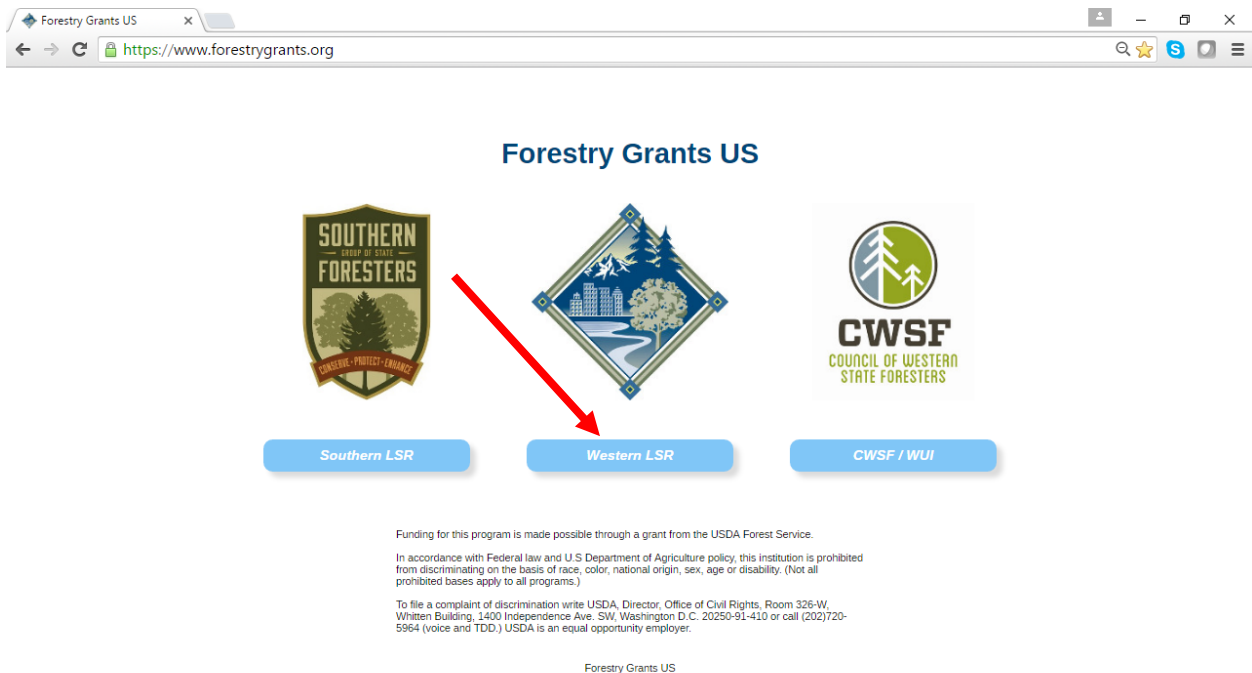


**Welcome to the  
Landscape Scale Restoration  
Competitive Process Online Form  
Application Instructions**

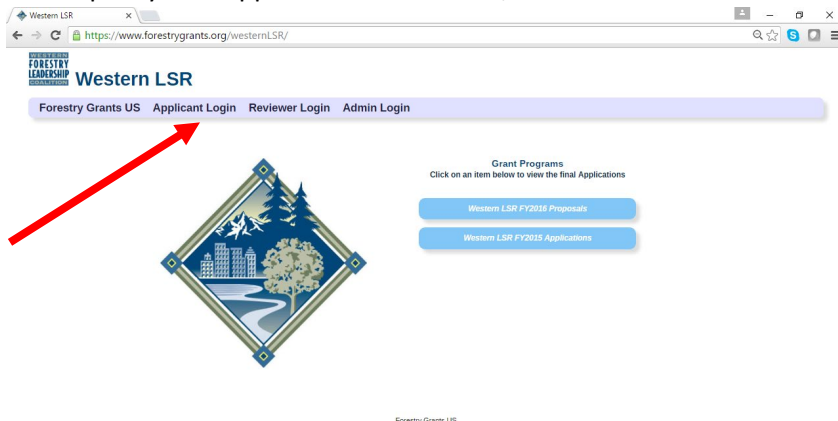
## **Getting Started**

Step 1 - Each State or Island member of the Council of Western State Foresters (CWSF) will receive a password. If you do not have your password, please get in touch with Leena Visnak CWSF Competitive Grants Manager, at (303)-870-1116 or [lvisnak@westernforesters.org](mailto:lvisnak@westernforesters.org).

