



# System Access Portal for Forestry Grants

## Virginia Trees for Clean Water Grant Program - Applicant User Guide

### Prepare

Please review this guide to determine what information you need to gather in advance to streamline the application process.

Mandatory attachments to prepare in advance:

- Electronic copy of a completed and signed Commonwealth of Virginia Substitute W-9. (Available at: [https://www.doa.virginia.gov/forms/CVG/W9\\_COVSubstitute.pdf](https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf).)

### Get Started

- 1) Navigate to the Virginia Department of Forestry (DOF) System Access Portal for Forestry Grants and click the **Click here to Register** button.  
<https://vaforestry.webgrantscloud.com/index.do>

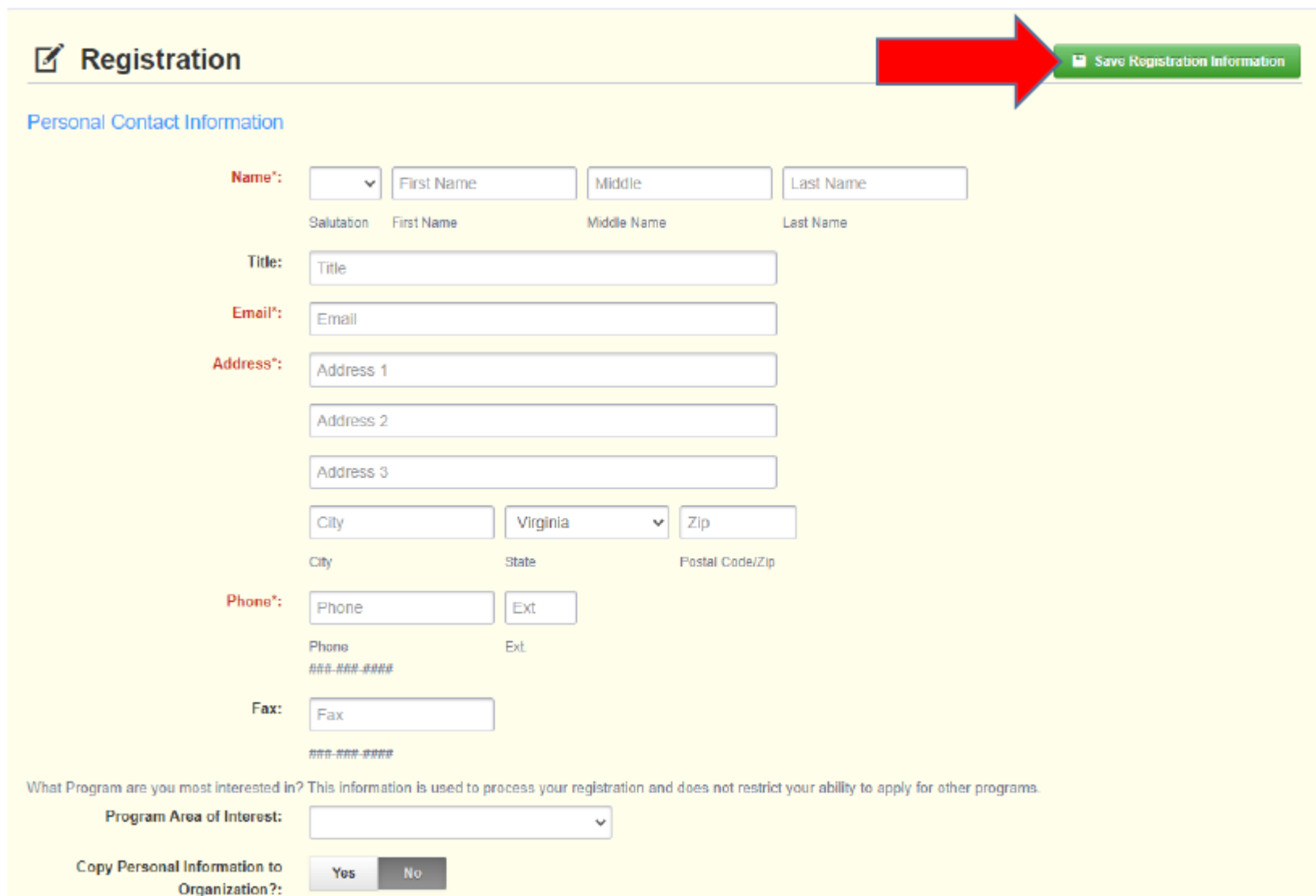
#### WARNING

**System Access Portal for Forestry Grants has a preset 10-minute timeout function. Users will receive a reminder as shown below; use the SAVE function to avoid loss of data.**

vaforestry.webgrantscloud.com says  
Your session is about to expire.  
If you do not save your changes in the next few minutes  
they will be lost

OK

- 2) Complete the mandatory fields marked in **red**. Click on the green **Save Registration Information** button. DOF staff will complete the Internal Use Only fields once the organization submits their request for registration.



The screenshot shows a web form titled "Registration" with a pencil icon. A large red arrow points from the top right towards a green button labeled "Save Registration Information". The form is divided into sections. The "Personal Contact Information" section contains several fields: "Name\*" with a dropdown for "Salutation" and input boxes for "First Name", "Middle", and "Last Name"; "Title" with a single input box; "Email\*" with a single input box; "Address\*" with three stacked input boxes for "Address 1", "Address 2", and "Address 3"; "City", "State" (a dropdown menu currently showing "Virginia"), and "Zip" (all three are input boxes); "Phone\*" with "Phone" and "Ext." input boxes; and "Fax" with a single input box. Below these fields, there is a text line: "What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs." followed by a "Program Area of Interest:" label and a dropdown menu. At the bottom, there is a question "Copy Personal Information to Organization?:" with "Yes" and "No" buttons.

