

**SFI Inc. Conservation & Community Partnerships Grant Program  
Guidance and Grant Application for Requests for  
Community-based projects \$5,000.00 or Less**

The SFI Conservation and Community Partnerships Grant Program supports collaborative projects that involve non-profit organizations, SFI program participants and other stakeholders, and that support SFI Program objectives. Since 2010, SFI has awarded 40 grants for a total of over \$1.65 million. Together with project partner contributions, these projects represent leveraged investments of over \$5 million.

This application pertains to requests for community-based projects \$5,000 or less in response to the 2014 SFI Inc. Conservation and Community Partnerships Grant Program RFP. For Conservation-related proposal requests, please use the [Application for Requests for Conservation projects](#) which may be downloaded at our website here:

<http://www.sfiprogram.org/community-conservation/conservation-community-partnerships-grant-program/>

Community-based Proposals may cover one of the following areas:

- Forestry field tours on SFI-certified forests for educators and/or K-12 school children, working in collaboration with established programs like Project Learning Tree or Canadian Institute of Forestry/Canada Forestry Association equivalent;
- Habitat for Humanity or similar community-based building projects which include the use of SFI certified building materials and which engage volunteers from the SFI community;
- Projects or pilots supporting culturally important lands, progressive aboriginal relations, capacity building on SFI certified lands, and/or market promotion of co-branded certified products;
- Projects informing and raising awareness among university students and academia of the SFI Program goals and objectives; or
- Other community-based projects with groups such as Boy Scouts of America, Girl Scouts of the USA, Scouts Canada, Girl Guides, or 4-H, that include the use of SFI certified products, operations or forests.

**Guidance for Completing the Grant Application:**

Terminology

The following terminology applies to this Request for Proposal:

- "Must" or "Mandatory" means a requirement that shall to be met in order for a proposal to receive consideration.
- "Lead Organization" means the non-profit organization submitting this application, overseeing the project funding and responsible for providing written progress reports to SFI Inc.
- "Project Partner" means an individual, partnership, government agency, corporation, non-profit, or other entity that is named in the Proposal as one of the entities in addition to the Lead Organization that has agreed to be involved in the implementation of the Project.
- "Project" means the work described in the proposal.
- "Proposal" means a response prepared and submitted in response to this Request for Proposal.
- "Should" or "Desirable" means a requirement having significant degree of importance to the objectives of this Request for Proposal, and will be taken into account in the evaluation of the Project.

## Process

The proposal must be submitted via email in MS Word or plain text format (please, no hard copies) to [Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org) by 5:00 pm Eastern Time on Friday, February 21, 2014. Applicants will be notified via email upon receipt of the application. Late proposal submissions will not be considered.

Proposals are limited to 5 pages total, must address all components of the Request for Proposals, and must be in the format outlined in the application section of the RFP below. Applications not following this format cannot be considered. Any text beyond 5 pages or any supplemental materials not within the 5 page limit will not be considered. Applicants should use a True Type font in 10 pt or larger. Applications are preferred in English, but applications for projects in Canada may be submitted in French.

## Timeline

<b>Event</b>	<b>Date</b>
Request for Proposals issued	January 7, 2014
Proposals due	February 21, 2014 by 5:00 pm Eastern Time (no exceptions)
Lead Organizations advised of results	By April 3, 2014

## Mandatory Requirements for All Proposals

All proposals must contain all of the required elements listed directly below. Projects not containing these core requirements will not be considered.

- The Project Lead Organization must be a tax exempt non-profit organization (eg. A registered, tax-exempt 501(c)(3) in the US or registered with the Charities Directorate of the Canada Revenue Agency in Canada). Applicants must submit proof of tax-exempt status with this application.
  - Please note: SFI Implementation Committees, colleges, universities and schools qualify as non-profit organizations. However additional non-profit conservation or community partners will increase the strength of the application.
- The Project must relate to or support one or more elements of the *SFI 2010-2014 Standard*. You can download a copy of the SFI Standard and supporting documents here: <http://www.sfiprogram.org/sfi-standard/sfi-standards/>  
Community-based projects should focus on Objective 6 (Special Sites), Objective 17 (Community Involvement in the Practice of Sustainable Forestry) and Objective 18 (Public Land Management Responsibilities), but are not limited to these specific *SFI 2010-2014 Standard* objectives.
- All Project Partners involved in the Project must agree to authorize SFI Inc. to publicize the Project and to use their names, images, logos and information about the Project in such publicity. All Organizations listed in the application will be required to sign an agreement to this effect and submit it with this application – a copy of this agreement is included at the end of the application template below. If additional Project Partners join the Project after an application is accepted by SFI Inc., they will also be required to sign the agreement. To the extent possible, SFI will work cooperatively with Project Partners on any publicity associated with the project.

### Successful Applications

Depending on the project timeline, Lead Organizations can receive up to 50% of total funding upon contract execution, or upon completion of an identified project milestone. Remaining funds will be dispersed upon receipt of the final report demonstrating the completion of Project deliverables, consistent with the Project timeline. All Project invoices and reports should be submitted to SFI Inc. by the Lead Organization.

### Inquiries

The RFP and supporting documentation below should provide most of the information potential applicants may need. Any additional inquiries related to this Request for Proposals are to be directed, in writing, to the person identified below. Information obtained from any other source is not official and should not be relied upon.

