provide a summary of the project, why this funding is needed, what project work will not happen without these grant funds and expected outcomes. Include a description of where work will take place (citywide project, boulevards, specific parks, residential etc.), attach a map of tree work locations (if applicable) and any public safety concerns your project addresses. A high-scoring application will be clear, complete, descriptive and consistent, demonstrate a readiness to take on a project of the proposed scope and size, showcase significant need, serve underserved populations, and seek to expand or maintain canopy.

Project Timeline (20 points; 3200-character limit) Describe the anticipated project schedule showing intermediate steps and milestones for all activities described in this application or required by the RFA. A high-scoring timeline will provide specific dates for all components of the project (e.g. communications, community engagement, etc.) and important deadlines such as grant execution, reporting, expiration date. A high-scoring timeline be realistic, easy to comprehend, and will follow EAB, pruning, and planting best management practices.

Project Budget Explanation (10 points; 2600-character limit) Provide detailed remarks to clarify the budget request. Provide an explanation of how you are funding portions of your project that are not eligible with grant dollars. A successful budget will provide specific dollar amounts for anticipated use, be clear, financially realistic, cost effective, only request funding for eligible expenses, and match the budget attachment.

Community Engagement and Impact (15 points; 2600-character limit) Provide a detailed overview of the community engagement plans incorporated in this project. A high-ranking proposal will show planning and collaboration that clearly serves and includes residents within the project area, with consideration for underserved populations as outlined by the Request for Applications. Examples of underserved populations include, but are not limited to, individuals living in areas with high exposure to negative environmental conditions, who are low-income, persons with disabilities, individuals with less than a high school education, those with limited English proficiency, populations experiencing low life expectancy, older adults, veterans, and persons of color. A high scoring proposal will describe actionable goals for resident engagement (including underserved populations), how affected communities will be benefited, plans to mitigate potential barriers to participation, the ways in which community input will be incorporated throughout the project, and address potential environmental impacts.

Communication (10 points; 2600-character limit) Describe the specific methods you will use to conduct outreach to residents about this grant project (e.g., door hangers, newsletter, etc.). A high-scoring communication strategy will use multiple formats that have the potential to reach the public and will incorporate tree care-related messaging.

Key Personnel (15 points; 2600-character limit) List all certifications and degrees for staff and/or contractors involved in the project. Describe the duties internal staff will conduct, and any work that will be contracted out, or the partnerships you will leverage to complete tasks. Include key personnel and their experience with similar tasks. If you expect to contract work out, describe requirements you will have for contractors. A high-scoring application will have key personnel corresponding to each component of the project, will showcase that they have the expertise and capacity to conduct the work proposed and include any applicable letter(s) of support as a separate document.

How many employed forestry staff members or contractors will be involved in all grant activities you have proposed and what percentage of their time will be spent on the grant activities. This should include permanent staff, seasonal staff, and contractors if applicable. A full-time equivalent (FTE) is 2,080 hours within a year. (*Example 1: An employee works 30 hours per week $\div$ 40 = 0.75 FTE; Example 2: A contractor works 20 hours per month $\div$ 160 = 0.125 FTE*)

Number of Full-Time Equivalent(s): _____

% Allocated to Grant Activities _____

PAST GRANT PERFORMANCE

This section will be weighted and scored separately from the project portion of your application. If your organization has been awarded a grant from the DNR Urban and Community Forestry (UCF) program, or you are unsure if your organization has been awarded a grant, please reach out to ucf.dnr@state.mn.us to obtain your past Grant Closeout form, so that you may address it here in this section. There is no penalty for first-time applicants. If you have not had a grant with DNR UCF program and or the DNR UCF program does not have a Grant Closeout form on file, you may leave this section blank.

Past Grant Performance (5 points; 2600-character limit) If you have received funding from the DNR Urban and Community Forestry program in the past, please describe your past performance. Include the outcomes achieved, any challenges you experienced, and how you addressed them. If applicable, explain any missed deliverables, budget issues, or delays, and describe what you have learned or changed in response. If applicable, describe how you plan to continue demonstrating strong grant management practices. This response will be evaluated as part of your overall past performance score and will be conducted in relation to your last grant closeout, as conducted by your grant administrator.