**2015 Tree City USA Tree Planting Grant Proposal**

**APPLICATION FORM**

Project name (five words or less) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tree City USA □ Y □ N

Name of Applicant (Organization)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Federal I.D. Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Category (select one; see grant application section 1.1 for category descriptions):

****Demonstration project ****Replacement of trees lost to natural events

****Strategic enhancement of urban forests ****New planting for collective impact

Brief Description of Project and Objective:

Is this project currently funded through another entity? □ Yes □ No

Was this project previously funded through another entity? □ Yes □ No

DNR funds requested from budget work sheet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant share from budget work sheet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-kind share from budget work sheet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash share from budget work sheet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount of project from budget work sheet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this grant proposal application form, the undersigned agrees that all information is accurate to the best of their knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Authorized Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Authorized Representative Date

**BUDGET WORK SHEET**

**INSTRUCTIONS**

Fill in the applicant’s name and the project name on the top line.

To the extent possible, all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the work sheet. Use additional work sheets if necessary.

Separate itemized costs for each project component identified in the project (e.g., (stakes, trees, compost, etc.

Describe each item, the cost basis, and the total expenditure. For example: Item/Personnel: Project Foreman, 28 hours @ $24: TOTAL = $672.

Divide the total among the categories of grant share, applicant, in-kind or cash donations as follows:

 Grant Share Eligible cost you are requesting from the DNR See definition on page 11 & 12.

 Applicant Share Cost you’ve incurred for services, equipment, wages, supplies, etc.

 In-kind Share Any third party donation of time, services, equipment, or supplies.

 Cash Donation Actual dollars that were donated by a benefactor directly for the project.

**BUDGET WORKSHEET**

Applicant:

Project Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **Grant Share** | **Applicant Share** | **In-Kind Share** | **Cash Donation** | **TOTAL** |
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| **TOTAL** | **$** | **$** | **$** | **$** | **$** |

TCUSA Tree Planting Grant requests may not exceed $5000

**SAMPLE**

**BUDGET WORKSHEET**

In this example, the City of Forestree has received a grant to do an urban forestry inventory and management plan. They plan to conduct an inventory with in-house staff and help from a volunteer group. They plan to contract with a consultant to write the management plan.

The inventory and management plan components are separated in this sample budget. In addition, each component is broken down into smaller line items that clearly show the associated costs, cost/hour figures where appropriate, and how the applicant expects to account for those costs *(note the Grant Share column accounts only for eligible costs, whereas ineligible costs are accounted for in other columns).*

Applicants are encouraged, but not required, to use the budget worksheet provided, however all information and funding categories contained in the worksheet must be included in the budget submitted by the applicant.

**BUDGET WORKSHEET**

Applicant City of Forestree

Project Name Inventory and Management Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Grant Share** | **Applicant Share** | **In-Kind Share** | **Cash Donation** | **Total** |
| **Component:** Inventory |  |  |  |  |  |
| Personnel: Foreman-28 hrs @ $24 |  | 672 |  |  | 672 |
| Staff - 320 hrs @ $16 |  | 5,120 |  |  | 5,120 |
| Volunteers - 160 hrs @ $12.50 |  |  | 2,000 |  | 2,000 |
| Equipment (specify) |  |  |  |  |  |
| Computer (purchase for Urban Forester) |  | 1,400 |  |  | 1,400 |
| Use of Pickup 160 hrs. @ $9 (Al’s Trucking) |  |  | 1,440 |  | 1,440 |
| Supplies (specify) |  |  |  |  |  |
| Inventory software | 1,200 |  |  |  | 1,200 |
| **Component:** Management Plan |  |  |  |  |  |
| Personnel: Staff 48 hrs @ $24 |  | 1,152 |  |  | 1,152 |
| Consultant: Tree Geeks, Inc. | 5,800 |  |  |  | 5,800 |
| Printing (Generous benefactor) |  |  |  | 1,000 | 1,000 |
| TOTAL | $7,000 | $8,344 | $3,440 | $1,000 | $19,784 |

**Attachment A**

**Three-Year Maintenance Plan Template**

**Three-year Maintenance Plan Template**

Headings in black are elements that must be included in a maintenance plan; texts in red are questions to consider as maintenance plans are worked out.

