



“Celebrating Year of Our Community Forests 2025” Request for Proposals



Overview:

Kaulunani, the Urban and Community Forestry Program of the Division of Forestry & Wildlife (Department of Land and Natural Resources), is excited to announce a unique grant opportunity as part of our “Year of Our Community Forests” campaign. This initiative aims to celebrate, raise awareness, and engage communities around the vital role of our community forests— our trees and green spaces where we live, learn, and play. More information [here](#).

The Kaulunani program recognizes that our mission is best fulfilled through engaging people of diverse backgrounds, beliefs, experiences, and cultures with a focus on our priority populations – Native Hawaiians and low-income families. To that end, we identify and lift up equity, diversity, and justice as foundational to our program. Partnerships that promote those values are especially encouraged.

We invite proposals from non-profit organizations, community groups, educational institutions, and non-federal government agencies who share our vision of growing and celebrating vibrant, healthy, and inclusive urban and community forests across Hawai‘i.

**YEAR OF OUR COMMUNITY
FORESTS GRANT**

APPLY ONLINE HERE

Due midnight Jan. 26 2025

Purpose:

The purpose of this grant is to support and amplify efforts that celebrate and bring awareness of our community forests. Projects should engage the community, enhance urban and community forestry practices, and promote the ecological, cultural, health, and social benefits of trees in urban and community spaces. The “Year of Our Community Forests” campaign will serve as a

platform to unify these efforts, providing resources, visibility, and shared messages across various initiatives.

Please note: Kaulunani supports tree planting through our annual funding opportunities—Community Grants and Arbor Day Grants. While tree planting and distributions are not ineligible for this opportunity, any proposals for tree distributions and plantings must feature and prioritize education, awareness, and outreach or they will not be considered.

Key Objectives (These project examples are meant to demonstrate the spirit of this RFP. They are not comprehensive. You are free to propose other projects.):

- **Community Engagement and Community Celebration:** Foster a deep connection between people and their local forests through educational programs, volunteer activities, and community events (e.g., tree climbing events, community forest fun run, Exceptional Tree tour)
- **Public Awareness and Collaborative Outreach:** Increase public awareness of the benefits of urban and community forestry, including the ecological, economic, and health benefits (e.g., through shared messaging, social media efforts, and the coordination of events and campaigns, school visits, library visits, farmers market engagement, celebrate trees as healers such as medicines for people, bioremediation for 'āina, cooling).
- **Tree Care:** Nurture and celebrate trees in urban and community settings, ensuring their growth and health.
- **Cultural and Artistic Inspiration and Expression:** Create and hold events that inspire and excite communities about the value of trees in urban and community forests through incorporating Indigenous and place-based knowledge and practices (e.g., agroforestry inspired recipe book or cooking event, lei making workshop featuring materials from trees, mural, music, hula, dance, theater, film festival, fashion show, drag show)

Who Can Apply:

Non-profit organizations, private organizations, schools, churches, community groups, and State and County agencies. All grantees must be in compliance with State Government vendor requirements and provide [Hawai'i Compliance Express](#) certification. Communities from all islands of Hawai'i are encouraged to apply.

Funding Details:

- A total of \$150,000 is available
- Grant amounts will vary based on the scope and impact of the proposed projects, minimum is \$10,000 and \$20,000 is maximum.
- Proposals must demonstrate how the project aligns with the objectives of the “Year of Our Community Forests” campaign and outline a clear plan for implementation and community involvement.
- Funds can be used for materials, events, educational programs, outreach activities, salaries, consultant fees (including traditional knowledge holders, artists, arborists, etc.), and other costs directly related to the project.
- Salaries and fringe benefits of people working directly on the project (up to 40% of the grant request).
- **Funds cannot be used for food, drinks, or any one piece of equipment valued at \$5,000**

or more.

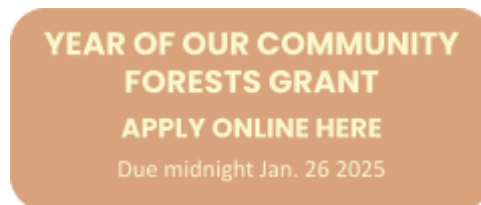
Funding for this program is available from the USDA Forest Service under the Code of Federal Domestic Assistance 10.664, Cooperative Forestry Program.

Proposal Requirements:

1. **Project Description:** Provide a detailed description of the proposed project, including goals, target audience, activities, timeline, and expected outcomes.
2. **Budget:** Include a detailed budget outlining the use of grant funds.
3. **Community Impact:** Explain how the project will engage the community and contribute to the overall spirit of the campaign.
4. **Partnerships:** Identify partners or collaborators involved in the project and describe their roles.
5. **Projects must relate to urban and community forestry on public or publicly accessible land or educational institutions, and must take place in Hawai'i.**

Applications may only be submitted via the [online form](#).

You have the option to start, save and return to your application, as well as share the link with colleagues.



Timeline:

- Proposals accepted online from December 11th- January 26th 2025 (11: 59pm local time)
- Notification: Applicants will be notified of funding decisions by February 18th 2025

Review Process

Applications will be reviewed by the Kaulunani Advisory Council for completeness, eligibility, and applicability to the grant category focus areas. The Council recommends selected proposals to the Division of Forestry and Wildlife administrator for funding.

Cost Share Requirements

The one-to-one cost share requirements using non-federal sources will be waived for this funding opportunity.

Awardees are required to track and report total number of volunteers and total hours of volunteer service contributed to their projects.

Payment Process

All funds awarded will be available for payment in accordance with the following schedule:

- One half payable after execution of the grant agreement and issuance of the Notice to Proceed, as accompanied by an invoice;
- The second half payable at project completion upon receipt of: Final Project Reflections, volunteer records, and financial statements/proof of expenditure.

[Hawai'i Compliance Express](#) must be in good standing when invoices are submitted.

The Division of Forestry and Wildlife (DLNR) reserves the right to make partial payment upon non-compliance of conditions in the grant agreement. Please allow 4–6 weeks from the time of the invoicing/payment request to receipt of the check.

Resources

We encourage the use of the following resources:

- [Plant Pono](#)
- [Best Management Practices \(BMPs\) for Invasive Species Prevention](#)
- [Tree Canopy Viewer Hawaii](#)
- www.Kaulunani.org
- [SelecTree Pacific Islands](#)
- [Stewardship Mapping and Assessment Project](#)
- [Kaulunani Grantee StoryMap](#)

Kaulunani staff will host a public grant webinar on Wednesday December 18, 2024 at 12pm. The session will be interactive with the opportunity to ask questions. It will also be recorded and made available on the website. [Please register here.](#)

Staff will also be available between 12 - 2pm on January 8 and January 10, 2025 for one-on-one application support. Please email info@kaulunani.org to schedule a 15 minute consultation.

We look forward to receiving your proposals and working together to celebrate and enhance our community forests during this epic year!

For more information or assistance please contact:

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For more information about the Kaulunani Urban and Community Forestry Program, please contact Heather McMillen, DOFAW Urban & Community Forester, at heather.l.mcmillen@hawaii.gov