

# 2021 SFI CONSERVATION GRANTS PROGRAM

## SAMPLE ONLY: FULL PROPOSAL ONLINE GRANT APPLICATION FORM



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The full proposal application is available through our [online portal](#). To help prepare for the submission, you may wish to use the sample application document below. However, applicants are required to use the **online portal to submit their full proposal**. Please make sure to review the [2021 SFI Conservation Grants Program RFP Instructions and Criteria document](#) prior to filling out the online application.

### ABOUT ONLINE APPLICATIONS

SFI's full proposal online application form imposes text limits within requested fields. However, you are welcome to upload supporting documents, that may go beyond the predefined page limits, as needed. The portal allows you to save progress while working on the online application form, so that you do not need to complete the entire process in one session. Applications are preferred in English, but applications for projects may be submitted in French or Spanish. If you have any difficulty with the online application process, SFI staff are happy to assist you, or to provide alternative application options. If you need assistance, please contact Rachel Hamilton, Senior Coordinator, Conservation Partnerships ([rachel.hamilton@forests.org](mailto:rachel.hamilton@forests.org)) by no later than October 20, 2021. Full proposal submissions are due October 22, 2021.

#### Helpful Hints for the Online Application

- Do not use bullets and other similar formatting.
- Copy and paste as needed.
- To setup an online account, visit [https://www.GrantRequest.com/SID\\_5710?SA=AM](https://www.GrantRequest.com/SID_5710?SA=AM), and click the New Applicant? link. Save the above link and your username and password, as you will use this link to access saved and submitted requests.
- Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications.
- Applications can be in English, French or Spanish.

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### Lead Organization Information

- Lead Organization Name
- Address
- Lead Organization Mission Statement (50 words or less)
- Tax ID or Canada Revenue Service Number (If you do not have an applicable number please leave this space blank)
- What type of organization is applying, to meet the eligibility requirements?

Eligible Organization (Please select all that apply)	Selection (X)
Registered tax exempt, not for profit organization (e.g., a 501(c) (3) in the U.S. or registered with the Charities Directorate of the Canada Revenue Agency in Canada)	
Indigenous organization and association	
Research, academic, and educational institution	
Conservation, environmental, or community organization	
SFI Implementation Committee	

### Proposal Lead /Project Manager

- Name
- Title
- Phone
- Email

### References

Provide two references who can speak to the relevance and potential impact of the Project and the capability of the organization to carry out the stated objectives:

Reference One:

- Name
- Organization
- Phone
- Email
- Nature of Relationship

Reference Two:

- Name
- Organization
- Phone
- Email

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- Nature of Relationship

### Project Information

**Project Overview:** Please provide the following information to describe your project.

- Project Title
- Project duration (In whole months, from commencement to final reporting)
  - Note that the duration of funding from SFI is a maximum of three years. If SFI funding is to apply toward a limited duration within a longer-term project, this should be made clear.
- Project Location: List the applicable states (within the U.S) and or provinces (within Canada) and stipulate if your project is national or binational in scale. If your project extends beyond North America (please consult project requirements and FAQ), please specify location.
- Brief Project Summary and Statement of Purpose (500 words or less): Please include a brief narrative describing the intended purpose and outcome of the project and why it matters. Please include a concise statement of purpose, detailing how the project will test one or more of the hypotheses offered in the RFP, and how the outcomes will specifically illustrate the values of SFI-certified managed forests, or forests subject to the SFI Fiber Sourcing Standard.

### Project Details

1. Please provide an introductory narrative describing (a) the basic methodology/key steps and (b) the intended impact of your project.
2. State which [RFP criteria hypothesis](#) (more than one may be selected) or which past conservation grant or conservation impact research project will be addressed by this project.
  - a. How will your project serve to test the hypotheses that SFI-certified forestlands and/or areas affected by SFI Fiber Sourcing programs provide contributory value relative to the themes of climate change, biodiversity and/or water? Projects may seek to enumerate the degree to which past practices (2015-2019 SFI standards) have brought value or seek to inform best management practices under the new standard (2022 SFI standards) especially toward the new Climate Smart Forestry Objective (2022 SFI Forest Management Standards, Objective 9) and/or the SFI Fire Resiliency and Awareness Objective (2022 SFI Forest Management Standards, Objective 10).
  - b. Alternatively, how will your project serve to expand or build upon past conservation grant projects around the themes of climate change, biodiversity, or water?

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3. Please explain how the results of your project will be communicated to external audiences. What actions will you and your Project partners perform to help communicate and elevate the outcomes of this project?
4. Please list all project deliverables. For each deliverable, please describe the tangible outcomes (e.g., degree of difference found in SFI forests from other forests, relative to the hypothesis; amount of carbon, or biodiversity measured on SFI affected forestlands, etc.)

**Project Deliverable 1** (e.g., state intended outcome)

a) Outcome:

**Project Deliverable 2** (e.g., state intended outcome)

a) Outcome:

**Project Deliverable 3** (e.g., state intended outcome)

a) Outcome:

File Upload: Please upload additional document (s) as needed to stipulate any additional project deliverables.