**Sustainable Forestry Initiative, Inc.**

900 17th St. NW, Suite 700

Washington, DC 20006

**Attention: Amy Doty**

Manager, Community Outreach

Phone: **202.596.3458**

E-mail: [Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org)

## Grant Application Template

### Application Requirements

- *Proposals must follow this application format.*
- *Applications cannot be longer than 5 pages (Project Partner signed agreements and Lead Organization proof of non-profit status do not count towards the 5 page maximum).*
- **You may delete all text preceding this section and any text in italics throughout the application.**

All applications must address the following items:

### Organization Information

The Lead Organization in the Project must be a non-profit organization (eg. registered 501c (3), or Canadian equivalent). Please note: SFI Implementation Committees, colleges, universities and schools qualify as non-profit organizations. Applicants must submit proof of tax-exempt status with this application.

Lead Organization Name and Address	
Name, phone and email for Project Director	
Lead Organizational Mission Statement (25 words or less)	
Lead Organization Annual Operating Budget	
Two references (Name, Organization, email and phone) who can speak to the relevance and potential of the Project (these should not be the same as your Project partners):	

### Project Overview

The Project must relate to or support one or more elements of the SFI 2010-2014 Standard. You can download a copy of the Standard and supporting documents from the SFI website here: <http://www.sfiprogram.org/sfi-standard/sfi-standards/> Community-based projects should focus on Objective 6 (Special Sites), Objective 17 (Community Involvement in the Practice of Sustainable Forestry) and Objective 18 (Public Land Management Responsibilities), but are not limited to these specific SFI 2010-2014 Standard objectives.

Project Title	Total Length of time for completion of project (in months, from commencement to final reporting)	Amount Requested from SFI	Total Project Budget (including matching funds and in-kind contributions)*	Brief Project Summary (50 words or less)	What element(s) of the SFI 2010-2014 Program are addressed by your Project? (Please cite the Standard Component(s))

\* Matching funds and in-kind contributions should be reflected again in the budget outline below, indicating the source for each amount and Project Partner

### Project Partners

\*For each Project Partner, please complete the following table. This application must include a signed copy of the Agreement to Public Communications for each listed partner, as well as the Lead Organization. A copy of this agreement may be found at the end of this document.

Confirmed Project Partners (list organization name only)	Primary Contact Name & Title	Complete Contact Information (Email, Phone Number, Mailing Address)	Brief Summary of Individual's and Organizations Qualifications and Experience (150 words or less per partner)

Project Details

Please provide answers to the following questions to describe your project.

1. Please explain how this Project will strengthen and involve communities in forest management or inform or provide benefit to the SFI Program.
2. What activities will you and your Project partners perform to promote the outcomes of your Project and SFI involvement in the Project?
3. In the table below, please list the goals for your project. For each goal, please describe: the actions you will take to achieve your goal; the corresponding tangible outcomes (e.g. provide implementation guidance on a component of the SFI Standard, landowners reached through education programs, acres positively affected by the Project); the means by which you will measure success in achieving each goal, and; the portion of the requested grant funds that would be used to achieve the goal. Add rows as needed to address all project goals.

Project Goals	Actions	Tangible Outcomes	Measure Success	Grant Funds	In-Kind or Matching Funds

Project Timeline

Please provide a timeline for completion of the project. Projects must be completed within 2014. The timeline should reflect when you will deliver upon the goals and outcomes as outlined above.

Project Budget

Please fill out the table below to illustrate the entire Project budget. SFI Inc. will not award any funds for organization overhead costs, which include but are not limited to, office rent or maintenance, utilities, temporary hires, etc. SFI funding should be used for direct project costs only. Salary and benefits may not be paid with SFI Community Project funds, but may account for matching or in-kind contributions.

You may modify this table to fit your needs, however please ensure your budget addresses the following components:

1. Total Operating costs divided up by relevant category such as travel, meetings, communications, education & outreach etc.
2. Identify any in-kind support allocated to this Project by each project partner
3. Identify any matching funds allocated to this Project by each project partner

Expenditure	SFI Grant Funds	Total Matching Funds	Source of Matching Funds	In-Kind Contributions	Source of In-kind Contributions	Total per expenditure category
<b>Operating Costs</b>						
Research Activities						
Meetings						
Travel						
Education & Outreach						
Communications						
<b>Total</b>						

\*list sources and amounts of any matching funds or in-kind contributions for each project partner

Agreement to Public Communications

*As part of the Grant Application, the Lead Organization must complete and sign this page.*

*All identified organizations and partners involved in the Project must also agree to authorize SFI Inc. to publicize the Project and to use their names, images, logos and information about the Project in such publicity. All Organizations listed in the application will be required to sign an agreement to this effect and submit it with the application. If additional Organizations join the Project after an application is accepted by SFI Inc., they will also be required to sign the agreement. You can access an additional copy of this agreement for your Project Partners here:*



Agreement to Public Communications.doc

I, \_\_\_\_\_ (Name, Title), as a representative of \_\_\_\_\_ (Organization Name) and a Partner in \_\_\_\_\_ (Name of Project), hereby give the Sustainable Forestry Initiative® (SFI), Inc. permission to use my name, the organization name as written above, and any other information about the Project in public communications regarding the Project.

I understand that public communications include, but are not limited to:

- Press releases and announcements regarding the SFI® Inc. Conservation and Community Partnerships Grant Program.
- Public presentations, fact sheets, briefing notes and other communication materials that highlight successful Projects and the SFI Inc. Conservation and Community Partnerships Grant Program.
- Use of the Organization logo on the SFI Inc. website, on news releases or other materials.
- Other materials as appropriate.

SFI Inc. will not attribute quotes or opinions to my organization without permission.

With my signature below, I attest that, to the best of my knowledge, the information provided in this application is true and accurate, and I am authorized by \_\_\_\_\_ (Organization Name) to sign this agreement.

Signed:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Organization

\_\_\_\_\_

Date