**Global ReLeaf Grant Application**

American Forests is offering funding for restoration tree planting projects through its Global ReLeaf program. All applications for the 2013 planting year are due by October 15, 2012. Applicants will be informed about funding decisions by January 31, 2013. Please review your application for completeness. Failure to complete this application and/or not including any of the documents requested in the “additional information” section may impede further consideration of your application.

Please complete the following application and submit it either electronically via email attachments ( MS Word or PDF files) to Megan Higgs, Manager of Forest Restoration, mhiggs@americanforests.org or by regular mail to American Forests, attn: Global ReLeaf , 734 15th St NW Suite 800, Washington, DC 20005. Electronic submissions are preferred. If you have questions about the application requirements, please send a message to or call Megan Higgs before the end of the application period.

1. **Contact Information**

Please provide contact information for the Project Lead and Financial Officer.

| **Role in Project** | **Name, Organizational Title** | **Address** | **Phone& Fax** | **Email** |
| --- | --- | --- | --- | --- |
| Project Lead |  |  |  |  |
| Financial Officer |  |  |  |  |

1. **Organizational Information**

|  |  |
| --- | --- |
| **Name(s) of the Organization**  | *Please include the official name and any other names used by the organization.* |
| **Legal status and classification**  | *e.g., 501(c) (3) non-profit organization, government agency, etc.* |
| **Year founded**  |  |
| **One paragraph: Organization’s history, mission, and goals** |  |
| **Website(s)** | *Please include URL(s) for any websites maintained by the organization* |
| **Annual organizational budget**  | *Please include annual revenue, expense, and change to net assets.* |
| **Organization’s experience with tree planting and/or forest restoration projects** |  |

1. **Project Information**

|  |  |
| --- | --- |
| **Project name** |  |
| **Total project budgeted expenses** | *Please indicate whether or not this project is part of your current, board-approved annual organizational budget (to be included in “Attachments” section)* |
| **Grant amount requested** |  |
| **Location - GPS Points** |  |
| **Number of trees to be planted** |  |
| **Tree species to be planted**  | *Please include both common and Latin names* |
| **Total number of acres to be planted** |  |
| **Who owns the land that will be planted by this project?** | *e.g. government-owned or public land, community land, private land with long-term easement.* |
| **Timeline of key activities** | *Please include dates of tree planting, educational, media and other significant activities.* |
| **List of partner organizations involved in project** |  |

1. **Project Activities and Goals**

|  |  |
| --- | --- |
| **Proposed project activities**  | **Please provide 4 to 6 bulleted items** |
| **Indicators of successful project implementation** | *Please describe how the success of the project activities will be measured. What measurable, short-term outcomes would be considered successes, and what indicators will you track?* *Indicators could include, but are not limited to, the following:** *# of trees surviving one year*
* *# of acres planted*
 |
| **Long term goals**  | *Please provide a few bulleted goals focusing on the impact of the project beyond the term of the requested grant.* |
| **Indicators of Success Toward Long-Term Goals** | *How will the success of the project be measured toward long-term goals? What measurable long-term outcomes would be considered successes? Please list some indicators that you hope to track. Indicators could include measures of water quality improvement, presence of wildlife, social and economic benefits, scientific studies developed, air pollutants captured, and amount of carbon sequestered.*  |

1. **Grant Narrative**

The grant narrative is your opportunity to tell us why you are excited about your project and why we should fund it. We have listed below a few items to include or address in your narrative, and we recommend that this narrative be approximately 2 pages long.

* **Project Abstract** (no more than 200 words)
* **Restoration Issues Addressed by the Project**
* **Proposed Strategies and Activities**
* **Restoration Goals and/or Desired Outcomes**
1. **Additional Information**

Please include the following attachments with your grant application. **Please note that if you fail to include any of the documents requested below, this may impede further consideration of your application.**

1. **Qualifications of Project Lead and Financial Officer:**  Please provide a brief description of **A**) the Project Lead’s experience and training for leading this restoration tree planting project and **B**) the Financial Officer’s experience and training for overseeing this grant.
2. **Project Budget:** Please complete the budget form for your project (**see below**). Include revenue by type, expenditures by type, and surplus or deficit.
3. **Legal status of organization (for non-profits):** Please attach your organization’s IRS Letter of Determination recognizing non-profit status or equivalent country documentation.
4. **Tax Form:** W-9 tax form with employer identification number (EIN) (for U.S.-based organizations and agencies) which can be found here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .
5. **Organizational Chart:** Please attach a one-page organizational chart or staff list. Be sure that your project lead and financial officer are on your organizational chart.
6. **Board List:** Please attach a list of your organization’s Board members with terms, occupations, places of employment.
7. **Annual Board-approved organizational budget:** Please include annual revenue, expense, and change to net assets. Indicate the dates that your budget begins and ends.
8. **Annual Report:** Please attach your organization’s most recent annual report (if available).
9. **Audit Report:** Please attach your organization’s audit report with two years’ comparative data. If you do not have an audit, please provide a statement of financial position (balance sheet) and a statement of activities (income statement) for the last two complete fiscal years. Also, please submit your management letter. If you did not receive a management letter, write us a memo to indicating this.[[1]](#footnote-1)
10. **Interim Financial Statements:** Please provide a copy of the most recent set of unaudited financial statements for your organization. At a minimum, please provide: statement of financial position (balance sheet) and a statement of activities (income statement).  Feel free to submit one document that shows the statement of activities compared to the board-approved budget.[[2]](#footnote-2)1

|  |
| --- |
| 1. **Budget**
 |
| Project Name: |   |   |   |   |   |   |
|  |
| Organization: |   |   |   |   |   |   |
|  |
| Grant Amount Requested: |   | Total Project Budget: |   |
|  |
| **Budgeted revenues for project:** **Source                                                                   Amount**

|  |  |
| --- | --- |
| Local government |  |
| State (or regional) government |  |
| Federal government |  |
| Corporate  |  |
| Foundation |  |
| Individual contributions |  |

**Budget for Total Project (estimated expenditures)**  |
|  |
| *Category*  | *Grant Funds Requested* | *Organization Project Funds* | *Organization Project In-Kind* | *Partner Funds For Project* | *Partner Funds In-Kind* | *Total Project* |
|
| Salaries |   |   |   |   |   |  |
| Contractors |   |   |   |   |   |  |
| Trees |   |   |   |   |   |  |
| Equipment and Supplies |   |   |   |   |   |  |
| Transportation |   |   |   |   |   |  |
| Volunteer Organizing |   |   |   |   |   |  |
| Public Outreach and Events |   |   |   |   |   |  |
| Other |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Project expenses as a percentage of total budgeted expenses: \_\_\_\_\_\_\_\_\_\_\_*This budget has been reviewed and approved by the following Financial Officer for financial reporting:* |
|  |  |  |  |  |  |  |
|  |  |  | Name: |
|  |  |  | Email Address: |
|  |  |  | Phone Number: |

Certification:

I certify that the information provided in this grant application is true and correct.

Executive Director, CEO, or President Date

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

1. For examples of financial statements, please see <http://managementhelp.org/nonprofitfinances/index.htm#anchor4108285> [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)