

2026 Protect Grant Application Checklist

This checklist is not a required document but may be helpful as you navigate the application process. More details on the items described in this document can be found in the Request for Applications (RFA). Do not use this as your only resource.

Eligibility

- ☐ Applicant is an eligible organization
- ☐ All activities proposed are eligible
- ☐ All purchases proposed are eligible project expenses

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 the provided rubric)
- ☐ Budget Form (Attachment A), *submitted as an excel spreadsheet*
- ☐ 3-Year Tree Establishment Plan (Attachment B), *if planting trees*
- ☐ Species Selection and 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 financial documents, *if applicant is requesting \$50,000 or more in grant funds. Tribal governments are exempt from this requirement.*
- ☐ Letter(s) of Support, *if collaborating with an outside organization* (any format acceptable). 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* (email ucf.dnr@state.mn.us to request)

Minimum Requirements of Application

- ☐ Application is completed in full (including necessary supplemental documentation), and shows the ability to implement the project, meet all grant objectives, and submit a final report by May 1, 2029.
- ☐ Organization is registered in SWIFT and ID number is included in Application Form (if your organization is not in SWIFT, you will need to register and obtain a SWIFT ID before contract execution, if awarded).
- ☐ Past Grant Closeout form has been reviewed and addressed in the Past Grant Performance

section of the application or organization has never received a grant from the DNR Urban & Community Forestry program or has no Grant Closeout form on record.

- ☐ Applicant demonstrates capacity to submit data to DNR for all tree inventory projects.
- ☐ Any education provided through this program will be conducted by an ISA Certified Arborist, TCIA accreditation or equivalent qualification, or must qualify for ISA continuing education units.
- ☐ Tree removals from boulevards and manicured parks, must be replaced at least one-for-one (i.e., at least one tree planted for every tree removed), and trees must be replanted at the same location of the removal whenever possible and feasible.
- ☐ Removals conducted in park woodlands must meet the requirements outlined in the RFA
- ☐ Tree planting projects must follow standards set in [A Pocket Guide to Planting Trees.](#)
- ☐ Tree planting projects must identify tree species; site location(s); and number, and type/size of planting stock and meet the following requirements:
- ☐ Stock list is submitted, follows 20-10-5 guidelines, size requirements, training requirements (B&B trees), and does not include ineligible invasive species.
- ☐ All trees removed, and planted will be mapped and submitted as shapefiles,