forest botanica planting stock cost-share
request for proposals (rfp)

please read the entire rfp to determine eligibility before you begin the application.

i. grant purpose:
appalachian sustainable development (asd) is now seeking applications from forest farmers in virginia for cost-share funding for forest botanical planting stock. this funding is intended to help start or expand a forest farming operation, by offsetting the start-up cost of planting stock. forest farming helps preserve at risk forest botanical species by reducing stress on wild populations.

ii. available funding:
asd has $9,000 available to fund applications in 2020. individual projects may request funding of no more than $1,500.asd anticipates awarding cost-share funding to at least 6 eligible applicants.

iii. cost-sharing and match requirements:
asd will pay for 33% of the total project cost, up to $1,500 per applicant, with the remaining 67% provided as required cash and/or in-kind match from the applicant. for example, $4,545.45 total project cost with $1,500 cost-share (33%) requested from ASD and at least $3,045.45 match (67%) provided from the applicant. applications that do not include cost-sharing will NOT be eligible for award. cost sharing may be achieved with contributions of cash, services, materials, equipment, or third party in-kind contributions towards the total project cost. this match can be tracked in in-kind logs provided to recipients.

a. cash matching:
cash purchases are direct, out-of-pocket expenditures for eligible project activities, including additional planting stock, soil amendments, harvest/planting tools, etc., that are supported by paid invoices, cancelled checks, receipts, or official payroll records. cash match example: request $1,500 for planting stock from ASD, while paying the remaining $3,045.45 for planting stock out of pocket with saved receipts and logs submitted to ASD.

b. in-kind matching:
in-kind (non-cash) matches may take the form of donated materials, donated services, and donated land or equipment associated with the project, whose value is determined by local averages. volunteer hours may also be applied to the project using the base federal value for adult volunteer time, which is $25.43 per hour. in-kind match example: request $1,500 from ASD for planting stock, while contributing $3,045.45 worth of in-kind volunteer time for planting, management, harvest, etc. at the federal volunteer rate of $25.43.
IV. Allowable Costs:
Cost-share funding is available to assist forest farmers in purchasing planting stock ONLY, including both seeds and root stock. Qualifying forest botanical species include: Goldenseal (Hydrastis canadensis), American Ginseng (Panax quinquefolius), Black Cohosh (Actaea racemosa), Blue Cohosh (Caulophyllum thalictroides), Bloodroot (Sanguinaria canadensis), Solomon’s Seal (Polygonatum biflorum), False Unicorn (Chamaelirium luteum), Wild Yam (Dioscorea villosa), and Stoneroot (Collinsonia canadensis). Preference will be given to applicants seeking funding to establish Goldenseal plots. All other costs incurred are the sole responsibility of the applicant, and can be used as match.

PLEASE VIEW THESE WEBSITES FOR INFORMATION ON PLANTING STOCK SOURCES FOR BUDGETING:
- http://www.wvforestfarming.org/suppliers.html

V. Grant Period Duration:
All cost-share funding should be expended by November 30, 2020, in order to qualify.

VI. Eligibility and Evaluation Criteria:
In order to qualify for cost-share funding, applicants must meet ALL of the following eligibility criteria. Applicants who do not meet the following criteria will NOT be considered for funding. PLEASE READ CAREFULLY.

All applicants MUST:
- reside in Virginia ONLY
- be an aspiring or existing forest farm
- own and/or lease the land on which the planting stock is intended to be planted
- have suitable planting sites pre-identified for eligible forest botanical species (see species list under the Allowable Costs section above; preference given to goldenseal)

VII. Submission Date and Time:
Applicants must submit a google form application by 5:00 p.m. EST on July 24, 2020. ASD will NOT consider applications received after this deadline. It is recommended that applicants submit their application well before the deadline to avoid unforeseen delays.

VIII. Award Announcement and Acceptance:
It is expected that applicants will be notified about funding decisions on or around July 31, 2020. Grant recipients will be required to sign a Memorandum of Understanding (MOU), accepting the award and its associated terms and conditions. ASD must receive the original signed MOU within 30 days after award notification. Once the recipient accepts the award, the contents of the MOU are binding on the recipient. In order to receive a reimbursement check, awardees must submit an invoice and documentation of in-kind (i.e. volunteer time log) and/or cash match (i.e. receipts, private investment log) to ASD. A reimbursement check will be mailed to the address provided in the application within the net 14 days of receipt.

IVIV. Reporting Requirements:
Grant recipients are required to submit a final performance report by December 31, 2020, including the following information:
1) Photos of the site established with cost-shared planting stock
2) One page report outlining the use of approved funds and a summary of impacts and future plans
3) Signed volunteer time and/or private investment log for match

Contact Information:
Applicants are encouraged to contact ASD with cost-share program questions.
Katie Commender, Agroforestry Program Director
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This cost-share opportunity is made possible by funding from the Virginia Tobacco Regional Revitalization Commission (TRRC). Views expressed by ASD do not necessarily reflect the views of our grant funders.

APPLICATION TIPS:
PLEASE LOOK THROUGH ALL ADDITIONAL LINKS PROVIDED PRIOR TO STARTING THE APPLICATION. LEAVING THE WEB PAGE MID-APPLICATION MAY CAUSE YOU TO LOSE YOUR ANSWERS. WE SUGGEST THAT YOU COPY LONG ANSWER QUESTIONS INTO A SEPARATE DOCUMENT AND THEN COPY AND PASTE YOUR ANSWERS INTO THE APPLICATION SO THE INTERNET CONNECTION DOES NOT TIME YOU OUT OF THE APPLICATION.