

2026 UCF Grant Proposal Scoring Criteria

Proposal ID: _____

All project proposals will be screened and evaluated based on the following Scoring Criteria.

Only full point scores will be assigned; no zeros will be assigned. The maximum *total score* any one application can receive is 45.

Non-tree planting projects will be evaluated under a maximum of 40 points.

Eligibility

Box 1: Contact Information Pass or Fail

Applicant is a Municipal, County, Tribal Govt., State controlled or Public Educational institution or non-profit 501C3. With a UEI or Sam.gov number.

Yes No _____

Box 2: Project Information 5 points possible

Proposals for less than \$10,000 or greater than \$100,000 will be considered ineligible. Project fits within the parameters Yes No _____

First Time Applicants will receive priority over those who have received funding during the first round.

Applicant has:

Tree Ordinance _____

Forestry/ Arboriculture or other related professional staff _____

Tree Board/Commission _____

Urban Forestry Management Plan based on inventory data _____

N/A is not a municipal applicant _____

Proposed project area is within area classified as poverty or deep poverty.

Yes No _____

Budget

Box 3: Estimated Budget Calculations 5 points possible

Proposal fits within these parameters

Yes No _____

Budget Narrative

Box 4: Budget Narrative 5 points possible

5 points- High

Well written. Budget is complete, easy to understand, and budget items are clearly labeled. Narrative provides clear and concise explanation of each budget line item and its function within the project. All numbers align with Box 3.

3- 4 points Medium

Budget items are present and align with Box 3, but one or more budget line items lacks explanation and function within project.

1-2 points Low

Major errors in budget calculations. Expenditures and budget line-item functions are unclear. Poorly written.

Deductions:

1-point deductions:

 Minor error in budget calculations

 Somewhat unclear how expenditures activities tie to goals

2-3-point deductions:

 Major errors in budget numbers

 Unclear expenditures and budget item functions

 Poorly written

Total Points Box 4 _____

Project Narrative and Goals

Box 5: Project Narrative and Goals 5 points possible

5 points High

General: Applicant provides a clear and well-organized narrative that explains the project purpose and goals. Describes project activities and how grant funds and leveraged resources will be used and magnitude of positive impact on a landscape/community in the defined project area. Ability to scale up or down.

3- 4 points Medium

Describes project activities and how grant funds and leveraged resources will be used but lacks detail.

Project deliverables and outputs are described, though how success is measured for one or two activities is unclear. Narrative provides specific activities, but outcomes are vague.

1-2 points Low

Insufficient detail is provided as to what the project type is and associated goals. Does not include project need and where implementation will take place. Poorly written.

Deductions:

1 point deduction:

Project type described, but minor lack of clarity

2-4-point deduction:

Narrative lists deliverables but some activities are vaguely described, generic or unclear

Missing one or two key metrics that would logically be assumed with specific activities, i.e. acres treated, cost per acre, number of citizens to be reached, etc.

Narrative and associated deliverables are mostly clear.

5 or more-point deduction:

Narrative and associated goals are not well-described and most logical metrics are missing from activities

Narrative omits description of one or more essential project goals

Poorly written

Total Points Box 5 _____

Proposed Activities

Box 6: Proposed Activities 5 points possible

10 points High

General: Applicant provides a clear and well-organized narrative that explains the activities to take place and how they will be completed (i.e. scope of work). The narrative demonstrates that activities have been planned with forethought, during preparation of the application. Describes project activities and how grant funds and leveraged resources will be used and scope/magnitude of positive impact on a landscape/community in the defined project area.

Project timeline is organized and has clearly established beginning and end dates, project milestones, and specific targets completed at specific times.

6- 9 points Medium

Describes project activities and how grant funds and leveraged resources will be used but lacks detail.

Project deliverables and outputs are described, though how success is measured for one or two activities is unclear. Narrative provides specific activities, but outcomes are vague.

Organized as an easy-to-follow timeline of events, but missing one or two required elements such as milestones or accomplishment markers.

1-5 points Low

Insufficient details are provided as to what work will be completed using grant funds and leveraged resources. Does not include how the proposed activities will be completed. Poorly written.

Provides beginning and end dates, but no milestones or timeline of specific deliverables. Has a flavor of "give us the money, we'll tell you how we spent it."

