

The NFF Invited Grants Process

An Overview for Partner Organizations

So your organization is being invited to submit a proposal to the National Forest Foundation's Invited Grants Program – great! Now what? This document provides an overview of what you can expect in terms of timing and steps. The fact that you have been invited to submit a proposal does not necessarily mean that you are guaranteed funding. Grants are not official until a signed agreement is in place.

Step 1: Define Project with NFF

Objective: Collect enough information to be able to write a full proposal in Step 2.

- Meet with your NFF program contact, and in some cases Forest Service contacts, to discuss the project your organization is being invited to participate in.
- Discuss scope of work objectives, timing, and quantifiable outcomes of the work.
- Think through what it will cost to do the work, and agree upon a total budget for the work.
- Discuss any matching funds or in-kind contributions your organization will bring to the project (and whether this is required for the NFF grant).

Step 2: Write a Full Grant Proposal

Objective: A detailed grant proposal that includes NFF's required attachments.

- One of NFF's Conservation Awards staff will reach out to you when ready to develop a full proposal. They will be your contact for this part of the process.
- If you have not applied for an NFF grant before you will set up an account in the online application system.
- Your NFF Conservation Awards contact will share the full proposal guidelines and proposal deadline with you via email, and will be available for any questions during the guidelines and online application process.
- When you submit the proposal, Conservation Awards staff will review and may require additional detail or clarifications to be made.
- Your proposal should be complete approximately 4 weeks before your desired project start date.

Step 3: Review and Sign Grant Agreement

Objective: A signed agreement that covers grant administration and management.

- Upon approval of your organization's proposal, your NFF Conservation Awards contact will email you a grant agreement via DocuSign.
- The grant agreement will include the official project start date, end date, reporting dates, and information about how and when payment will be made and what is required prior to payment.
- Review your grant agreement carefully and let your NFF grants contact know if you have questions.
- Sign the agreement in DocuSign promptly.
- You may begin work on your project with NFF funds as of the start date in your grant agreement. Activities that occurred prior to the NFF grant start date may not be charged to it.