Step 2 - Go to [www.forestrygrants.org](http://www.forestrygrants.org) and click on the Western LSR Blue Box.



Step 3 – For the current year’s application process, click on the next screen and click on Applicant Login. To see past years’ applications and scores, click on the blue boxes with the year you want.



Step 4 – On the next screen, you will see the summary instructions. Click on the down arrow next to the “State” for a list of the 23 state and island members of the CWSF.

Applicant Login

https://www.forestrygrants.org/westernLSR/applicant-login

**Western LSR**

Forestry Grants US Applicant Login Reviewer Login Admin Login

**Applicant Login**

State: Alaska

Password: \*\*\*\*\*

Login

Welcome to the  
FY 2017 Landscape Scale Restoration  
Competitive Process On-Line Form

**Log In Directions**

Please choose your state or island territory from the drop down list and type in your password.

Each state or island has one unique password. That password is the only one that will work in the system and should be used to access/submit all of one state's proposals. Each State or Island Forester was sent the user name and password. Only state or island forestry agencies can submit applications.

Documents can be found at <http://wflcenter.org/state-private-forestry/spf-grants/>

**Creating Your Proposal**

You will type in the boxes and press "Update Proposal". You will navigate through the form using the drop down headings on the top navigation. The topic descriptions in the headings will include "(incomplete)" to let you know you have not completed a section. To see the form in its entirety, use the "Review / Submit" heading. You can save the form through your computer by "printing" as a pdf or right click and "save". It is suggested you print out or save the entire form from the website for reference. **You absolutely need to print out the guidance documents for the instructions.**

You may keep saving, sharing, editing your proposal until you hit the submit button. Every time you come back your LAST changes will be there. It is suggested that you "print/save to desktop" as you go so you can view the previous draft(s).

**Submitting Your Proposal**

Only choose submit when you have completed all the fields to your satisfaction. You will have, one chance to cancel and then they have been officially submitted! Submitting will display the completed proposal that **you should save!** You will also receive, an auto-reply email each time a proposal is submitted. The email will include the submission's title and, the effective submission date.

Please contact me with questions or concerns.

**Grace Mirzeler**  
Member Services Associate  
303-835-9911  
[gmirzeler@westernforesters.org](mailto:gmirzeler@westernforesters.org)

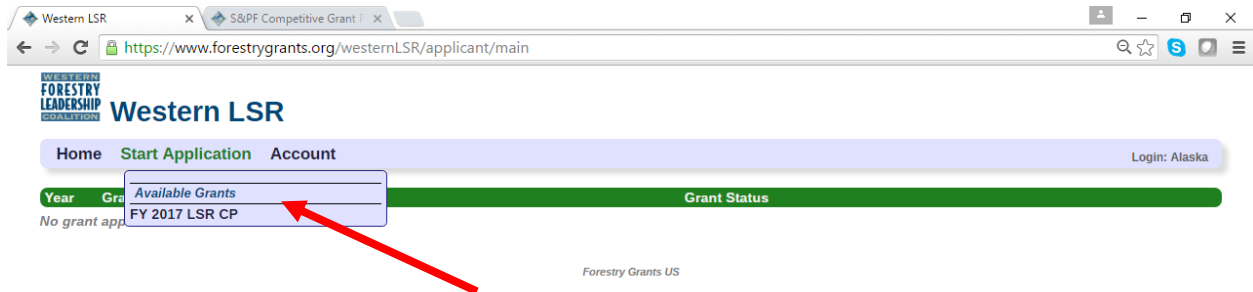
Step 5 - Choose your state or island, enter your password and click Login.

If you run into problems logging in, contact Leena Visnak at (303)-870-1116 or [lvisnak@westernforesters.org](mailto:lvisnak@westernforesters.org). Do not attempt to log in more than three times, as you will be locked out for 24 hours.

On the next screen, you can start your application according to the guidelines, instructions, and documents provided by the USDA Forest Service and the Western LSR Grants Team. These documents can be accessed directly at <https://www.thewflc.org/landscape-scale-restoration-competitive-grant-program>

## Completing Your Application Online

Step 1 - To open a new application, click on “Start Application.” Then select the year and grant you want.



