



FY'27 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 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.

3. W-9 Form: All applications must include a completed W-9 form.

- a. Instructions for filling out the W-9 are included as an appendix to this Request for Proposals (**see Appendix A**)
- b. W-9 forms can be downloaded from the IRS at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Proposal Rankings: All proposals will be reviewed and ranked by the Council in July 2026. 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, 2026**. Please be aware that the project invoice and final report deadline for all FY'27 funded projects is **April 30, 2027** and all project spending and activities, shall be completed before submitting the invoice and final report. *Any extension request beyond the project deadline of April 30, 2027, shall be requested in the original proposal and approved as a part of the award, shall be limited to 14 days or less and will only be approved with clear evidence of necessity.*

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.

Also required part of the final report is a short non-technical summary with 2-3 pictures to be used as a success story for our website. **Early submission of final report and invoice is encouraged for projects that are finished before the project deadline date to streamline reimbursement payments.**

See full invoicing and reporting instructions in Appendix B.

Status reports are required by **December 31, 2026**. Both final and status reports shall be sent to Ms. Lydia Scott, Illinois Forestry Development Council Member at lydiascott@gmail.com.

Proposal Submission: Please submit proposals electronically to Ms. Lydia Scott (lydiascott@gmail.com) by close of business (COB) on **July 1, 2026**. Proposals must be submitted electronically via email and please type "*IFDC Project Proposal FY'27*" 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

Appendix A: W-9 Guidelines for IFDC Small Projects Program

(This is to help with some of the items the IOC requires when sending a W9.)

W-9 forms can be downloaded from the IRS at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Individuals with no company name

- W9 Only

Individuals with company name (not LLC)

- Owner's name in box 1
- Business name in box 2
- Individual/sole proprietor checked in box 3
- SSN in most cases

Corporations (not LLC)

- Business name as it appears on their tax forms in box 1 (may have a DBA in box 2) No individual name should appear on box 1 or 2.
- C or S corporation checked in box 3
- EIN

LLC – Documents required depend on type of LLC

Sole Member LLC (1 owner)

- Owner's name in box 1
- LLC name in box 2
- Individual/sole proprietor/single member LLC checked in box 3
- Owner's SSN (not EIN) - in most cases
- EIN assignment letter from IRS (letter should state business name and owner's name and say sole member)

LLC Corporation

- LLC name in box 1 (may have dba in box 2, but never the owner's name)
- Limited Liability Company with C or S in box 3
- EIN only
- Letter from the IRS accepting election to be treated as a corporation

LLC Partnership

- LLC name in box 1 (DBA may be in box 2, but not owner's name)
- Limited Liability Company with a P in box 3
- EIN only
- EIN assignment letter from IRS (should not say Sole Member)
- In some cases, if the Assignment letter is not marked correctly we will need the below.
- 1st page of partnership/operating agreement
- Signature page with all partner's names and signature

Appendix B: IFDC Small Projects Invoice and Reporting Guidelines

Read through the following guidelines to ensure you provide the proper information on your December and Final Project reports and are collecting the proper information/ materials (such as project pictures throughout the project beginning to end) which we will need to verify the completion of your deliverables.

Status reports describing project progress/status are required to be submitted in December, **no later than by December 31, 2026**. Final reports, including an invoice, are due **no later than April 30, 2027**.

Early Submissions of Final Report and Invoice are Strongly Encouraged.

Both final and status reports shall be sent to Ms. Lydia Scott, Illinois Forestry Development Council Member at lydiascott@gmail.com.

IFDC SMALL PROJECT INVOICE AND REPORT INFORMATION GUIDELINES

Invoice

- An invoice must be submitted for payment processing. Payments cannot be made from reports only.
- Invoice shall be the first page and combined with report in pdf or word format.
- Invoice shall include a Project title which needs to match project title of completion report
- Invoice needs a number and a submittal date (invoice submittal date has to be after project completion date). We cannot accept invoices that are dated before the end of the project.
- Invoice needs to include a project start and an end date (these dates need to match start and end date stated in your final completion report, start date cannot be before awarded date, and end date cannot be after project deadline listed in RFP April 30, 2027. We cannot process any payments requesting reimbursement for work outside of the start and end dates.
- Invoice shall include an Entity Name and (EIN) Entity Identification number (same as W-9)
- Invoice shall include a mailing address which must match verified W-9 that we have on file
- W-9 from applicant organization, needs to be (VERIFIED) entered into IDNR system prior to submitting an invoice
- W-9 has to be the same organization submitting the grant application and has to have the same mailing address as the submitted invoice billing address

Final Report

- Project description,
- Project start date and end date at top of report so it is clearly visible, all work/deliverables being billed for must fall within the start and end dates, (please verify these match your invoice start and end dates)
- Clearly state overall project completion date
- Report must include/verify the list of completed deliverables that match proposed deliverables in your original proposal that was awarded. For printed material please include the number of copies.
- Completion report must clearly provide evidence the proposed work and deliverables have been completed, have links to end product, pdf copies of publications if possible or photo copies, pictures of work (before and after are great for improvement work) pictures of workshop or other evidence of work and project completion etc.

Non-Technical Summary

- Provide us with a 2-3 paragraph non-technical summary of your project and 2-3 pictures related to project activities.
- These will be used to create a Success Story and placed on our IFDC website.

Final Report Development Tips and Recommendations

- Use your project proposal that you submitted to setup your Project Status and Final reports. Copy and paste components of your proposal to your report to provide the necessary information to show project progression and completion.
- Include in your reports such things as, an adequate description of the project, including the targeted deliverables, start of project date and status report date or project completion end date, description of accomplishments (as they relate to proposal goals and deliverables).
- Provide before, during and after pictures when possible
- Include your budget table to show **actual expenditures** in your status and final reports and provide copies of receipts if funds are to reimburse purchases/expenses.
- We want these status and final reports to stand on their own without having to reference your proposals to understand the project goals, so please provide adequate description, targeted goals/deliverables, and a budget / expenditure table clearly showing the project expenditures and the amounts being billed to IFDC.