



## APPLICATION CHECKLIST

### COMPLETE AND ATTACH THE FOLLOWING:

#### Post Mail the following to:

DNR CUF  
402 West Washington St. W296  
Indianapolis, IN 46204

- 2016 GRANT APPLICATION FORM**
  - State Form [55857](#) is provided as a separate document.
- PUBLIC COMMENT FORMS** – State Form [55862](#) is provided as a separate document. A total of six (6) are required.

#### Email the following to: [urbanforestry@dnr.IN.gov](mailto:urbanforestry@dnr.IN.gov)

- PROJECT NARRATIVE** –
  - See guidelines for project specific questions. The complete narrative text should not exceed four (4) pages.

The following items should be included in the application as labeled as **Appendix** items. (Ex: Appendix A – Project Timeline) these pages do not count toward the narrative maximum of 4 pages.

- PROJECT TIMELINE** – see guidelines for template.
- PROJECT BUDGET** - Please follow the template provided.
- WORK PLAN CHART** – For tree planting projects ONLY.
- PROJECT GRAPHICS** – Please include site maps, and graphic examples in this section, as Microsoft Word or PDF files, only as needed to communicate your project.
- Form W-9** ([Rev. Dec. 2014](#))
- Automated Direct Deposit Authorization Agreement** ([State Form 47551 \(R5 / 4-14\)](#))
  - Cities and towns can check with their Clerk-Treasurer to see if all information is current with the State. If so, don't need to complete. If not sure, please complete.

□ **ONLINE STATE BIDDER REGISTRATION**

- If not **Bidder Registered**, please visit <http://www.in.gov/idoa/2464.htm> and complete form on line. If current, please attach information showing current.