**Registration**

**Personal Contact Information**

**Name\*:**      
Salutation First Name Middle Name Last Name

**Title:**

**Email\*:**

**Address\*:**

City State Postal Code/Zip

**Phone\*:**    
Phone Ext.  
###-###-####

**Fax:**   
###-###-####

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

**Program Area of Interest:**

**Copy Personal Information to Organization?:**

Step 2, continued

**Organization Name\*:**

**Organization Type\*:**

**Federal ID Number (FEIN)\*:**

**Organization Website:**

**Unique Entity Identifier (UEI):**

**Physical Address\*:**

City State Postal Code/Zip

County

**Mailing Address\*:**

City State Postal Code/Zip

**Phone\*:**

###-###-#### Ext.

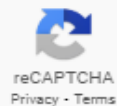
**Fax:**

###-###-####

**Captcha\*:**



I'm not a robot



 **Save Registration Information**

- 3) Once DOF approves the registration, applicants will receive an email notification to return to the website to establish a password and sign in (<https://vaforestry.webgrantscloud.com/index.do>.)

## Apply

- 1) Once logged in, select **Funding Opportunities** from the gray menu box on the left.

The screenshot shows the 'Work Assignment' dashboard. On the left, a gray sidebar menu contains the following items: Dashboard, Work Assignment, Calendar, Alerts, My Reviews, My Site Visits, **Funding Opportunities** (highlighted with a red arrow), Applications, Grants, Inventory, Reports, and My Profile. The main content area is titled 'Work Assignment' and includes a sub-header 'All currently assigned work'. It features several sections: 'Approaching Deadlines - Next 30 Days' with a table of documents; 'Negotiations - Due Within 30 Days' with a table showing no data; 'Recent Correspondence - Within the Last 30 Days' with a table showing no data; and 'My Site Visits - Inbox' with a table showing no data. The top navigation bar includes links for Work Assignment, Calendar, Alerts, My Reviews, and My Site Visits.

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
10/05/2022	Site Visit	1112-01	Expired	BaseLine Organization	Water Quality Initiative	1605-Legger Best Management Practices (BMP) - 2022

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Send Date	Flag	From	To	Subject	Message
No data available in table					

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
No data available in table							

2) Select **2023 Virginia Trees for Clean Water**.

