



# 2019 Arbor Day Accomplishment Report and Reimbursement Request

This grant is available to **Tree City USA communities and Tree campus USA** institutions.

The intent of this grant is to provide funding for **landscape-sized ceremonial trees** (1.5" caliper or greater) and associated supplies to meet the Tree City/Campus standard for an annual Arbor Day ceremony.

Applicants must document a minimum of **50% matching expenses**, (e.g. \$250 if requesting the maximum \$500). "Match" may include staff time, donated materials, equivalent costs associated with use of donated equipment, and volunteer labor, including planning meetings, site preparation, planting, etc. (Note: The current national *adult* volunteer value per hour is \$27.54.)

**PLEASE NOTE: This form must be submitted to WA DNR Urban & Community Forestry program *within 30 days of your event*. Failure to do so may result in forfeiture of grant reimbursement.**

Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Remit reimbursement to:

Name: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date proclamation was read (cities only; leave blank if Tree Campus) \_\_\_\_\_

Actual date of Arbor Day celebration \_\_\_\_\_ Est. # of people attending event \_\_\_\_\_

(Double click on the boxes to insert a check)

- I understand that only landscape-sized trees and materials directly related to planting ceremonial tree(s) are reimbursable. (Seedling purchases and staff time are not reimbursable).
- Trees are sited, or appropriate species planted, so they will not interfere with overhead utility wires at maturity. (mature height under utility wires is equal to or less than 30')
- I understand that DNR will reimburse up to \$500 toward expenses related to purchasing a landscape-sized ceremonial Arbor Day tree and supporting materials.
- I understand that I must document "matching funds" expenses equal to a minimum of 50% of the requested reimbursement. The value of volunteer time, donated materials, and city-paid expenses that exceed \$500 can count as match.
- I have listed all expenses incurred during the Arbor Day event individually in the form below.
- I have included documentation for all reimbursable expenses, (receipts, paid invoices, etc.)
- I have included a photo of the planted tree and a description of the location in the event narrative.
- I have included a narrative and documentation describing Arbor Day activities, (examples of documentation: newspaper article, photos, web pages, etc.)

| Description of Expenses for Reimbursement<br>(trees & supporting materials, if appropriate) | <b>*Reimbursement Request</b><br>(total should not exceed \$500) |
|---|--|
|   | \$   |
|   | \$   |
|   | \$   |
|   | \$   |
|   | \$   |
| <b>TOTAL</b>  | \$   |

| Description of Matching Expenses<br>(volunteer time, donated materials, and city-paid expenses) | <b>Value of Matching Expenses</b> |       |
|---|-----------------------------------|-------|
|   | City                              | Other |
|   | \$                                | \$    |
|   | \$                                | \$    |
|   | \$                                | \$    |
|   | \$                                | \$    |
|   | \$                                | \$    |
| <b>TOTAL</b>  | \$                                | \$    |

**\*NOTE: Reimbursable costs include landscape-sized trees and materials related to tree planting and care** such as mulch, stakes, water bags, etc. Receipts are required for all reimbursable expenditures. Please attach them to the completed form.  
*Seedling purchases are not reimbursable, but may be used as a matching expense.*

List the number and kind of tree(s) you planted as part of the Arbor Day celebration:  
 (Cost of should be included in the expense detail above.)

| Number of Trees | Species of Tree(s)<br><i>(seedling purchases are not reimbursable)</i> |
|-----------------|--|
|                 |  |
|                 |  |
|                 |  |
|                 |  |
|                 |  |

- Who is responsible to water and maintain the tree(s) \_\_\_\_\_
- Please tell us about the event. Include a place name, address, or GPS coordinates of the planting site(s) that can be used to locate the tree in the future. Include unique activities or anything else we should know about your celebration.

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## PHOTO RELEASE

I, \_\_\_\_\_, hereby authorize and consent to the use of my visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ (in case we need to contact you).

**For a child under 18 years of age,  
complete the form below.**

## PHOTO RELEASE

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_ hereby authorize and consent to the use of his/her visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ (in case we need to contact you).

### ***DNR Policy on Publication of Photographs***

*A signed release must be obtained from every subject photographed, with the following two exceptions:*

- *Adults attending a public meeting, event, or gathering*
- *Employees of the Washington State Department of Natural Resources*

*For children enrolled in grades K-12, the release must be signed by a parent or guardian. Ordinarily, for school-connected activities, the parents sign a blanket release that is kept on file at the school. It is our responsibility to confirm this with the teacher, school, or organization in every case of a field trip, volunteer activity, or situation that we might want to photograph; and, if there is no release on file, we must obtain individual releases and keep them permanently on file.*