



## SOCIETY OF AMERICAN FORESTERS

### 2007 Foresters' Fund Grant Program

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#### Goals:

**The SAF Foresters' Fund grant program financially assists local SAF units in achieving the goals of the Society. The *SAF Bylaws* state that the goals of the Fund are to:**

- *promote education to enhance public understanding of the role of professional foresters in forest resource management,*
- *conduct forest policy activities, and*
- *to strengthen state societies, divisions, and chapters in achieving the mission of the Society.*

#### Project Ideas:

Project proposal must meet at least one of the goals of the Foresters' Fund. Proposals could include but not limited to:

- Public outreach and education. Examples include forestry field days, museum displays, Walk in the Forest activities, education programs for teachers, communications programs, or media relations programs (field tours, editorial board visits, and letter writing campaigns.)
- Legislative events. Examples include legislative field tours, breakfasts, luncheons, or office visits by SAF members.
- Local unit support. Examples include special professional development opportunities (guest speakers, joint organizational meetings), website development, membership recruitment/retention, or leadership/media training.

#### Deadlines:

Regular grants (up to \$1,500) deadlines are February 15; June 15; and September 15, 2007

Special grants (\$1,501 to \$5,000) deadline is June 15, 2007

*If the deadline falls on a weekend or Holiday, proposals will be accepted the next business day.*

#### For criteria, project proposal and procedures:

Detailed information about the Foresters' Fund is available on the SAF website at

<http://www.safnet.org/members/member-pw/forfund.cfm> or from Louise Murgia, director, field services, at [murgial@safnet.org](mailto:murgial@safnet.org) or 866/ 897-8720 ext. 118

**SAF local units (state societies, divisions, and chapters) are encouraged to partner with student chapters, working groups, national committees, the national office, and the National Student Assembly on Foresters' Fund projects.**

### **Goals of the Foresters' Fund:**

Grants will be awarded to projects that meet one of the goals of the Fund:

- *promote education to enhance public understanding of the role of professional foresters in forest resource management,*
- *conduct forest policy activities, or*
- *to strengthen state societies, divisions, and chapters in achieving the mission<sup>\*</sup> of the Society:*

<sup>\*</sup>The mission of the Society of American Foresters is to advance the science, education, technology, and practice of forestry; to enhance the competency of its members; to establish professional excellence; and, to use the knowledge, skills, and conservation ethic of the profession to ensure the continued health and use of forest ecosystems and the present and future availability of forest resources to benefit society.”

### **Active member participation:**

The project must be sponsored, supervised, or organized and involve the active participation of SAF members.

### **Communications Plan:**

Projects must contain a strong communications plan that includes but is not limited to:

- Providing press releases and other notices to external audiences and media.
- Notifying unit members and others in the natural resources community about the project.
- Promptly sharing the outcomes of the project with unit members plus other SAF units through SAF's newspaper, *The Forestry Source*. Please see the “Society Affairs” section in *The Forestry Source*.

### **Successful Implementation:**

The proposal must clearly convey to the review panel that the state society, division, or chapter has the capability and enthusiasm as well as a realistic timetable, budget, and methods necessary to ensure the proposed project's successful implementation. The proposal must also include an evaluation to determine the project's successes and challenges.

### **Eligibility Requirements:**

Projects must meet all eligibility requirements listed under the “Procedures” section.

### **Special Consideration:**

Special consideration will be given to SAF units submitting a proposal for the first time, and to projects that include substantial matching funds (e.g. from foundations, corporations, etc.)

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# Project Proposal

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All proposals must:

- be typed
  - include the enclosed information form, and
  - **full explanation** of the following (*please note items K-M are for special grants only*):
- A. **Summary of Project:** A brief project summary (up to 50 words) that captures the goals, purpose, and outcomes of the project.
  - B. **Objectives:** List 3 to 5 points you would like to communicate to your audience. In addition, state how these objectives meet the goals of the Fund.
  - C. **Target Audience:** Describe the types of people or group the project seeks to benefit.
  - D. **Methods:** Describe in detail what specific steps you will take to teach your audience the 3 to 5 points listed in part “B”.
  - E. **Evaluation:** Describe how you will measure what the audience has learned as a result of the project.
  - F. **Recognition:** Describe in detail how SAF will be connected to and credited for the project.
  - G. **Community Service:** Describe the type of community service or benefit this project provides.
  - H. **Member Involvement:** Show what SAF members are responsible for and how many members will be directly involved in the project.
  - I. **Communications Plan:** Describe your internal and external communications plan, including strategies to enhance participation by SAF members and to attract media attention.
  - J. **Budget:** Please use the attached budget form. Provide a complete budget including the overall project budget and detailed list of items or services for which the requested funds (\$500 to \$1,500 for regular; \$1,501 to \$5,000 for special grants) will be spent. In addition, list any project cosponsors or copartners.