**Applicant**

**Project**

**Project Description**

Background neighborhood park, street trees, etc.; brief history of the site; brief summary of previous work; neighborhood or volunteer involvement at the site.

Goals/Desired Outcomes

Work Accomplished work done by local staff and volunteers toward the goals: undesirable plants removed; how much; how much area impacted; list of tree species installed (numbers and names); installation methods (depth, distance, pattern, etc.); post-installation care (mulching, staking, watering, etc.).

**Three- Year Maintenance Plan**

Water how often will the new plants be watered? By whom? How? Alternate methods? Who will determine when to start and stop watering? What quantity of water will be applied at each watering?

Mulch what kind of mulch will be used? How often will mulch be renewed? By whom? Maximum and minimum thickness of mulch? Size of mulch beds for planting areas/individual trees?

Staking/Mowing/Weeding/Other activities if trees have been staked, when will staking materials be removed? By whom? If area is to be mowed, how often and by whom? Is grass to be kept out of mulch beds or away from young plants? If so, how, and by whom? Details for any other maintenance activities that may be necessary for best establishment at that particular site.

Pruning What pruning may be needed during the 3-year establishment period? By whom? What are their credentials? Are these established credentials (such as ISA Certification), local designation (such as trained volunteers or Master Gardeners with special training) or other? What time of year will pruning be done?

**Appendices/Maps**

**Attachment B**

**Guideline Specifications for Selecting,**

**Planting, and Early Care of Young Trees**

Double-click on the figure below to open the document in Adobe Acrobat,

or paste the link below into your browser.

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[**http://www.fire.ca.gov/resource\_mgt/downloads../CALFIRE\_Nursery\_Standards\_and\_Specs11\_12.pdf**](http://www.fire.ca.gov/resource_mgt/downloads../CALFIRE_Nursery_Standards_and_Specs11_12.pdf)

**Attachment C**

**ISA Certified Arborist Inspection Form**

**ISA CERTIFIED ARBORISTPLANTING PROJECT CHECK-OFF**

Print Certified Arborist Name

Address

City State Zip

Certification Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community or Non-Profit Group doing tree planting

Signature Date

***I certify the above community or group has received and planted the plant material to meet the following specifications as a minimum:***

**PLANT MATERIAL ACCEPTANCE**

* All plant material furnished meets the grades of the latest edition of the American Standard for Nursery Stock, ANSI - Z60 and DNR “Specifications and Maintenance Requirements”.
* All plant material furnished is healthy, uniformly branched and with well-developed fibrous root systems.
* All plant material furnished is free from dead or broken branches, lichens, scars, broken bark or wounds, damage caused by insects or disease. All pruning wounds must be well-healed with no evidence of decay.

If the plant material does not meet these standards or specifications, refuse to accept the material.

(over)

**PLANTING SITE**

* The planting site is suitable for the planting material at its mature size and height. Site characteristics such as overhead power lines, existing vegetation, and infrastructure items, such as curbs and sidewalks should be considered.
* If this tree is to be planted under the power lines, will its mature height be less than 25'?
* Does the planting site meet the minimum tree lawn widths (at mature height)?

Mature Height Tree Lawn Width

Small trees: up to 25' in height 3' to 5'

Medium trees: 25' - 45' in height 6'

Large trees: more than 45' in height 8'

**PLANTING PROCEDURE**

* Planting procedures must meet Guideline Specifications for Selecting, Planting, and Early Care of Young Trees (attachment B).

**MAINTENANCE PLAN**

* Verify the existence of a maintenance plan for this project, including an adequate watering plan.

If, as the certifying professional, one or more of these items have not been met, please do not allow planting to continue and call DNR’s Urban and Community Forestry Program Coordinator at (360) 902-1703.

Thanks for your help and assistance with this.