

SOCIETY OF AMERICAN FORESTERS
Appalachian SAF
Funding Request Application



Goals:

The APSAF provides financial assistance to local SAF units, local SAF volunteer leaders, individual members, and other related organizations for achieving the goals of the Society. Activities financially supported by APSAF are to:

- *Directly support the goals outlined in the SAF Mission:*

**The mission of the Society of American Foresters is to advance sustainable management of forest resources through science, education, and technology; to enhance the competency of its members; to establish professional excellence; and to use our knowledge, skills, and conservation ethic to ensure the continued health, integrity, and use of forests to benefit society in perpetuity..”*

- *Promote education to enhance public understanding of the role of professional foresters in forest resource management, including forest policy activities,*
- *Strengthen state divisions and chapters in achieving the mission of the Society and providing member services, and/or*
- *Provide for professional and leadership development for APSAF members that enhance knowledge, skills, abilities, and leadership potential within the organization.*

Project and Activity Ideas:

Projects and activities submitted for funding requests must meet at least one of the goals of the APSAF. Proposals could include but are 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), travel and meeting registration support for SAF volunteer leaders, website development, membership recruitment/retention, or leadership/media training.
- Meeting sponsorship including contributions to other organizations that partner with or align with the SAF mission,
- Educational programs, seminars, workshops for members.

Criteria, Project Proposal Components, and Submission Procedures:

A. Criteria:

1) Project Goals:

Funding may be awarded to projects and activities that meet at least one of the goals listed above.

2) Active Member Participation:

All funding requests should involve the active participation of SAF members or show clear support of the SAF mission. SAF local units (state divisions, and chapters) are encouraged to partner with neighboring chapters, student chapters, working groups, national committees, the national office, and the National Student Assembly, or other local chapters or organizations on proposed projects.

3) Successful Implementation:

The proposal must clearly convey to the reviewers that the state division, chapter, or individual has the capability and enthusiasm as well as a realistic timetable, budget, and methods necessary to ensure the proposed project's successful implementation.

Within 30 days of completion, recipients of funded projects/activities will need to submit a final write-up to APSAF outlining successes and/or lessons learned. Write-up is to include an executive summary, full project/activity description, final budget, receipts, and should include photos, illustrations, and reference any media coverage. The executive summary will be published in the quarterly Trailblazer and posted to the APSAF website.

4) Eligibility:

State divisions, chapters, volunteer leaders, and individual APSAF members are eligible to submit funding requests.

SAF units may apply for more than one funding request 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. Proposals received after the deadline will be held for the next review period.

B. Project or Activity Proposal Components

All proposals shall provide the following:

1) Funding Request Form

2) Project Description:

- a) **Project Summary:** A brief, typed project/activity description that captures the goals, purpose, and outcomes of the project/activity.
- b) **Objectives:** List specific objectives to be attained with successful implementation.
- c) **Target Audience:** Describe the types of people or groups the project seeks to benefit (if applicable).
- d) **Methods:** Describe how the project/activity is to be implemented.
- e) **Evaluation:** Describe how you will determine the success of the proposed project/activity.
- f) **Project/Activity Benefit:** Describe the type of community service or benefit this project/activity provides.

- g) **Schedule & Timetable:** Provide an outline of when specific components of the project will take place and when the project is expected to be completed.
- 3) **Member Involvement:** Show what SAF members are responsible for and how many members will be directly involved in the project. List members by name and their areas of responsibility.
- 4) **Budget:** Please use the attached Budget Worksheet to provide a complete budget including the overall project/activity budget and detailed list of items or services to be purchased. In addition, list any project cosponsors or copartners. Attach additional pages as needed and include project name and requesting unit on all attachments.

C. Submission Procedures:

- 1) **Complete Project Proposal Requirements listed in Section B.**
- 2) **Attain State Division Approval:**
State division Executive Committee must approve all funding request proposals before submission to the APSAF. *Any proposal without state society approval will be forwarded to the state society chair for review.*
- 3) **Submit to Funding Program Coordinator within Request Limits and Deadlines:**
Availability of funds is determined annually. Funding requests may be submitted to the APSAF Funding Program Coordinator on or before **May 15** for second quarter consideration or on or before **August 15** for third quarter consideration. Project funding will be allocated for approved projects until depleted.
- 4) **Notification and Status of Funding Requests:**
The APSAF Funding Program Coordinator will confirm receipt of the request to the applicant. Approved fund amounts will be sent directly to the state division treasurer or directly to the project coordinator as determined by the APSAF Executive Committee.
- 5) **Provide Report Upon Completion of Project/Activity:**
Once a project has been approved, APSAF will advance 80% of the approved funding within 30 days. Funded projects/activities must be completed within one year of approval. Project extensions may be requested. The remaining 20% of the approved funds will be provided within two weeks after the final project report is received and approved. At project completion (or if the project is not completed), any unused funds must be returned to the APSAF.

Questions

If you have questions or need assistance, please contact the current APSAF Funding Program Coordinator <http://www.apsaf.org/leadership.php>

Society of American Foresters
Appalachian SAF
Funding Request Form



Funding Request:

Date:	
Requesting SAF Unit:	

Project Information:

New Request

Extension of Existing Project

Project Title:	
Completion Date Est:	

** Please attach full project description*

Partnering/Cost Sharing SAF Unit: (if applicable):

State Division:	
Local Chapter:	
National Student Assembly:	
Working Group:	
National Committee:	
Student Chapter:	
Other:	

Project Manager:

Phone:	
Address:	
Phone1:	
Phone 2:	
E-mail:	

Certification of the State Division Executive Committee:

I hereby certify that this proposal has been reviewed and approved by the Executive Committee of the _____ APSAF State Division.

Signature: _____ Date: _____

SAF Title _____

Society of American Foresters
Appalachian SAF
Budget Worksheet



Please submit this Budget Worksheet with your project proposal.

Date:	
Requesting SAF Unit:	
Project Title:	

Category	Total Budget	APSAF Project Funding Request Amt
<i>Ex: Mailings/Postage</i>	\$800	\$500
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL:	\$	\$

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.	

If applicable, please list other funders considering this proposal:

1.	
2.	
3.	
4.	