

# Arizona Urban and Community Forestry Grant Programs Frequently Asked Questions

## **How do I submit my application?**

Applications must be submitted online through the eCivis portal. Applications will not be accepted by email.

## **Do I need letters of support from my Board of Directors or contributors who provide a cash and/or in-kind match with my application?**

Letters of intent and signatures from volunteers providing cash or in-kind match are not required. However, letters of support from sponsors, partnering organizations, and community leaders may help your application.

## **What is the allowable Overhead/ Administration rate?**

It is intended that most grant funding is required for specific project implementation and not general organizational support or administrative costs. The expectation is that less than 10% of grant funding will be utilized for general overhead expenses such as administrative labor, accounting, office expenses, etc. These expenses must be allocated to the project and documented as any other direct project expenses. If "Indirect Costs" are proposed, an indirect cost rate plan must already be established by the organization or be permitted under 2 CFR 200 and approved by DFFM before allowance of these expenses. Reimbursement of Indirect Costs greater than 10% will not be allowed.

## **Can I get funding for a project that has already been funded or started? Can money spent on another previous component be used as a match?**

No, previously funded projects and ongoing projects are not eligible. If the proposed project is a second phase or component of a previously funded project, you may apply for Community Challenge Grant funds. Matching funds for another grant project cannot be used.

## **Will the grant funds be given out at the beginning of the grant cycle?**

No, funds are only given out as the project is worked on and monies are spent (reimbursement-based grant). No money will be given out without a fully documented report and supporting paperwork. Match greater than or equal to the costs incurred must be shown before a reimbursement is made.

## **What is the value of volunteer labor?**

Volunteer time may be valued at the local market rate for equivalent work (children aged ≤14 years at minimum wage). Hourly rates exceeding \$20/hour will require specific support documentation for justification and approval. If you use consultants, forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization.

## **When will I know if my grant was accepted? What is the next step?**

Applicants will receive a confirmation email that their application was submitted. After grant proposals are reviewed, applicants will be notified if their grant requests have been funded. The contract will be emailed to the grant recipients for approval/execution. Billable, funded work on your project cannot begin until you receive a copy of the final executed grant agreement.