Amanda Jones  
Internal Staff  
Training Role, Status Report Approval  
Level 3 Status Report Approval Level

## Funding Opportunities

List of all current funding opportunities

Dashboard >

People and Organizations >

Internal Grants >

Awards >

Funding Opportunities >

Submitted Applications >

Reviews >

Grant Tracking >

Reports >

Utilities >

Back

Print

Online Help

Log Out

Current Funding Opportunities

Archived Funding Opportunities

### Current Funding Opportunities

The Funding Opportunities in Editing, Posted, Closed, Test, and Suspended statuses appear below.  
Shift click to sort by multiple columns. You can also grab and reorder all columns.


ID	Status	Title	Program Area
1002	Closed	Volunteer Fire Assistance Program (VFA) - 2023	FIRE-Fire
1003	Test	Dry Hydrant Program - 2023	FIRE-Fire
1086	Test	Firewise - Community Hazard Mitigation - 2023	FIRE-Fire
1870	Editing	2023 Forest Health-CPG	FOREST-Forest Health
1001	Test	Forest Health Component of CPG and LaSR - 2022	FOREST-Forest Health
1072	Closed	Forest Sustainability Fund 2022	FS-Forest Sustainability
1000	Test	Forest Stewardship Outreach - 2022	STEW-Stewardship
1158	Test	Test Funding Opportunity - DO NOT POST	TEST-Test Program Area
1004	Closed	Urban and Community Forestry (U&CF) Grant - 2022	U&CF-Urban & Community Forestry
1226	Closed	2023 Virginia Trees for Clean Water	U&CF-Urban & Community Forestry
1847	Posted	2023 Virginia Trees for Clean Water (VTCW)	U&CF-Urban & Community Forestry
1861	Posted	U&CF Chesapeake Bay Watershed - Focused Funding	U&CF-Urban & Community Forestry
1521	Test	U&CF State Forest Action Plan (BIL) - Focused Funding	U&CF-Urban & Community Forestry

3) Click the green **Start New Application** button in upper right corner.

Funding Opportunity Details

?

 Ask a Question



✓

 Start New Application

## 1226 - 2023 Virginia Trees for Clean Water

### Funding Opportunity Details

---

#### Urban & Community Forestry

**Final Application Deadline: Dec 31, 2023 11:59 PM**

Status:	Test	Program Officer:	Lara Johnson
Award Amount Range:	\$1,000.00 - \$50,000.00	Phone:	(804) 239-0813 x
Project Dates:	-	Email:	<a href="mailto:Lara.Johnson@dof.virginia.gov">Lara.Johnson@dof.virginia.gov</a>
Award Announcement Date:			

---

#### Description

---

**Description**

The Virginia Trees for Clean Water Grant Program is established to encourage the creation of long-term, sustained canopy cover to improve water quality across the Commonwealth. This grant is used to fund tree-planting efforts that raise public awareness of the benefits of trees and impacts on water quality.

Grants may be awarded to civic groups, communities, local government, non-profit organizations, neighborhood associations, public educational institutions, state agencies, tribal organizations, and volunteer groups. Visit VDOF website for more information on qualifying projects, funding amounts, and reimbursable expenses.

Applications will be accepted on a rolling basis until December 31, 2023. Applications must be submitted 30 days prior to the estimated planting date and an award must be issued prior to beginning the project.

To apply, you will need:

- Local VDOF staff must review the project prior to submission. A letter of recommendation from the local VDOF forester should be sent directly to the program manager contact prior to proposal submission.
- Projects must include community outreach and engagement components.

- 4) In the Application Creation Wizard, complete the **red** mandatory boxes and click on the green **Save Form Information** button in the upper right corner (Primary Contact and Organization should pull forward from the registration; additional applicants can be entered if applicable). Note that Application Title refers to your Project Title.

