

State of Alaska
CWDG.Forestrygrants.org Instructions

Useful Definitions

- **Cooperator:** the community contact for the project. If they are also implementing the project, this information will be the same as the applicant information.
 - **Applicant:** Eligible entity that will be doing the implementation of a CWDG project. *If you are working with a state/island forestry agency or non-profit who will be implementing the project, please be sure their information is indicated in the applicant information section and the community contact information is indicated in the proposal cooperator section. The state/island forestry agency or non-profit must have agreed to this in advance of submission. If you are both the community contact and the one implementing the project both of these sections are the same.*
1. Contact the Point of Contact (POC) listed for your state or island in the Notice of Funding Opportunity (NOFO).
 - **For the State of Alaska, your contact is sarah.saarloos@alaska.gov**
 - The NOFO is available at <https://www.fs.usda.gov/managing-land/fire/grants> or by visiting grants.gov and searching 'CWDG.' The western NOFO is indicated with 'CWSF' in the title.
 2. Be sure to read and abide by all requirements listed within the NOFO.
 3. Email the POC and request to be provided a CSS link to submit a CWDG proposal.
 4. They should send back a unique CSS link for your proposal. Only share this link with those you wish to be able to work on the proposal as anyone with this link can edit the proposal.
 5. The information for the community contact should be in the cooperator section. If this is also the contact for the entity implementing the project, the applicant information should be filled out with the same information. If a state forestry agency or non-profit has agreed to be the implementer of the project in advance, please indicate the community contact in the cooperator section and the forestry agency or non-profit contact in the applicant section.
 6. You must fill out all the fields before submitting their proposal. If you wish to leave something blank for the state/island to fill out, use xxxxx. ONLY do this if you have coordinated with the state and have agreed the state will implement the project. If this is not the case, all fields should be filled in prior to hitting submit.
 7. You should update each section as they are filling it out to ensure all progress is being saved. You can return to their proposal by using the unique link provided. It is highly recommended you to fill out the pdf version prior to filling out the online version to easily copy and paste sections in case of any internet disruptions. A fillable pdf application and other resources may be found at: <https://www.westernforesters.org/community-wildfire-defense-grant>.
 8. You should save and/or print the proposal **before** submitting. You can hit file then print and an option to save as a pdf should come up in order to save a copy of the proposal.

9. When the proposal is complete it will say “Ready to Submit” at the top center of the proposal. Hit actions then click “Submit”. Once a proposal is submitted, the link is no longer valid and cannot be viewed.
10. If you have filled in all of the proposal information and it still does not indicate ‘Ready to Submit’ instead of ‘Incomplete’ at the top center, make sure you have filled in the keyword section at the top right of the proposal. It should just be a shortform version of the proposal title. All fields of the proposal must be filled in in order to put a proposal forward for submission.
11. Contact your POC or info@westernforesters.org with any questions you might have.

Additional Resources:

- <http://forestry.alaska.gov/fire/cwdgrants>
- <https://www.westernforesters.org/community-wildfire-defense-grant>
- <https://www.fs.usda.gov/managing-land/fire/grants>