

THE PRACTICING FORESTERS INSTITUTE
Format for Submitting a Grant Proposal

TITLE: A brief descriptive title

ORGANIZATION: Identify the organization and state its purpose.

LOCATION: City, county, state, country

TOTAL AMOUNT REQUESTED: State the total amount of funding requested.

BEGINNING DATE: Date that work will begin on the project if it is approved.

COMPLETION DATE: Date by which the project will be completed and the final report will be submitted.

DESCRIPTION: The proposal should include a narrative description of the proposed project which includes sufficient details to understand the events and activities that will be carried out as well as the purpose or objectives, procedures, resources and materials to be used. The description should not exceed two pages in length. Tell what, when, where, how, why, and who.

BUDGET: A detailed budget showing the amount of funds requested, how the funds will be used and additional funding sources.

BENEFITS: A narrative explanation of the benefits created by this grant.

EVALUATION: An explanation of how the project will be evaluated.

POTENTIAL FOR CONTINUATION AFTER GRANT FUNDING ENDS: An explanation of whether the project will be continued after the initial grant funding has expired. If so, how will it be supported.

CONTACT PERSON: Provide the following information for the person with whom the TRUST should correspond about your proposal:

Name and Title
Address
City, State, and Zip
Phone
Email Address

SIGNATURE: Signature and title of an officer of the organization for which the application is made.