Deductions:

1 point deduction:

Project activities described, but minor lack of clarity

Minor lack of clarity or specificity in deliverables, targets, or milestones

2-4-point deduction:

Narrative lists deliverables but some activities are vaguely described, generic or unclear

Missing one or two key metrics that would logically be assumed with specific activities, i.e. acres treated, cost per acre, number of citizens to be reached, etc. Narrative and associated deliverables are mostly clear.

5 or more-point deduction:

Narrative and associated deliverables are not well-described and most logical metrics are missing from Activities

No milestones

No begin end/dates

Narrative omits description of one or more essential project activities

Poorly written

Total Points Box 6 _____

Relation to ID State FAP & Ten-Year National UCF Action Plan

Box 7: Relation to Action Plans 5 points possible

5 Points High

Activities (if any) are relevant to the project and described clearly and the general impact of

results of planning efforts are described.

3-4 points Medium

Covers required elements but does not explicitly or clearly describe relation of the project to FAP

Activities are outlined but does not clearly address challenges

1-2 points Low

Poorly written. Does not include how this project fits into the broad goals of the FAP or how it meets the goals and objectives of UCF

Deductions:

1-point deductions:

Project includes relation to FAP, and 10- Year UCF Plan, but does not fully describe linkage to specific goals in those documents

2-3-point deductions:

Describes relation to FAP or 10-Year UCF Plan, but not both

Narrative mentions planning documents, but does not describe how the project aligns with them

Poorly written

Total Points Box 7 _____

Collaboration

Box 8: Collaboration Among Stakeholders 5 points possible

5 points High

All partner contributions are listed and described as relevant to project success. Narrative clearly demonstrates commitment from multiple stakeholders and/or on-going multi-partner collaboration.

3- 4 points Medium

Lists partners and contributions, but specific roles are unclear or lacking detail.

1-2 points Low

Very little or no collaboration appears to exist.

Deductions:

1 point deduction:

Project partners listed, but contributions of one or two are ambiguous.

2-3-point deductions:

Project collaborators lack specificity and clarity

Multiple, undefined acronyms

Poorly written and organized

Total Points Box 8 _____

Project Impacts

Box 9: Project Impacts 5 points possible

5 points High

Well written. Narrative clearly demonstrates forethought given to positive impact on a landscape/community beyond the defined project area Explains how the project ties into a greater landscape or community goal of other projects, and how it impacts past, current and future projects.

3- 4 points Medium

Landscape level activities or community reach are described in general or other nearby projects are listed, but it is not clear how or why the project complements them directly at a landscape or community level.

1-2 points Low

Narrative not clearly written; key descriptions of landscape level activities and overall project impact are absent.

Deductions:

1 point deduction:

Community-wide impact is evident, but complementary activities are not mentioned

2-3 point deduction:

Project occurs over a broad landscape, but does not sufficiently demonstrate contiguity

No complementary projects are mentioned

Total Points Box 9 _____

Tree Planting Applications Only

Box 10: For Tree Planting Projects Only 5 points possible

5 points High

Well written. Narrative clearly demonstrates a plan for after care of trees planted, including a map of planting sites and a list of species that contains no ash trees. Describes the main purpose for the planting project and lists a location where a community forestry management plan can be found. Addresses the presence of utilities in the planting area.

3- 4 points Medium

Tree planting and aftercare plans are described in general, but do not address the presence of utilities, and/or does not provide a clear map of planting sites. Purpose of the planting project is not clearly defined.

1-2 points Low

Narrative not clearly written; no map of planting sites is provided. Tree list does not represent adequate species diversity. Aftercare, maintenance plan is not clear and/or poorly written. A community forestry management plan is absent.

Deductions:

1 point deduction:

Tree planting and aftercare plans are described in general, but do not address the presence of utilities, and/or does not provide a clear map of planting sites. Purpose of the planting project is not clearly defined.

2-3 point deduction:

Narrative not clearly written; no map of planting sites is provided. Tree list does not represent adequate species diversity. Aftercare, maintenance plan is not clear and/or poorly written. A community forestry management plan is absent. Tree selection does not provide adequate species diversity and/or contains undesirable species.

Total Points Box 10 _____

Total accumulated points for this proposal

Tie breaker: Community/applicant is recognized by the Arbor Day Foundation as a participant in the Tree City USA program.

Yes No _____