Step 2 - Begin inputting information into your application.

The screenshot shows the 'Application :: AK /' page. The page title is 'Application :: AK /'. Below the title, there is a 'Delete Application :: Back to Applications' link. The main content area is divided into two sections: 'FY 2017 Landscape Scale Restoration Competitive Program' and 'Lead Applicant Information [AK]'. The 'FY 2017 Landscape Scale Restoration Competitive Program' section contains a table with fields for 'State', 'Region', 'Priority', 'Keyword', 'Id', 'Funds Requested', 'Match', 'Score', 'Ranking', and 'Project Funding'. The 'Lead Applicant Information [AK]' section contains a table with fields for 'State Forestry Agency', 'Contact Person', 'Address', 'City', 'State', 'ZIP Code', 'Phone', and 'Email'. A red arrow points to the 'Update' button in the top right corner of the 'FY 2017 Landscape Scale Restoration Competitive Program' section.

File Name		Update
State: AK	Keyword:	
Region: R10	Priority:	Id:
Administration Information		
Funds Requested:		
Match:		
Score:	Ranking:	Project Funding:

Lead Applicant Information [AK]		Update
1	State Forestry Agency:	
	Contact Person:	
	Address:	
	City:	State: ZIP Code:
	Phone:	Email:

**You must fill out the keyword, the rest is administrative.**  
**There are no priorities given in western LSR.**

**REMEMBER: ALWAYS UPDATE *BEFORE* LOGGING OUT OR MOVING ON TO ANOTHER SECTION!**

Fill out and then “Update Proposal.” To complete various sections, scroll through the different sections.

### Remember to Update Often

After filling out a section or anytime you want to save your work – click the “Update” button. It would be best if you did this consistently as you work on your proposal to avoid losing any data in the event of a network interruption or computer issue. Always “Update” before you log out or go to another section.

## Adding Partners

Western LSR x S&PF Competitive Grant x

← → ↻ <https://www.forestrygrants.org/westernLSR/applicant/edit-application#S2>

**FORESTRY LEADERSHIP COALITION** **Western LSR**

Home Detail Sections **Partners** Account

Add Partner Add 3 Partners

**Application :: AK /**

Delete Application :: Back to Applications

<b>FY 2017 Landscape Scale Restoration Competitive Program</b>		<b>File Name</b>		<b>Update</b>
		State: AK	Keyword:	
		Region: R10	Priority:	Id:
		<b>Administration Information</b>		
		Funds Requested:		
		Match:		
Score:	Ranking:	Project Funding:		

1	<b>Lead Applicant Information [AK]</b>			<b>Update</b>
	State Forestry Agency:			
	Contact Person:			
	Address:			
	City:	State:	ZIP Code:	
	Phone:	Email:		

2	<b>Project Information</b>			<b>Update</b>
	Descriptive Title of Project:	Grant #0		
	Partnering Agencies and/or Organizations:	Use the Partners menu item to add partners. Then use their associated number in the budget and when describing their role in other sections.		
	1			
	2			
	3			
Project Duration:		<input type="checkbox"/> One Year	<input type="checkbox"/> Two Years	<input type="checkbox"/> Three Years
Is this a Multi-state project? Check "yes" if you want to submit the same proposal with multiple state budget requests. If yes, use the Applicants menu item to add other states/islands. This allows you to work on the same proposal with each applicant requesting funds.				<input type="radio"/> YES or <input type="radio"/> NO

You must update after adding the partners and BEFORE adding more lines, or else the program will cancel the

The "Partners" feature allows you to add one line or three lines at a time to add your partners. Partners are NOT co-applicants. Please read the western guidance for further clarification. You must update after adding the partners and BEFORE adding more lines, or else the program will cancel the partners already listed. You will use the NUMBER associated with the partner in your budget box. Reviewers will be able to see their association when they mouse over the number. You may use abbreviations in the narratives if you defined them here, though please note that in the budget, you may only use the Partner number.

