



# 2018 Community Forestry Management Grant Application

## Timeline

Application Deadline : August 15, 2017 4:00pm EST  
Awards Announced : November 2017  
Project Term : January 1, 2018 – December 31, 2018

## Eligible Applicants for Community Forestry Management Grants

Any municipalities or non-profit organizations, *regardless of geographic location*, working within the Commonwealth of Pennsylvania may apply for a **Community Forestry Management** grant through the TreeVitalize program. Non-profit organizations must provide evidence of their non-profit status and Bureau of Charitable Organization (BCO) status with their application. Current grantees are eligible to submit an additional application, contingent upon the submission of close out materials for any open grants. Applications may be received from one entity in all three (3) funding categories (Tree Planting, Urban Riparian Buffers, or Community Forestry Management); however, only one (1) can be approved during each grant term.

## Funding Guidelines and Requirements

This funding opportunity is aimed at providing assistance for tree care management plans, tree inventories, pruning, short term employment (including internships), educational workshops, webinars, urban wood utilization, ordinance development, land banks design, urban agriculture design, and other aspects of urban forestry.

Funding preference will be provided to projects that involve partnerships and include trainings/educational components and enhance the public's access to and enjoyment of urban forestry.

Allowable expenses may include consultant fees, professional fees, and rental equipment relevant to this specific project.

Non-allowable expenses may include one-time purchase of equipment (rakes, shovels, etc.), computers, or other capital equipment purchases; although, projects that include these expenses will still be considered for funding contingent upon non-allowable expenses funded by the applicant as a cash-match.

Funding will *not* be provided for tree plantings.

Applicants must provide a 1:1 match with at least 75% cash / 25% non-cash match. All grant funds will be reimbursed once the project is complete and a final report has been submitted and approved.

*Please note, conversations with TreeVitalize staff, Penn State University Extension Urban Foresters, or DCNR/BOF Service Foresters do not guarantee approval of this application. All applications are reviewed based upon the funding stream through which the project is submitted by a team of experts and grant awards will be announced in November 2017.*

## Pre-Application Checklist

Contact TreeVitalize staff, Penn State University Extension Urban Forester staff, or DCNR/BOF Service Forester concerning the proposed project *no later than three weeks prior to submitting this application (i.e. by July 25, 2017 if submitting on August 15, 2017).*

If appropriate, schedule site visit with TreeVitalize staff, Penn State University Extension Urban Forester, or DCNR/BOF Service Forester.

Obtain letter of support from Municipal official if appropriate.

## Application Checklist

Fully completed application including all requested documents, maps, budget, and signatures. *Incomplete applications will not be considered.*

If appropriate, conducted a site visit with DCNR/BOF Service Forester OR Penn State University Extension Urban Forester

Obtained authorization and signature from appropriate municipal/organizational staff

## Submitting an Application

All applications, and accompanying documents, must be received no later than 4:00pm EST on Tuesday, August 15, 2017. *Late applications will not be reviewed.* Applications must be submitted via email in pdf format; handwritten, Word document, or other variations will not be accepted. If you experience technical difficulties at any point, please contact the Grants & Development Coordinator.

Email address for application submission : c-jcavey@pa.gov

## Technical Assistance for Community Forestry Management Applications and Projects

Application and Grant-related Questions, contact:  
Jessica Cavey, Grants & Development Coordinator  
(phone) : 717/599.8650 / (email) : c-jcavey@pa.gov

Urban Tree Canopy and PA Tree Map Questions, contact :  
Mark Hockley, Tree Canopy Coordinator  
(phone) : 717.214.7511 / (email) : c-mhockley@pa.gov

Volunteer and Community Planning Questions, contact:  
Shea Zwerver, Community Engagement Coordinator  
(phone) : 717/346.9583 / (email) : c-szwerver@pa.gov

Community Forestry Management Project Questions, contact :  
Penn State University Extension Urban Forester appropriate to your location. List of foresters available here.  
DCNR/BOF Service Forester appropriate to your location. List of foresters available here.

TreeVitalize grants are administered through the PA Urban and Community Forestry Council with generous donations from the PA Department of Conservation and Natural Resources.

# APPLICANT INFORMATION

---

## 1. Primary Contact (project manager)

Does the municipality/organization have any qualified Tree Tenders on its project team?

