

ReLeaf Community Forestry Grants

2025 Application



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

Submit this form, along with required attachments, to ucf.dnr@state.mn.us by November 11, 2025.

Name of Organization	
Project Coordinator	
Project Coordinator Title	
Address (as found in SWIFT)	
City, State, Zip	
County	
Project Coordinator Email	
Project Coordinator Phone Number	
Grant Amount Requested	
Authorized Signer(s) Name(s) & Email(s) <i>Individual(s) from your organization with signing authority for contracts in the event of grant award.</i>	

If tree removal is incorporated into this project, please list estimated percentages of how wood waste is managed: (no score, taken into account throughout proposal)

- Not Applicable/No Trees Removed
- Durable Wood Products (ex. Timber, lumber, building materials, furniture, decorative wood products)
- Soil Amendments (ex. Biochar, compost, mulch)
- BioEnergy (ex. Combined heat & power, thermal energy, pelletizing, biogas, advanced biofuels)
- Disposal (ex. Open burning, land disposal, landfilling)

Total % of wood waste being utilized /100

PROJECT PRIORITY

What percent of your project is dedicated to the Priority Areas? (3 points)

Please provide a percentage between 0-100% that reflects the proportion of eligible activities directed at Priority Areas.

_____ %

Please describe how you arrived at this percentage. (3 points)

In your response, explain which eligible activities occur in Priority Areas, how you calculated their share of the project, and describe any assumptions or data used (e.g., maps, population estimates, tree inventories, staff hours, financial allocations, etc.).

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 project locations (citywide project, boulevards, specific parks, etc.). A high-scoring application will demonstrate a readiness to take on a project of the proposed scope and size, showcase significant need, and will prioritize the preservation and maintenance/increase of canopy cover.

Project Timeline (20 points; 3200-character limit) Describe the approximate project schedule showing intermediate steps and milestones for activities described in this application or required by the RFA. A high-scoring timeline will provide specific dates for all components of the project, be realistic, easy to comprehend, and will follow EAB best management practices.

Project Budget Explanation (10 points; 2600-character limit) Provide additional 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 financially realistic, and cost effective. Budget attachment will be correctly calculated. Projects that plant more trees than they remove will score higher.

Community Engagement and Impact (15 points; 2600-character limit) A high-ranking proposal will show planning and collaboration that clearly serves and includes residents within the Priority Area, and populations that define the Priority Area (low-income residents, persons with disabilities, less than high school education, limited English speaking, and low life expectancy). A high-scoring proposal will describe actionable items for these communities, how these communities will be engaged through the project, and how their input will be incorporated throughout the project.

Communication (10 points; 2600-character limit) Describe the methods you will use to conduct outreach to residents about this grant project. A high-scoring communication strategy will use multiple formats that have the potential to reach the public and will incorporate EAB-related messaging.

Key Personnel (15 points; 2600-character limit) List all certifications and degrees for staff 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 and will showcase that they have the expertise to conduct the work proposed.

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.