**The following items (K-M) need to be included in the special grant proposal ONLY!**

- K. **Needs Statement:** Describe why this project is important to do at this time in this community or with your target audience.
- L. **Schedule & Timetable:** Provide an outline of when specific components of the project will take place.
- M. **Adaptability:** Describe how the project can be adapted for use by members in other parts of the country.

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# Procedures

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## **Eligibility:**

State societies, divisions, and chapters are eligible for the regular grants. Only state societies and divisions may apply for special grants; chapters are not eligible for a special grant. State societies or divisions are encouraged to coordinate special grant projects with chapter participation. Working groups, national committees, student chapters, and the National Student Assembly are encouraged to partner with state societies on grant projects.

A state society is eligible to receive up to 2 regular grants per deadline, and no more than \$6,000 per year (this total does not include any special grants that may be awarded). No regular grant will exceed \$1,500; No special grant will exceed \$5,000. **A specific SAF unit project can receive funding for up to three consecutive years. After three consecutive years, a specific unit project is not eligible for one year.**

SAF units may apply for more than one Foresters' Fund regular or special grant in any calendar year and/or deadline. However, depending on the number of requests, the second or additional projects may be deferred until other local units are provided funds for their first project. **Projects that have already been completed are not eligible for Foresters' Fund grants.** Proposal received after the deadline will be held for the next review period.

#### **State Society Approval:**

State society executive committees must approve all grant proposals before submission to the national office. Recognizing that Foresters' Fund money is limited, the executive committee should assess carefully all proposals and submit only those that will be most effective in meeting the objectives of the Fund and the local unit. If the project is proposed between executive committee meetings -- making a full committee decision difficult -- the officers of the state society have the discretion to review the proposal by phone, mail, or e-mail and pass on their recommendation to the national office on behalf of the state society. *Any proposal without state society approval will be forwarded to the state society chair for review.*

#### **Evaluation Form:**

An evaluation form will be provided to the project manager. The national office will hold back twenty percent (20%) of the total amount funded until a comprehensive final project evaluation is received including illustrations, photographs, brochures, news clippings, etc. The evaluation is due sixty (60) days after completing the project. Upon return of the project evaluation, the remaining funds will be forward to the state society treasurer for distribution to the project coordinator.

**After 60 days, any unclaimed funds will be reallocated to the Foresters' Fund for other projects.**

#### **Completion of grants:**

Regular grant projects must be completed within one year of approval; Special grants must be completed within two years of approval. **At completion or if the project is not completed, any unused funds must be returned to the Foresters' Fund at the national office.**

#### **Notification of grant proposals and funds approved:**

The director of Field Services will confirm receipt of the proposal to the project manager, and SAF unit within two weeks of receiving the proposal. Grant funds will be sent directly to the state society treasurer for prompt remittance to the project manager.

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## Questions

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If you have questions or need assistance, please contact

Louise Murgia, CF  
Director, Field Services  
5400 Grosvenor Lane  
Bethesda, MD 20814

Phone: (301) 897-8720 ext. 118  
Fax: (301) 897-3690  
E-mail: [murgial@safnet.org](mailto:murgial@safnet.org)  
[www.safnet.org](http://www.safnet.org)



Society of American Foresters'  
2007 Foresters' Fund  
Information Form

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Date: \_\_\_\_\_ Requesting SAF Unit:: \_\_\_\_\_

**Partnering SAF Unit (if applicable):**

- ☐ National Student Assembly  
☐ Working Group: \_\_\_\_\_  
☐ National Committee: \_\_\_\_\_  
☐ Student Chapter: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

**Amount of SAF funds requested:**

- ☐ Regular Grant (between \$500 - \$1,500): \_\_\_\_\_  
☐ Special Grant (between \$1,501 - \$5,000): \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Expected Date of Project Completion:** \_\_\_\_\_

**Project Manager** (name, address, and contact information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
E-mail \_\_\_\_\_

**Certification of the state society executive committee:**

I hereby certify that this proposal has been reviewed and approved by the executive committee of the \_\_\_\_\_ SAF State Society.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
SAF Title \_\_\_\_\_

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**Submitting the Proposal:**

Please submit the Foresters' Fund proposal to:

Society of American Foresters  
Foresters' Fund  
5400 Grosvenor Lane  
Bethesda, MD 20814  
Fax: (301) 897-3690  
E-mail: murgial@safnet.org



## Society of American Foresters' 2007 Foresters' Fund Budget Worksheet

Please submit this worksheet with your Foresters' Fund grant proposal.

Category	Total Budget	Foresters' Fund Grant Request
<i>Ex: Mailings/Postage</i>	<i>\$800</i>	<i>\$500</i>
<b>TOTAL:</b>		

Please list **all** cosponsors, foundations, or other **confirmed** sources of funds or in-kind support for this proposal (including SAF unit funds):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If applicable, please list other funders considering this proposal:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_