Tester Tester  
Tester  
Tester Role, Site Visitor ASSIGNED -  
External, Electronic Checkbook, Checklist

Dashboard >  
Funding Opportunities >  
Applications >  
Grants >  
Inventory >  
Reports >  
My Profile >

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title\*:

Primary Contact\*:

Organization\*:

Additional Applicants\*:

Save Form Information


- 5) As information populates in the wizard, you may need to click on the green **Save Form Information** button in the upper right hand corner again.

Save Form Information


vidual will receive automated email notifications when your attention is



- 6) Arrive at the Submitted Applications screen. Under Component, select **VTCW-Virginia Trees for Clean Water Grant Program Application** to enter specific project information.

 **Submitted Applications**  
List of all current submitted applications

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

 **1241 - JN Va Trees for Clean Water Sample 1/12/23**

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 31, 2023 11:59 PM


Program Area: Urban & Community Forestry

Funding Opportunity: 1226-2023 Virginia Trees for Clean Water

Organization: BaseLine Organization

Requested Total:

[Application Preview](#) [Alert History](#) [Map](#)

 **Application Details** [Preview Application](#) [Ask a Question](#) [Withdraw](#)

**Application cannot be Submitted Currently**

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 12, 2023 3:39 PM - Tester Tester
VTCW - Virginia Trees for Clean Water Grant Program Application		-
Documentation		-
Budget		-



- 7) Complete all **red** mandatory fields (many are drop down boxes) in the Applicant Information section and then press the green **Save Form** button in the upper right corner.

Applicant Information

Category\*:

Please choose one.

Project Location\*:

Address

City

Virginia

Zip

CityStatePostal Code/Zip

Property Owner  
(if applicable):

Does your Locality have an Urban Tree Canopy Assessment?

Urban Tree Canopy Assessment\*:

Does your Locality have a management plan?

Management Plan\*:

Does your locality have a public tree ordinance?


Public Tree Ordinance\*:


Please describe organizational experience completing similar projects.

Organizational Experience\*:

Save Form

## Step 7, continued

 **Project Information**



**Brief Description of Project\*:**

500 character(s) left

Describe the project's objectives and list all activities you will undertake to complete the project.

**Scope of Work\*:**

500 character(s) left

Describe project personnel, volunteer and/or participating organizations.

**Partnerships and Participants\*:**

500 character(s) left

## Step 7, continued

Describe efforts to engage communities where trees are being planted.

**Community Engagement\*:**

500 character(s) left

Describe how trees are going to be maintained past the grant period (i.e. watering program).

**Tree Maintenance Plan\*:**

500 character(s) left

**Maintenance Certification\*:**

☐ I agree to not remove these trees for at least 10 years from planting.

Describe or list specific deliverables accomplished with grant funds (i.e total number of trees, educational materials created and community engagement)

**End Product/Deliverables\*:**

500 character(s) left

**Project previously funded by DOF?\***

**Timetable for Project Deliverables\*:**

Starting Date

Ending Date

- 8) Review the information in the Virginia Trees for Clean Water Grant Program Application – both Applicant Information and Project Informations sections. In the Signature section, review the certification statement and complete the **red** mandatory fields. When complete, press the green **Save Form** button.

**Signature** Save Form


If application is approved for financial assistance, grantees will be assigned a grant number and a maximum grant amount.

\*By signing this application, I certify the statements contained are true, complete and accurate to the best of my knowledge. I agree to comply with any resulting terms if I accept an award.

**Authorized Representative\*:**

First Name Last Name Date

Save Form



- 9) If everything is in order, click on the orange **Mark as Complete** button.

**Signature** Mark as Complete Edit Form


If application is approved for financial assistance, grantees will be assigned a grant number and a maximum grant amount.

\*By signing this application, I certify the statements contained are true, complete and accurate to the best of my knowledge. I agree to comply with any resulting terms if I accept an award.

**Authorized Representative\*:** JN Tester Tester 01/12/2023

First Name Last Name Date

Last Edited By: Tester Tester - Jan 12, 2023 4:05 PM Edit Form



10) You will be returned to the Submitted Applications screen. Under Component, click on **Documentation** next.

