

REQUEST FOR PROPOSALS  
LLOYD CASEY FUND

In honor of Lloyd Casey's many contributions to forestry, a memorial fund was established by the Pennsylvania Forestry Association (PFA), the Allegheny Society of American Foresters (ANSAF), and the National Woodland Owners Association (NWOA). The purpose of the Fund is to provide assistance for educational programs for forest landowners, as well as for local government officials, tax consultants, realtors, and other interested individuals on specific topics contributing to sustainable forestry on private forestlands. Interested organizations or agencies are invited to submit proposals for forestry related projects.

CRITERIA AND GUIDELINES FOR SUBMISSION:

1. Proponents must address how the project will promote retention and sustainable management of private forestlands.
2. Available funding. We are seeking proposals that range from \$500 to \$2,000 dollars. At the same time, we will accept larger requests if the project proponents can justify a larger grant.
3. Any organization, professional group, or unit of government may apply.
4. Selected projects must be completed within two years of the signing date of the grant agreement.
5. The grant agreement must include a detailed budget and timeline for the project. The budget must include matching funds and details on how each of the proposed grant and matching funds will be used. The match may include donated time, supplies or other support.
6. A final report is required within 60 days of the project completion to describe what was accomplished with the funds. A progress report is required at the end of the first year of the grant issue date.
7. A proposal needs to address:
  - a. The specific audience and objectives
  - b. A budget that outlines costs and any projected revenues by all participating organizations or agencies.
  - c. Any matching funds that will be contributed to the project.
  - d. Timeline for implementation.
  - e. Instructors with brief biographies.
  - f. A specific process for evaluating final implementation success by the participants in the program. This is to be completed 12 months after the program is completed.
  - g. Contact person for the proposal.
  - h. Any supporting information or documentation.
8. In this current request, we will only consider projects in Pennsylvania. Depending on the response, the RFP may be extended and offered in other neighboring states. Multi-state proposals may be submitted.
9. The Deadline for proposal submissions for the 2018-2019 period is December 1, 2017.
10. Proposals must reach the administrative office of the Pennsylvania Forestry Association by the close of business on 12/01/2017. The mailing address is:

Pennsylvania Forestry Association  
116 Pine Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17101