Municipality/Organization Name (applicant)

Yes

No

Federal employer identification number (required)

Mailing address

Phone

Email

## 2. Do any of the project team members have training in urban forestry, arboriculture, or similar knowledge of those subjects?

Yes

No

2a. If yes, please list name of person(s) :

## 3. Does the municipality or organization have an established shade tree commission?

Yes

No

4a. If yes, please list current president :

4. Please describe current municipal/organizational community tree ordinance with access(link) to online ordinance or attachment, if applicable.

5. What type of technical assistance do you anticipate requesting from TreeVitalize staff for this project?

coordinating volunteer / community engagement efforts

uploading information to PA Tree Map

planning/organizing a community forestry management plan

understanding and maintaining grant requirements

other, please explain :

6. Please list the current Pennsylvania Legislators (Senate and Representatives) for the location in which this project is taking place. This information will be used to notify elected officials of the use of Commonwealth funds within local communities.

# COMMUNITY FORESTRY MANAGEMENT PROJECT INFORMATION

---

*Please refer to Page 1 of this application concerning allowable expenses and projects.*

7. Please briefly describe the proposed community forestry management project and include the names and relationship with any partners involved in this project. If applicable, attach a map of the proposed inventory or pruning sites. *Please note : All tree care work must adhere to ANSI-A300 and Z133 safety and pruning standards.*

8. If applicable, please list the names and contact information of any professional contractors who may work on this project. *Note : contractor fees are considered allowable grant-covered expenses through this funding opportunity.*

9. Please provide information concerning volunteer programs involved in this community forestry management project (new or existing relationships) and the estimated number of volunteers anticipated. Please note : any volunteer/in-kind donations must be tracked and documented in the final project report.

10. Please describe how, if appropriate, the community forestry management plan fits into a larger community/organization-wide green infrastructure plan.

**PROJECT BUDGET**

Grant Amount Requested (minimum \$5,000.00, maximum \$50,000.00)

Match Amount Provided (Non-Cash + Cash)

Percentage of total project cost :

Total Project Cost :

**Category 1: Project specific supplies & materials**

ANTICIPATED EXPENSES				SOURCE OF FUNDING		
Item	Unit Cost	Quantity	Total Cost	Non- Cash Match (i.e. supplies donated)	Cash Match (i.e. purchased with applicant funds)	Grant Funds (i.e. purchased with grant funds)
<b>Total Supplies &amp; Materials</b>	X	X				

**Category 2: Equipment Costs**

ANTICIPATED EXPENSES				SOURCE OF FUNDING		
Equipment Type	Hours Utilized	Hourly Rate	Total Cost	Non-Cash Match (i.e. use of equipment donated or covered in-house)	Cash Match (i.e. paid with applicant funds)	Grant Funds (i.e. paid from grant funds)
<b>Total Equipment Costs</b>		X				

**Category 3: Volunteer Services and Labor**

ANTICIPATED EXPENSES					ANTICIPATED NON-CASH MATCH		
Type Volunteer (i.e. Tree Tenders, Girl Scouts, Rotary Club, community members, etc.)	Number of People	Hours Worked	Hourly Rate current volunteer rate :\$24.14	Total Contributed	Non-Cash Match		
<b>Total Volunteer Services and Labor</b>							

**Category 4: Paid Services and Labor**

ANTICIPATED EXPENSES					SOURCE OF FUNDING		
Service Name and Type Service	Number of People	Hours Worked	Hourly Rate	Total Cost	Non- Cash Match	Cash Match (i.e. paid with grantee funds)	Grant Funds (i.e. paid from grant funds)
<b>Total Paid Services and Labor</b>							

	Total Project Cost	Total Non-Cash Match	Total Cash Match	Total Grant Funds (to be paid from Grant)
<b>Grand Totals</b>				



# FORESTER & MUNICIPALITY APPROVAL

---

*Please note: This form is for any projects which may include inventory and/or pruning of trees.*

## Forester Approval

I have conducted a site visit of each inventory and/or pruning location and have approved attached community management plan.

Forester Name and affiliation (DCNR or PSU Extension) :

Phone

Email

Signature

Date

---

## Municipality Approval (if applicable)

I understand that trees will be including in an inventory and/or pruning project on publicly accessible land at the addresses listed within this application through the TreeVitalize Program, and authorize this action.

Municipal Official Name & Title:

*(Elected official or staff person responsible for municipal tree care)*

Phone

Email

Signature

Date