

## Appendix 2. FY'26 Request for Proposals | Small Projects Program Illinois Forestry Development Council (IFDC)

<http://ifdc.nres.illinois.edu>

*This Illinois Forestry Development Council was created back in 1983 upon passage of the Illinois Forestry Development Act (525 ILCS 15). The 29 members of the Council represent the following interests or groups: woodland owners, farmers, forest/wood products industry, urban forestry, environmental concerns, state and federal agencies, the General Assembly, and the Governor's office. The Council's charge is to identify and evaluate the social, economic, scientific, and educational value of Illinois' forest land and forest products industries.*

**Subject Matter:** Proposals must address issues defined by the Council's mission and function:

<http://ifdc.nres.illinois.edu/about>

**and** strategies & actions outlined in the Illinois Forest Action Plan

<http://ifdc.nres.illinois.edu/reports>

**Funding Availability:** Maximum award amount for any project may not exceed \$10,000. Partial funding may be awarded for some projects.

**Project Type(s):** Publications, technical reports, assessments, and directories; Training, curricula development, websites, webinars, and videos; Seminars, field days, workshops, conferences, and demonstration sites; and other projects that specifically address issues outlined in Illinois' Forest Action Plan.

**Proposal Format:** Proposals shall not exceed three (3) pages and must contain the following details:

### 1. Pages 1-2

- a. Project point of contact (POC) and contact information.
- b. Title and project description.
- c. Scope of work and project justification.
- d. List the deliverables and or products associated with your project.
- e. Describe how your proposal is consistent with the Council's mission *and* strategies and actions outlined in the Illinois Forest Action Plan.
- f. Describe proposal's intended impact(s), i.e., social, economic, environmental.
- g. Describe proposal's intended outreach.

### 2. Page 3: Prepare a Detailed Budget and Timeline

- a. Projects with cash, materials, or in-kind match will receive funding priority.
- b. Please describe and include sources of matching funds.
- c. No funding will be provided for equipment, computer hardware, or food.

**Proposal Rankings:** All proposals will be reviewed and ranked by the Council in July 2025. Member organizations and voting members of the Council are allowed to submit proposals. They are allowed to participate in the review process but will be required to abstain from reviewing and ranking their own proposals. Projects with regional or statewide impact will be ranked higher than projects with local impact.

**Deadlines & Reporting:** The deadline for submitting new proposals is **July 1, 2025**. Please be aware that the project invoice and final report for all FY'26 funded projects are required by **May 15, 2026** and all project spending and activities, must be completed before submitting the invoice and final report. The invoice must include the agency EIN and project expenses billed to IFDC. The final report must contain the purpose of the project, dates project was started and completed, and details about project deliverables and demonstrated accomplishments committed to in the approved proposal. Include pictures where appropriate. Early submission of final report and invoice is encouraged for projects that are finished before the project deadline date to streamline reimbursement payments.

Status reports are required by **December 31, 2025**. Both final and status reports shall be sent to Mr. Chris Evans, Chair of the Illinois Forestry Development Council.

**Proposal Submission:** Please submit proposals electronically to Mr. Chris Evans (cwevans@illinois.edu) by close of business (COB) on **July 1, 2025**. Proposals must be submitted electronically via email and please type "*IFDC Project Proposal FY'26*" in the subject line of your email. The IFDC chair will notify all POC's via email regarding the acceptance or rejection of their proposals.

**Issued by:**

Mr. Chris Evans, Chair, Illinois Forestry Development Council