Tester Tester  
Tester  
Tester Role: Site Visitor ASSIGNED -  
Closed Public Center Contact

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Submitted Applications

List of all current submitted applications

Back | Home | Online Help | Log Out

1241 - JN Va Trees for Clean Water Sample 1/12/23

Status: Editing

Stage: Final Application

Application Due Date: Dec 31, 2023 11:59 PM

Program Area: Urban & Community Forestry

Funding Opportunity: 1226-2023 Virginia Trees for Clean Water

Organizations: BaseLine Organization

Requested Total:

Application Preview | Alert History | Map

Application Details

Preview Application

Ask a Question

Withdraw

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 12, 2023 3:39 PM - Tester Tester
VTCW - Virginia Trees for Clean Water Grant Program Application	✓	Jan 12, 2023 4:05 PM - Tester Tester
Documentation	-	-
Budget	-	-

11) Click on each [blue](#) link to attach the [Virginia W-9](#) and any other supporting documentation.

**Mandatory Documentation - Named Attachments** ✓ Mark as Complete

Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
<a href="#">Virginia W-9</a>	✓						
<a href="#">IRS Determination Letter</a>							
<a href="#">NICRA letter</a>							

**Additional Documentation - Other Attachments** ✓ Mark as Complete + Add New Attachment

Please upload any maps, photos, supplemental written documentation or anything else that will help further describe your project and deliverables.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

12) After clicking the [blue](#) hyperlink for a Mandatory document OR the green **+Add New Attachment** option for Additional Documentation, the Attach File box appears. Upload a completed and signed Commonwealth of Virginia Substitute W-9 and enter a description of the file and then press the green **Save Form** button. Repeat the process until all attachments are included.

**Attach File** ×

**Attach File**

**Upload File\*:** W9\_COVSubstitute BLANK.pdf Change Remove

**Description\*:** W-9

497 character(s) left

Save File Cancel

13) Once all documentation has been uploaded, press orange **Mark as Complete** button.

App List

Genera

VTCW -

Docume

Budget

Documentation

- Current Version

Mandatory Documentation - Named Attachments

✓ Mark as Complete

Named Attachment	Required	Description	File Name <a href="#">🔗</a>	Type	Size	Upload Date	Delete?
Virginia W-9	✓	W-9	W9_COVSubstitute BLANK.pdf	pdf	463 KB	01/12/2023 04:19 PM	<div>Delete</div>
Assurances	✓	Assurances	SF424B-V1.1 02.28.25.pdf	pdf	64 KB	01/12/2023 04:23 PM	<div>Delete</div>
IRS Determination Letter							

Last Edited By: Tester Tester - Jan 12, 2023 4:27 PM

Additional Documentation - Other Attachments

✓ Mark as Complete

+ Add New Attachment

Please upload any maps, photos, supplemental written documentation or anything else that will help further describe your project and deliverables.

Description	File Name <a href="#">🔗</a>	Type	Size	Upload Date	Delete
Additional documentation	fips.pdf	pdf	27 KB	01/12/2023 04:27 PM	<div>Delete</div>

Last Edited By: Tester Tester - Jan 12, 2023 4:27 PM

← Previous

Next →



14) You will be returned to the Submitted Applications screen. Under Component, click on **Budget** next.

1241 - JN Va Trees for Clean Water Sample 1/12/23

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 31, 2023 11:59 PM

Program Area: Urban & Community Forestry

Funding Opportunity: 1226-2023 Virginia Trees for Clean Water

Organization: BaseLine Organization

Requested Total:

Application PreviewAlert HistoryMap

Application Details


Preview ApplicationAsk a QuestionWithdraw

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 12, 2023 3:39 PM - Tester Tester
VTCW - Virginia Trees for Clean Water Grant Program Application	✓	Jan 12, 2023 4:05 PM - Tester Tester
Documentation	✓	Jan 12, 2023 4:27 PM - Tester Tester
Budget		-

15) In the budget grid, enter the dollar value totals for the budget categories relevant to your project. The Budget Amount column should capture amounts you plan to spend and seek reimbursement for under the grant. The Match Amount column should capture amounts you plan to spend but not seek reimbursement for. These amounts can include volunteer time and donated services.


