



SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

RESOURCE CONSERVATION AND FORESTRY DIVISION

523 East Capitol Avenue

Pierre, SD 57501

Phone: 605.773.3623 Fax: 605.773.4003

sdda.sd.gov

GRANT APPLICATION FORM

Applicant Information

Organization: _____ Mailing Address: _____

Telephone: _____ City: _____ State: _____ Zip: _____

Tax Status: _____

Project Contact

Project Officer: _____ Telephone: _____

Fax: _____ Email: _____

Project Information

Project Name: _____

Start Date: _____ End Date: _____

Legal description: County _____

Township: _____ Range: _____

Section: _____ Qtr: _____

Type of Grant

Conservation Grant Community Forestry

Insect/Disease Invasive Species

Forest Stewardship Mountain Pine Beetle

Other (specify): _____

Financial Information

Grant funds requested: _____ Partner contributions (total): _____ Total project cost: _____

Please give a brief, descriptive summary of the project (Use section D to provide project details)

I hereby certify that to the best of my knowledge and belief, this application is true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in federally assisted programs.

Applicant Signature _____ Title _____ Date _____

A copy of the state required [W-9 form](#) must be attached to this application.

OFFICE USE ONLY

Signature of Reviewer _____ Title _____ Date _____

Signature of Approval _____ Title _____ Date _____

BUDGET SHEET

The total for each of these three sections should equal the "Total Project Cost" on page 1.

A. Operating Budget

- 1. Salary/Benefits _____
- 2. Travel _____
- 3. Contractual Services _____
- 4. Supplies _____
- 5. Equipment (list major equipment) _____
- 6. Consultation Services _____

Total Project Costs _____ This total must equal _____

B. Activity Budget

Activity	Grant Funds	Local Funds	Local In-Kind	Other Funds	Total
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____

This total must equal _____

C. Project Partners

Partners	Amount Cash	Amount In-Kind	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
Totals	_____	_____	_____

This total must equal _____

Resource Conservation and Forestry

Urban and Community Forestry Challenge Grant Application Guidelines

For complete grant requirements, please refer to the [Community Forestry Grant Requirements](#)

For guidance on building your project work plan, please refer to the [Urban and Community Forestry Challenge Grant Scoring System](#)

General Grant Requirements:

- Project lead must be a public entity, tribe, or non-profit
- Projects must be on public lands (held by local, county, or state governments)
- All projects require a 50/50 match. This match must be shown in the application. The grant will reimburse the applicant for no more than 50% of the documented expenses.
- Applicant must complete and submit a UCF Grant Supplemental Questionnaire.
- To be eligible for a grant, you **must** obtain professional advice from the Division of Resource Conservation & Forestry (RCF). Our assistance will ensure the tree species selected are suitable for the site and the planting plans are compatible with the parameters of the grant. **Please include a species list and cost estimate, in your proposal.** When requesting grant funds for tree planting, at least **two** bids should be included from local nurseries.
- Work plan – a narrative describing who, what, when, where, and how the project will be completed must be included with the application.
- Following grant notification and **prior** to project implementation, a brief planning meeting between the grantee and a RC&F Urban & Community Forestry (U&CF) team member **must** be arranged. This will ensure that proper planting and maintenance procedures are followed. **An RC&F forester must be present for physical implementation of the project.**