### Project Timeline

Please provide a timeline for completion of the project, in months. Projects may range from less than a single year to a maximum of three years. Projects will commence at the time the Grant Agreement is signed, soon after notification of acceptance of your proposal. The timeline should indicate approximately when you will deliver upon the tangible outcomes noted in the previous section, and/or other important outcomes. Grant funds and payments will be tied to the completion of these deliverables. The specific timeline for each project will be finalized in the Grant Agreement, which will stipulate the schedule of reports and payments.

Your timeline should include the following elements: (1) approximate timing of any anticipated field work or principal activities; (2) anticipated timing of stated outcomes and associated interim reports; and (3) total project duration, in months. All projects will commence in 2022, as soon as practicable following notification of grant awards, and execution of grant agreements.

File Upload Optional Attachment: Please upload additional document(s) as needed to clarify the project timeline.

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### Project Budget

#### Budget Overview:

Provide the estimated total budget, total amount requested from SFI, and amount requested from SFI for each period of the project, for a maximum of three years, or 36 months (*note that funding amounts may differ from year to year to meet the timing of project needs*). Please see table below:

Budget Category	Dollar Amount	Currency (USD/CAD)
Total estimated budget	\$	
Total estimated amount requested from SFI	\$	
Breakdown per year and project period		
Year 1 Total	\$	
Y1: Q1 - Q2	\$	
Y1: Q3 - Q4	\$	
Year 2 Total	\$	
Y2: Q1 - Q2	\$	
Y2: Q3 - Q4	\$	
Year 3 Total	\$	
Y3: Q1 - Q2	\$	
Y3: Q3 - Q4	\$	

#### Budget Expenditures:

Please download, complete and attach the project budget expenditure template to illustrate the entire Project budget. SFI will not award any funds for organization overhead costs, which include but are not limited to, office rent or maintenance, utilities, etc. While some portion of the grant may be used to offset staff salary and benefits, the focus should be on-the-ground activities.

You may modify this table to fit your needs, however, please ensure your budget addresses the following components:

1. Portion of the budget to be allocated to each staff person working on the Project
2. Total costs by line item, e.g., travel, meetings, communications, education and outreach (please add categories as needed)
3. Identify any in-kind support allocated to this Project by each project partner
4. Identify any matching funds allocated to this Project by each project partner

Download the [project budget expenditure template](#).

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Project Budget Expenditure Template:

Expenditure	A		B		C		A+B+C
	SFI Grant Funds	Total Matching Funds <sup>1</sup>	Source (s) of Matching Funds <sup>2</sup>	Total In-Kind Contributions <sup>3</sup>	Source (s) of In-kind Contributions <sup>4</sup>	Total per expenditure category	
<b>Staff Salary and Benefits</b> (please list budget amount individually per staff person)							
<b>Operating Costs<sup>5</sup></b>							
Research Activities							
Meetings							
Travel							
Education and Outreach							
Communications							
<b>Total</b>							

1. Actual funds applied to this project from sources other than SFI
2. Examples include: XYZ Foundation, private donor contributions, government grant, etc.
3. Total value of work performed by grantee, not attributable to or included in matching funds noted under column B.
4. Examples include: Volunteer workdays, XYZ Corporation services performed, grantee staff work
5. Examples of operating cost categories (e.g., research activities, meetings, etc.) should be adjusted, edited and/or deleted to meet the specific actions performed under this grant.

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WATER

### Supplemental Materials

File Upload: [Using the online form](#), please upload any additional information you feel would be useful in helping SFI evaluate your project for potential funding. If you want to include multiple documents, please combine files into one PDF/MS Word document and upload.

### Project Partner Summary

Project Partners are defined as individuals, partnership entities, government agencies, corporations, non-profits, or other entities named in the Proposal, in addition to the Lead Organization, who have agreed to be materially engaged in the implementation of the Project.

Please note for all SFI Conservation Grant applications and projects, Project Partners must include engagement of at least one SFI-certified organization, and/or SFI Implementation Committee. Additional non-profit, academic, agency, or Indigenous partners (in addition to the Project Lead organization) are desirable.

#### Project Partner 1

- Project Partner Organization:
- Point of Contact:
  - First Name:
  - Last Name:
  - Email:
  - Office Phone:
- Project Partner Summary:

#### Project Partner 2

- Project Partner Organization:
- Point of Contact:
  - First Name:
  - Last Name:
  - Email:
  - Office Phone:
- Project Partner Summary:

#### Project Partner 3

- Project Partner Organization:
- Point of Contact:
  - First Name:
  - Last Name:
  - Email:
  - Office Phone:

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- Project Partner Summary:

### Project Partner 4

- Project Partner Organization:
- Point of Contact:
  - First Name:
  - Last Name:
  - Email:
  - Office Phone:
- Project Partner Summary:

**Additional Partners:** Please upload any additional Partners via the file upload link.

## Letters of Support

Please upload at minimum three letters of support from partners of the project via the file upload link. Combine multiple letters of support into one PDF/MS Word document and upload as a single attachment.