

**N.C. Forest Service Urban and Community Forestry Financial Assistance Program
2025-1 Request for Applications
Urban and Community Forestry Foundations**



Applications will be accepted offering financial assistance to eligible organizations to help with the completion of a single foundational urban forestry practice or community forestry activity that moves a municipality up the NCFS U&CF management classification hierarchy.

- Application period
 - Opens Jan. 15, 2025 and closes Feb. 12, 2025, at 5 p.m.
- Eligible Organizations
 - Municipalities and tribal governments.
 - 501 (c)(3) not-for-profit organizations working under an agreement with a municipality or tribal government.
- Requirements
 - Completion of one of the eligible urban forestry practices or community forestry activities listed below.
 - All requirements and prerequisites detailed on our Financial Assistance Program webpage and in the FAP Eligible Practices and Activities fact sheet apply.
 - Projects must include outreach product(s) and event(s) developed by a communications professional that fulfills the following objectives.
 - Educates and engages the public in the project.
 - Inform the residents in advance of practices and activities that are scheduled for completion in their neighborhood.
 - Final Report – A professionally published two-to-four-page infographic-style report summarizing and illustrating the project need, goal, objectives and accomplishments.
- Eligible Practices and Activities
 - Inventories and Assessments
 - Tree Canopy Cover Assessment
 - Sample Tree Inventory
 - Partial Tree Inventory – Risk Tree Inventory
 - Ordinances, Policy and Standard and Specifications
 - All ordinances
 - Urban forestry standards and specifications document
 - Outreach Event – N.C. Arbor Day Celebration, March 21, 2026
 - Ceremonial tree for planting and tree planting supplies
 - Tree saplings for giveaway to the attendees
 - Event supplies
 - Outreach products
 - Plans
 - Community Forestry Plan
 - Management Plan
 - Practice Plans
 - Risk Tree Management Plan
 - Professional urban forestry staffing and consulting services
 - Partially fund a staff person or consultant to meet urban forestry needs.
 - 50% year 1, 25% year two
 - Job description or consulting services request for proposals

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- Professional Certifications
 - Training, travel and exam fees **for completion between Feb. 15 and July 31, 2025.**
 - International Society of Arboriculture (ISA)
 - Fund staff person to attend the spring 2025 N.C. Urban Forest Council's Certified Arborist prep course and take the exam.
 - TRAQ training and exam
 - Urban forest professional
 - Society of American Foresters
 - Certified urban and community forester credential
 - Financial Assistance
 - \$150,000 in grant funding is available.
 - All eligible organizations
 - Cost share structure – 50% N.C. Forest Service cost share and 50% awardee cost share.
 - Disadvantaged Communities
 - See NCFS U&CF Financial Assistance webpage for definitions.
 - Match share structure - 50% N.C. Forest Service share and 50% awardee match share.
 - Other funding share structures may be available.
 - Term
 - Up to 12 months
 - Maximum Total Project Cost
 - \$100,000 – N.C. Forest Service and awardee share
 - Award, Grant Contracts and Schedules
 - See NCFS U&CF Financial Assistance webpage. for awarding information.
 - Applicants should plan for a project start date of July 1, 2025 (Exception, see Professional Certifications).
 - Conditional award notices will be issued by March 31, 2025. Awardees will enter a grant contract with the N.C. Forest Service.
 - Working with the N.C. Forest Service, conditional awardees must complete the work necessary to complete the grant contract and be issued a final award by May 31, 2025.
 - The awardee will complete the work, pay for the completion of the work and submit a reimbursement request to the N.C. Forest Service for approval and payment.
 - Reporting
 - Awardees will be required to maintain and submit documentation proving project expenses, provide interim progress reports, deliverable accomplishment and a final report in accordance with respective federal ([Code of Federal Regulations](#)), state and N.C. Forest Service policies and procedures. Reporting instructions and documents can be found at NCFS U&CF Resources and Specifications webpage under Financial Assistance.
 - Awardee will be required to submit interim progress reports and a professionally published two- to four-page infographic-style final report.
 - Project Development
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- Inventories and Assessments, Ordinances, Policy, Standard and Specifications, and Plans
 - These projects have the following predetermined set of objectives guiding the completion of the project.
 1. The project team is secured, kick off meeting(s) are held, a project schedule and urban forestry standards and specifications are adopted by the end of Quarter 1.
 2. Review/update/adopt the public tree ordinance by Quarter 1.
 3. Develop request for proposals (urban forestry and communications consulting services as may be required), advertise, award and secure contracts for services by the end of (TBD by applicant plan).
 4. Develop outreach program plan and products and inform and engage the public in the project by the end of quarter (TBD by applicant plan).
 5. Complete the urban forestry consulting services by the end of quarter (TBD by applicant plan).
 6. The outreach products/outreach events celebrating the completion of the project are completed by the end of quarter (TBD by applicant plan).
 - Complete the project planning process utilizing the objectives and objective #s listed above to develop your RFA work plan and RFA budget guidance documents found on the U&CF Resources and Specifications webpage.
 - 25-1 U&CF Foundations application
 - FAP Guidance and Instructions for U&CF Project and Application Development
 - FAP Project Planner document
 - RFA Work Plan
 - RFA Budget Form - Cost share or Match share
 - Applicants may plan for a project start date of July 1, 2025.
- N.C. Arbor Day Celebration
 - There are no project planning requirements for these activities. Review the application and be prepared to answer the questions in application.
 - The Arbor Day celebration must take place on N.C. Arbor Day, March 21, 2026.
 - Total project budget – up to \$5,000.
 - Outreach requirement waived.
 - Working with the N.C. Forest Service, we will agree on a final work plan and budget.
- Professional urban forestry staffing and consulting services, and professional certifications
 - There are no project planning requirements for these activities. Review the application and be prepared to answer the questions in application.
 - Outreach requirement waived.
 - Working with the N.C. Forest Service, we will agree on a final work plan and budget.
- **Note: This RFA will be offered in January and July each year.** Take the time necessary to develop a well-planned project with a clear project need, goal, objectives, work plan

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and budget. Incomplete applications will be rejected. If you are not ready now, apply at the next RFA offering.

- Informational and training webinars and workshops will be held periodically. Select **Subscribe** in the **Follow Us** section at the bottom of any N.C. Forest Service webpage to receive U&CF news and training opportunities.
- N.C. Forest Service U&CF staff and N.C. Forest Service county staff are only available for project development guidance outside of the application period.
- Application and Instructions
 - The application is electronic.
 - The information you developed in your project planning process will be used to complete your application. You will need the following documents to complete your application.
 - A copy of the application. This shows the questions you will be asked and all the information you will need to complete the application.
 - Completed FAP Project Planner
 - Inventories and Assessments, Public Tree Ordinance, Policy, Standard and Specifications, and Plans
 - Completed RFA Work Plan. This document must also be emailed as instructed in the application before the close of the application deadline.
 - Completed RFA Budget Form -- Cost Share or Match Share. This document must also be emailed as instructed in the application before the close of the application deadline.
 - Supporting Documents
 - Letters from municipal and neighborhood organization(s) project team members acknowledging their support of the project and explaining their role.
 - Copies of documents noted for submittal in the application.

[Click Here to Apply](#)