

FREQUENTLY ASKED QUESTIONS

Can applications be emailed?

No. Applications must be submitted through the eCivis grant portal listed on the grant overview sheet.

Do I need letters of support from my Board of Directors or contributors that are providing a cash and/or in-kind match with my application?

Letters of intent and signatures from volunteers that will be 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 the majority of grant funding be available for specific project implementation and not general organizational support or administrative costs. 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 need to be allocable 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 and approved by the Department of Forestry and Fire Management prior to 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 on-going projects are not eligible. However, if the proposed project is a second phase or component to a previously funded project, it may be eligible for funding. 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 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 at minimum wage). Hourly rates exceeding \$20.00/hour will require specific support documentation for justification and approval. If you use a consultant, forestry professional, planner, etc., who donates 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 indicating whether their application made the deadline and is being considered. After grant proposals are reviewed, applicants will be notified if their grant requests have been funded after the announcement date listed on the grant overview sheet. The contract will be emailed to the grant recipients for approval/execution. Billable, funded work on your grant can not begin until you receive a copy of the final executed grant agreement.