## Partners (Continued)

5  
A

Applicant Budget [MT]						
	Grant  Funds Requested	Leverage <sup>1</sup>			Source  3 <sup>rd</sup> Party Contributor/s	TOTAL  Total Project Cost
		Match		Non-Match  Applicant, Non-Federal, and/or Federal		
		Applicant	Non-Federal Contributors			
Personnel / Labor:	\$16,936		\$40,500	\$40,000	1, 2, 3	\$97,436
Fringe Benefits:	\$7,258					\$7,258
Travel:	\$2,500		\$4,000		1	\$6,500
Equipment:						
Supplies:						
Contractual:			\$100,000	\$100,000	2, 3, Partners	
Construction:					2 Montana Natural Resource Damage Program (NRDP) 3 Natural Resources Conservation Service (NRCS) 13 Participating landowners	
Consolidated <sup>2</sup> :		\$300,000				
Other:	\$270,000		\$2,000		4	\$272,000
Indirect Costs <sup>3</sup> :	\$3,306					\$3,306
TOTAL:	\$300,000	\$300,000	\$146,500	\$140,000		\$886,500

## Multi-State/Island Proposals

You use the multi-state check box only if the project involves more than one state **AND more than one applicant is requesting direct funds**. If you choose to submit a multi-state proposal, the multi-state proposal check box must be appropriately marked on the application. An “applicants” menu will appear for you to add other participating states and contact information. A co-applicant budget will appear, and the proposal will now appear in the participating states' list of proposals. The co-applicant can complete their contact information and budget. It is the same proposal with only the funding request and budget being unique. The proposal will count toward each state’s maximum submission of five, with each state’s budget limited to a \$300,000 request. Therefore, the total request can exceed \$300,000. The “lead” applicant is the state/island that begins the application and has a “submit” button. The proposal will receive one ranked position. However, if the project is recommended for funding, it would still be possible for one state to receive funds and another not, due to the 15% cap.

Non-state/island entities that would like to apply for a multi-state project should indicate so in their proposals to the relevant state/island forestry agencies. All state/island forestry agencies where the project will take place should be contacted. The non-state/island entity can coordinate a multi-state proposal as outlined above or elect not to submit a multi-state proposal and apply separately through each state. Tribes should use this process or contact the USFS Region(s) where the Tribe and the project are located.

## Multi-State/Island Proposals (Continued)

Western LSR x S&PF Competitive Grant x

← → ↻ <https://www.forestrygrants.org/westernLSR/applicant/edit-application>

**FORESTRY LEADERSHIP COALITION** **Western LSR**

Home Detail Sections **Applicants** Partners Account

Add Coapplicant

**Application :: AK /**

Delete Application :: Back to Applications

Updated Project Information

		File Name	Update
<b>FY 2017 Landscape Scale Restoration Competitive Program</b>		State: AK	Keyword:
		Region: R10	Priority:
		Id:	
		<b>Administration Information</b>	
		Funds Requested:	
		Match:	
Score:		Ranking:	Project Funding:

		Lead Applicant Information [AK]	Update
1	State Forestry Agency:		
	Contact Person:		
	Address:		
	City:	State:	ZIP Code:
	Phone:	Email:	

		Project Information	Update
2	Descriptive Title of Project:	Grant #0	
	Partnering Agencies and/or Organizations:	Use the Partners menu item to add partners. Then use their associated number in the budget and when describing their role in other sections.	
	1		
	2		
	3		
Project Duration:		<input type="checkbox"/> One Year	<input checked="" type="checkbox"/> Two Years
		<input type="checkbox"/> Three Years	
Is this a Multi-state project? Check "yes" if you want to submit the same proposal with multiple state budget requests. If yes, use the Applicants menu item to add other states/islands. This allows you to work on the same proposal with each applicant requesting funds.		<input checked="" type="radio"/> YES or <input type="radio"/> NO	

<https://www.forestrygrants.org/westernLSR/applicant/edit-application#Applicants>

Multi-State  
check box that  
allows the co-  
applicant  
feature to  
appear

(Multi-State Continues on next page)

## Multi-State/Island Proposals (Continued)

Western LSR x S&PF Competitive Grant x

← → ↻ <https://www.forestrygrants.org/westernLSR/applicant/edit-application>

**FORESTRY LEADERSHIP COALITION** **Western LSR**

[Home](#) [Detail Sections](#) [Applicants](#) [Partners](#) [Account](#)

**Application :: AK /**

Delete Application :: Back to Applications

<b>FY 2017 Landscape Scale Restoration Competitive Program</b>	<b>File Name</b>			<a href="#">Update</a>
	State:	AK	Keyword:	
	Region:	R10	Priority:	
	<b>Administration Information</b>			
	Funds Requested:			
	Match:			
	Score:	Ranking:	Project Funding:	

