



Maryland Department of Natural Resources Forest Service  
and  
Maryland Forestry Boards Foundation



**THE MEL NOLAND CHALLENGE GRANT**  
**A Forest Landowner Outreach program**

**Grant Guidelines**

- **Eligibility.** All Forestry Boards in the State of Maryland are eligible to request up to \$2,500 in the Challenge Grant program provided they are able to match the state funds dollar-for-dollar with funds generated locally.
- **Priority.** Priority for first time funding under this agreement will be given to projects that engage local schools, focus on tree planting or provide outreach to private forestland owners for the development of Forest Stewardship Plans or Forest Conservation Plans. Educational activities such as the Envirothon, Arbor Day contests, Forestry tours and workshops may be included for grant purposes.
- **Eligible local matching funds.** Local matching funds may come from local (not state) government, private donations or grants from states other than Maryland. Funds raised locally to support student attendance at NRCC or a local college scholarship are NOT eligible for the matching program.
- **Non-cash contributions.** Volunteer hours may not be counted toward the matching program. However, a Forestry Board may include goods, services and labor donated for eligible projects by local government or businesses provided a document assessing the value of the in-kind product is received from the issuing agency or business.
- **Application submission date.** Applications may be sent to Gary G Allen, President of the Maryland Forestry Boards Foundation, after January 1, 2014.
- **Application process.** The application must include a description of the project and why it was chosen, itemized projected expenses, sources of funds, project dates and contacts, maintenance plan, if applicable, and signatures of the local Forestry Board Chair and Treasurer. The application is to be accompanied by the local Forestry Board budget for the current fiscal year.
- **Timing of disbursements to the Forestry Boards.** Payment will be made within 45 days of receipt of an acceptable and complete application.

## **Grant Guidelines (continued)**

- **Reporting requirements.** The Forestry Boards are to submit a report to the Foundation within one month following the end of the Board's fiscal year for which funds were provided. The report is to be signed by the Forestry Board Chair and Treasurer. The report should address:
  - Confirmation that the eligible local matching funds were received and from whom.
  - An accounting of how funds were used to support the project(s).
  - Pictures and/or supporting materials to further describe the project(s).
  - Brief comments on how the project(s) advanced the goals of the local Forestry Board.
- **Application submission.** **Electronic submission** of applications is strongly encouraged. Please complete the fillable pdf and save the file per the following naming convention:

Challenge-grant-(name of your forestry board).

The file and any attachments are to be sent to Gary G. Allen at [gallenbay@aol.com](mailto:gallenbay@aol.com) and Dawn Balinski at [dbalinski@hughes.net](mailto:dbalinski@hughes.net)

Please print out the signature page and mail to:

**Maryland Forestry Boards Foundation**  
**Attn : Gary G. Allen, President**  
**124 South Street**  
**Annapolis, MD 21401**

When electronic submission is not possible, please mail the entire application package to the Foundation address above.