**Budget** - Edit

Save Grid

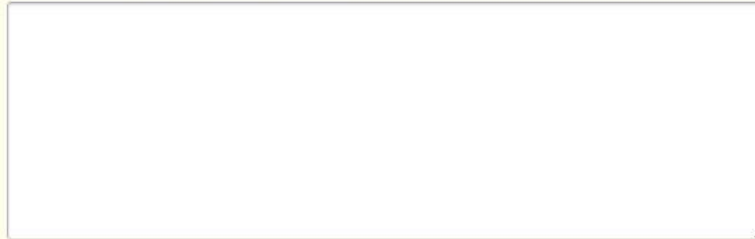
Budget Category	Budget Amount	Match Amount	TOTAL
Personnel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Fringe	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Travel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Supplies	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Contractual	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Other Expenses	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
<i>Total</i>	\$0.00	\$0.00	

16) In the Budget Narratives section, describe your anticipated expenses (and match) in detail, as instructed.

## Budget Narratives

Enter the details of your anticipated expenses. Be as specific as possible.

Personnel :



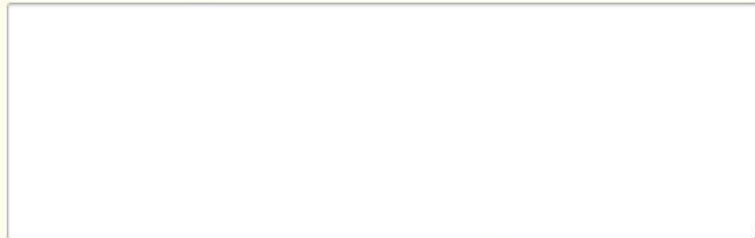
Up to 10% of total project costs can be applied to personnel and fringe expenses. Please provide number of individuals, hours and hourly rate for each person assigning time to the grant.

Fringe:



Up to 10% of total project costs can be applied to personnel and fringe expenses. Please provide percentage used and/or rates for each person.

Travel:



Describe type of travel, mileage, fuel, per diem, etc. All travel expenses will be reimbursed at approved government rates. Home-stays, such as Airbnb, are not eligible.

Step 16, continued

**Supplies :**

A large, empty rectangular text box with a thin black border and a small double-slash icon in the bottom right corner, intended for listing supplies.

List your desired tree species for the project and amounts of each, tree protection needs, mulch, soil amendments, etc. Describe any other supplies needed for the project.

**Contractual**

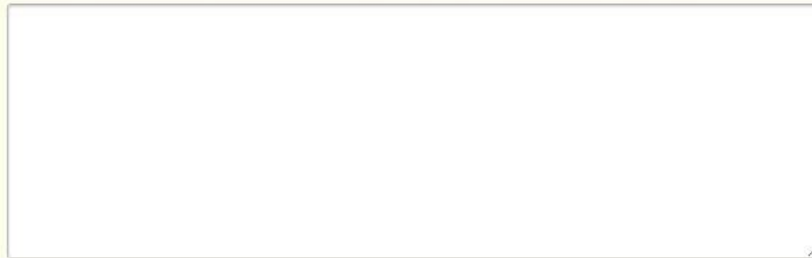
DO NOT disclose names of contractors. If included, the application will be rejected.

:

A large, empty rectangular text box with a thin black border and a small double-slash icon in the bottom right corner, intended for listing contractual services.