<b>1</b>	<b>Lead Applicant Information [AK]</b>			<a href="#">Update</a>
	State Forestry Agency:			
	Contact Person:			
	Address:			
	City:	State:	ZIP Code:	
	Phone:	Email:		

<b>1 A</b>	<b>Co-Applicant Information [UT]</b>			<a href="#">Update</a>
	State Forestry Agency:			
	Contact Person:			
	Address:			
	City:	State:	ZIP Code:	
	Phone:	Email:		

There is now a section for Co-Applicant information and budget. All else is the same.  
This proposal will now appear in the co-applicant's list and count toward their five submissions.

### Budget

Whether single or multi-state, you complete each state's budget separately, and the grand total box will compute automatically.

(Multi-State Continues on next page)

## Multi-State/Island Proposals (Continued)

Western LSR x SAP Competitive Grant x

https://www.forestrygrants.org/westernLSR/applicant/edit-application

Applicant Budget [AK]						Update
	Leverage <sup>1</sup>					TOTAL
	Grant	Match		Non-Match	Source	
	Funds Requested	Applicant	Non-Federal Contributors	Applicant, Non-Federal, and/or Federal	3 <sup>rd</sup> Party Contributor/s	
Personnel / Labor:						
Fringe Benefits:						
Travel:						
Equipment:						
Supplies:						
Contractual:						
Construction:						
Consolidated <sup>2</sup> :						
Other:						
Indirect Costs <sup>3</sup> :						
TOTAL:						

Co-Applicant Budget [UT]						Update
	Leverage <sup>1</sup>					TOTAL
	Grant	Match		Non-Match	Source	
	Funds Requested	Applicant	Non-Federal Contributors	Applicant, Non-Federal, and/or Federal	3 <sup>rd</sup> Party Contributor/s	
Personnel / Labor:						
Fringe Benefits:						
Travel:						
Equipment:						
Supplies:						
Contractual:						
Construction:						

Grand Total						
	Leverage <sup>1</sup>					
	Grant	Match		Non-Match	Source	TOTAL
	Funds Requested	Applicant	Non-Federal Contributors	Applicant, Non-Federal, and/or Federal	3 <sup>rd</sup> Party Contributor/s	Total Project Cost
Personnel / Labor:						
Fringe Benefits:						
Travel:						
Equipment:						
Supplies:						
Contractual:						
Construction:						
Consolidated <sup>2</sup> :						
Other:						
Indirect Costs <sup>3</sup> :						
TOTAL:						

<sup>1</sup> Leverage includes all three categories: match, non-match, and source. Funds qualifying as "match" must meet the same program requirements as grant funds



## Print/Save and Submit your Proposal

Important: Review and save your proposal before submitting

**Southern LSR (beta)**

Home Edit Detail Section Applicants Partners Delete Proposal **Review / Submit** Account Login: Alabama

**Edit Proposal** :: AL (incomplete)

<b>State and Private Forestry FY 2016 Southern Region LSR Competitive Program Proposal</b>	<b>File Name</b>	
	State: AL	Keyword:
	<b>Administration Information</b>	
	Funds Requested:	
	Match:	
Score:	Ranking:	Project Funding:

<b>1</b>	<b>Lead Applicant Information [AL]</b>			
	State Forestry Agency	alabama		
	Contact Person:			
	Address:			
	City:	State:	ZIP Code:	
	Phone:	Email:		

<b>1 A</b>	<b>Co-Applicant Information [AR]</b>			
	State Forestry Agency			
	Contact Person:			
	Address:			
	City:	State:	ZIP Code:	
	Phone:	Email:		

**Update Proposal**

On most computers you can right-click or click on the 'File' tab at the top of your screen to print (as a hard copy or as a pdf).

**IMPORTANT: PLEASE SAVE YOUR PROPOSAL BEFORE SUBMITTING IT!**

In the case of a discrepancy in what you think you submitted and what is actually online, your saved document will be an important piece of documentation.

The "Submit Proposal" button will only allow you to submit if all the sections are filled out. Once you submit, you cannot make changes to your application. An email will be sent to the applicant's email address noting the proposal and date/time submitted.