



2022 Arbor Day Accomplishment Report and Reimbursement Request (revised 02/2022)

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 tree(s)** (1.5" caliper or greater) and **associated supplies** (stakes, watering bags, mulch, etc.) to meet the **Tree City/Campus standard for an annual Arbor Day public ceremony**. Trees must be planted on public property.

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 \$33.75.)

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: [Click or tap here to enter text.](#) Contact Person: [Click or tap here to enter text.](#)

Phone: [Click or tap here to enter text.](#) Email: [Click or tap here to enter text.](#)

Remit reimbursement to:

Name: [Click or tap here to enter text.](#) _____ **DUNS:** [Enter text.](#)

Address: [Click or tap here to enter text.](#) _____ City: [Click or tap here to enter text.](#) _ Zip: [Enter text.](#)

Date proclamation was read (cities only; leave blank if Tree Campus) [Click or tap here to enter text.](#)

Actual date of Arbor Day celebration [Enter date.](#) Est. # of people attending event [Enter text.](#)

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

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

***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 receipts 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) <i>(seedling purchases are not reimbursable)</i>

1. Who is responsible for water and maintenance of the tree(s): [Click or tap here to enter text.](#)
2. 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.

Project GPS Coordinates (reference point latitude/longitude): [Click or tap here to enter text.](#)

About the project: [Click or tap here to enter text.](#)

(add additional pages, as appropriate).

3. Please **include a photo** of the tree(s). (Note: We love photos of children; however DNR requires a signed parental consent form in order to publish the photo. Please use the attached photo release form, if you'd like us to highlight your event and include photos of children under the age of 18.)
4. Include documentation of the event with your reimbursement request, (this might include newspaper clippings, handouts, screen shots of social media postings, or other materials).

Grant Reimbursement Checklist: Please double click on the boxes below 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.)

NOTE: CFDA # 10.664

5. Return this form and all attachments to: urban_forestry@dnr.wa.gov, with "AD Reimbursement Request_[Name of Community]" in the subject line.
6. For questions, please contact Ben Thompson, Ben.Thompson@dnr.wa.gov, 360-485-8651

Signature of Contact Person: _____

Thanks for participating and KEEP UP THE GOOD WORK!

Funds for this grants were provided by the USDA Forest Service Urban and Community Forestry Program, administered through the State of Washington Department of Natural Resources Urban and Community Forestry Program. The USDA is an equal opportunity provider and employer.

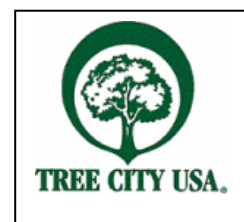
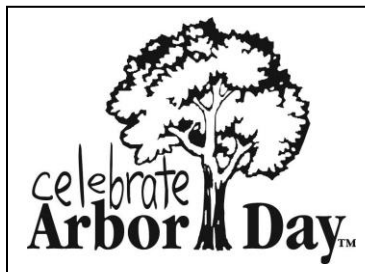




PHOTO RELEASE

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.