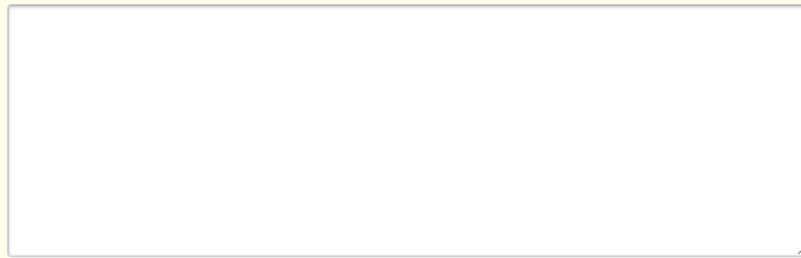
Services rendered by a third party such as labor for tree planting, site prep and/or watering services. Please provide estimates for services. Tree removals are not allowed.

**Other Expenses:**

A large, empty rectangular text box with a thin black border and a small double-slash icon in the bottom right corner, intended for listing other expenses.


Any expenses not captured in other categories.

**Match:**

A large, empty rectangular text box with a thin black border and a small double-slash icon in the bottom right corner, intended for listing anticipated expenses not reimbursed under the grant.

Anticipated expenses not reimbursed under the grant including donated services or volunteer time.

- 17) Once the grid and narratives are complete, press the green **Save Form** button then **Mark as Complete**. You will return to the Submitted Applications page. If any component is missing a **green** checkmark in the **Complete?** column, you likely need to open that component again and press the orange **Mark as Complete** button.

