

KING COUNTY FORESTRY OPPORTUNITY GRANT APPLICATION



DIRECTIONS

Complete all the blanks on this form using a legible font, type or handwriting. Send by email or surface mail to:
Linda Vane, King County Forestry Program
201 South Jackson Street, Suite 600
Seattle, WA 98104-3855
Phone: 206-296-8042/ TTY: 711 Email: linda.vane@kingcounty.gov

GENERAL INFORMATION

Amount Requested _____ Total Project Cost _____
Round to nearest dollar *Round to nearest dollar*

Name of Project _____

Project Location including name of landowner (if more than one, include location/landowner information for each)

Are any permits required for the project? Yes No Don't know

If yes, what permits have been issued (attach copies)? _____

If no, what permits must be obtained and by when? _____

CONTACT INFORMATION

Application is from: non-profit organization school business tribal government other _____

Name of Applicant: _____

Address: _____

Email: _____ Phone: _____ Other Phone: _____

If organization, Name of Contact Person: _____

Project Coordinator Name & Title: _____

Tax Information Disclosure

If a grant is awarded, applicants will be required to submit an IRS Form W-9 on which they must disclose their Social Security Number or Employer Identification Number. King County is required to annually submit a Form 1099 to the IRS indicating the amount of cost-share funds paid during the previous calendar year.



PROJECT INFORMATION

Use the numbered sections and titles from the following outline to organize your answers. *Please use a legible font and write no more than 5 single-spaced pages for question #1-6, including the text of the questions below.*

1. **Background.** Briefly describe how and when your group, business or organization began, its primary mission, how it is funded and the qualifications of the key people who will be involved in this project.
2. **Project Site.** Describe the project site, including ownership and any parties responsible for site management. If your project is on forest land, is there a Forest Management Plan or Forest Stewardship Plan in place? (Attach a site map, project drawing, and/or photos if you like).
3. **Problem to be addressed.** What problem does your project address? Has anything been done in the past to address these issues, and by whom?
4. **Outcomes.** What do you hope to accomplish by your project (e.g., improved or new markets for forest products; innovations in cooperative forest management; community fire safety planning; training landowners in sustainable forest management?)
5. **Activities and timeline.** List the most important activities or tasks you plan to organize in order to achieve the project outcome[s] and list the estimated completion dates. (Answer questions such as what will be done, by whom, where, when, how much and how many.)
6. **Partners.** List any project partners and briefly describe how they will help you with this project. (Partners are groups or individuals who contribute to the project outcomes in a material way with services or supplies. Contractors who are paid to work on the project are not considered partners.) If applicable, attach letters of support from each major partner documenting that they understand their role in the project.
7. **Project Budget.** Using the table on the next page, list projected costs for each of the “Budget Items” that apply to your project. Add extra rows to the table if needed. A minimum of 25% match is required. In other words, the grant will pay up to 75% of the cost of the project. The maximum grant award is \$20,000. See the sections on “allowed costs” and “costs not allowed” in the Guidelines for guidance or contact Linda Vane, linda.vane@kingcounty.gov or 206-296-8042, at the King County Forestry Program for help.

Project Budget Table (Add more lines if needed.)

Budget Item by Category	TOTAL COST	Grant Amount Requested	Applicant's Share (Match)	Description (List what will be purchased and who will provide it, if it is claimed as part of your match. Indicate if the source of the match is confirmed or not.)
Paid Staff Salary & Benefits (show hours worked x hourly rate)				
Contracted Services (work crews, heavy equipment operation, printing, training, etc.)				
Donated Services and Volunteers (show hours worked x hourly rate)				
Travel				
Supplies (hand tools, plants, flagging, fencing, printing, office supplies, etc.)				
Equipment (rental or purchase)				
Other (permits, insurance, inspection, room rental, etc.)				
TOTAL				

We, the undersigned, attest that to the best of our knowledge the information contained in this application is true and that the proposed project is not required by a directive of King County or other government agency. We understand that the submitted application is a matter of public record. Also, should this application be awarded: 1) we understand that we may not incur any project expenses until all designated signatories have signed a grant agreement, 2) we will be required to provide proper accounting of project expenses, and necessary and normal maintenance to sustain the value of the project once it is completed, and that (3) we agree to allow King County staff access to the property to determine project feasibility, certify project completion, and if applicable to determine compliance with applicable maintenance requirements. Applicants are NOT required to allow public access to private properties.

Name and Title, Applicant _____
Date

Landowner (If different) _____
Date