

Urban and Community Forestry Assistance Grants



**Division of Urban and Community Forestry (UCF)
Virgin Islands Department of Agriculture**

UCF Grant Proposal Format

**Urban and Community Forestry
Virgin Islands Department of Agriculture**

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Proposal Format

Submitted proposals are required to be clear and concise as well as address an urban and community forestry need and meet the objectives of the U&CF Assistance Program.

The proposal should include the following information:

1. A completed grant application cover page. **This is the only form that requires an original signature.**
2. The purpose, objective or mission statement of the applying organization as well as the purpose and objectives of the project. The project's single purpose should be explained in one or two sentences. Objectives can be multiple. **However, multiple projects should be submitted in separate applications.**
3. A narrative that details how the project will be accomplished and includes these elements.
 - i. Activities
 - ii. Participants (project personnel, volunteers, corporate sponsor, etc)
 - iii. Administration
 - iv. Facilities and equipment
 - v. Timetable
 - vi. End result: description of finalized project.
 - vii. Letter(s) of Support

Distinct project components must be itemized for ease of monitoring interim project status.

4. A descriptive narrative of the project's benefits should be limited to one page. Benefits to the local urban and community forestry program, public relations and educational benefits as well as potential for continuation of the project should be included. Corporate, volunteer and citizen involvement should be identified in the narrative.

5. A detailed project budget should include financial assistance, sources and description of match, administrative costs, materials, maintenance costs, and costs of professional services. It is strongly encouraged that applicants use the budget worksheet contained in this request for proposals.

6. If the project involves tree planting, complete the tree application form plus:
 - i. A detailed three-year maintenance plan that specifies the entity responsible for maintenance.
 - ii. A resolution of endorsement from the appropriate government agency if planting is on government property (federal or local).
 - iii. Compliance with the Department of Public Works if planting is done on territorial rights-of-way.
 - iv. Consultation with WAPA to determine whether water or sewer lines are present.

7. Letters of Support – A letter of support is required from each individual, agency, or organization listed as a cooperator, collaborator, or provider of inkind or financial support to the project.