 **Submitted Applications**  
List of all current submitted applications

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

1241 - JN Va Trees for Clean Water Sample 1/12/23

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 31, 2023 11:59 PM


Program Area: Urban & Community Forestry

Funding Opportunity: 1226-2023 Virginia Trees for Clean Water

Organization: BaseLine Organization

Requested Total: \$10,000.00

Application PreviewAlert HistoryMap

 **Application Details**

Preview Application

Submit Application

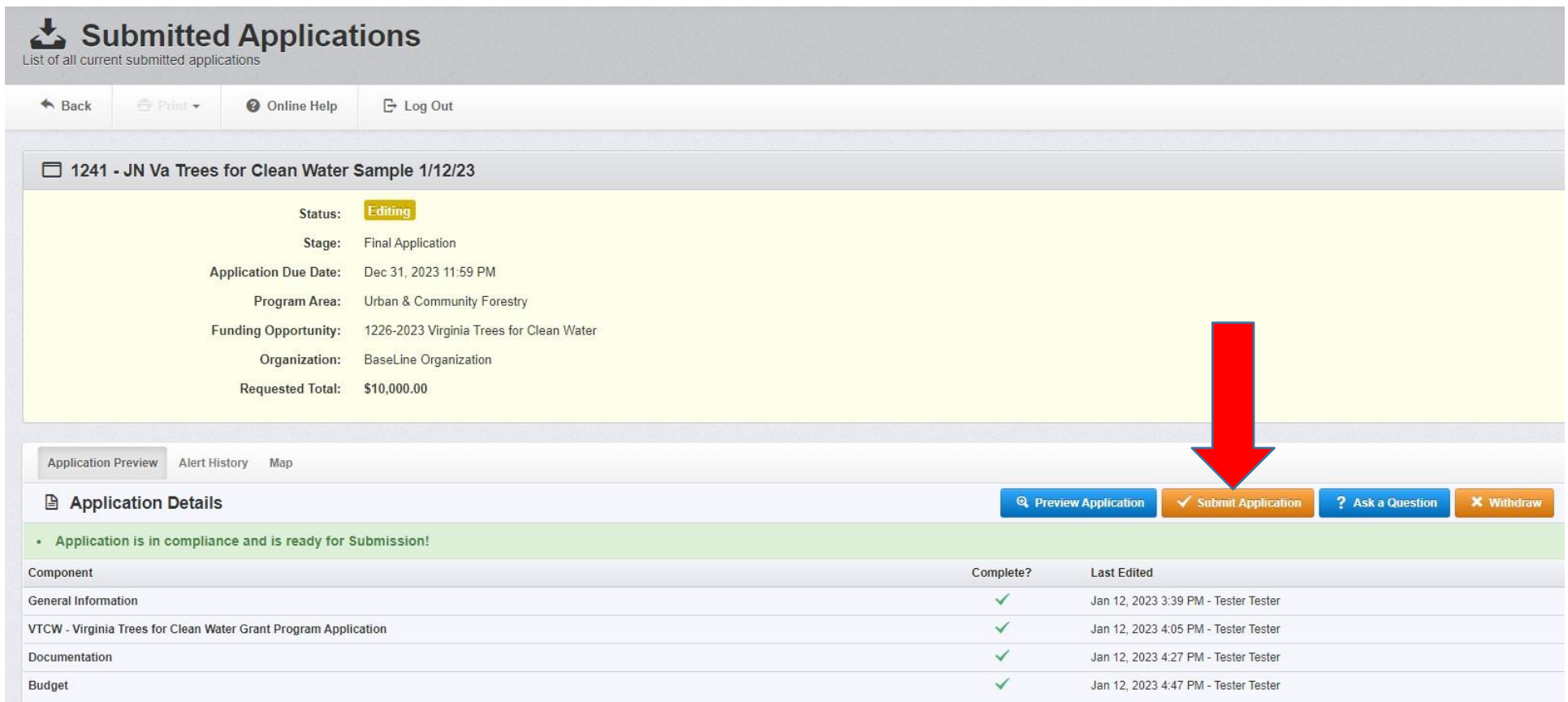
Ask a Question

Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 12, 2023 3:39 PM - Tester Tester
VTCW - Virginia Trees for Clean Water Grant Program Application	✓	Jan 12, 2023 4:05 PM - Tester Tester
Documentation	✓	Jan 12, 2023 4:27 PM - Tester Tester
Budget	✓	Jan 12, 2023 4:47 PM - Tester Tester

18) If all components are complete, click on the orange **Submit Application** button.



**Submitted Applications**  
List of all current submitted applications

Back Print Online Help Log Out

1241 - JN Va Trees for Clean Water Sample 1/12/23

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 31, 2023 11:59 PM

Program Area: Urban & Community Forestry

Funding Opportunity: 1226-2023 Virginia Trees for Clean Water

Organization: BaseLine Organization

Requested Total: \$10,000.00

Application Preview Alert History Map

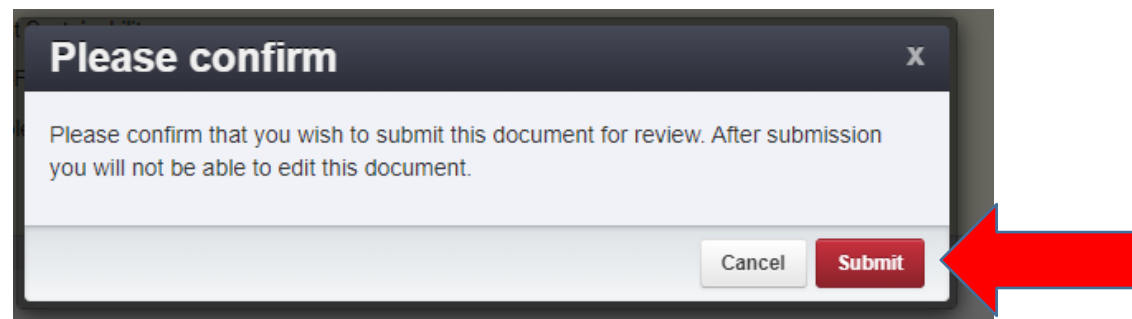
**Application Details**

Preview Application **Submit Application** Ask a Question Withdraw

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 12, 2023 3:39 PM - Tester Tester
VTCW - Virginia Trees for Clean Water Grant Program Application	✓	Jan 12, 2023 4:05 PM - Tester Tester
Documentation	✓	Jan 12, 2023 4:27 PM - Tester Tester
Budget	✓	Jan 12, 2023 4:47 PM - Tester Tester

19) The final step is to confirm by clicking on the red **Submit** button. Next, the application will be reviewed by program staff.



**Please confirm**

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel **Submit**