



2018 Tree Planting 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 Tree Planting Grants

Municipalities or non-profit organizations working within the Commonwealth of Pennsylvania may apply for a **Tree Planting** 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.

Planting projects in Allegheny County are encouraged to contact the Western Pennsylvania Conservancy for information on available funding. Planting projects in Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties are encouraged to contact the Pennsylvania Horticultural Society for information on available funding.

Funding Guidelines and Requirements

This funding opportunity is aimed at providing assistance for tree plantings in community and urban areas along streets, parks, and other publicly-accessible areas. All trees funded through this grant must be added to the PA Community Tree Map.

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 tree costs including mulch, stakes, gator bags, and other items specific to this 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 projects on private land.

Applicants must provide a 1:1 match with a combination of cash and 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)*.

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.*

Conducted a site visit with DCNR/BOF Service Forester OR Penn State University Extension Urban Forester

Planting plan approved and signed by PA DCNR District/Service Forester OR Penn State Extension Urban Forester

Obtained authorization and signature from appropriate municipal/organizational staff

Minimum of two (2) quotes from local nurseries.

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 Tree Planting 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

Tree Planting Project Questions, contact :
Penn State University Extension Urban Forester appropriate to your location. DCNR/BOF Service Forester appropriate to your location. .

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)

Municipality/Organization Name (applicant) Does the municipality/organization have any qualified Tree Tenders on its project team?

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. (Municipalities only) Is the municipality recognized as a "Tree City USA"?

Yes No

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

Yes No

4a. If yes, please list current president :

5. Has the municipality or organization conducted a successful tree planting in the past?

Yes

No

5a. If yes, please provide the following information :

Number of previous tree plantings :

Total number of tree planted in previous 3 years:

Approximate percentage of trees that survived the first two years post-planting :

FINAL

2018 Tree Planting Application

Type of nursery stock used :

- Balled & burlap
- Container
- Bare root

Planting method :

- Volunteer
- Contractor

Party responsible for tree care/
maintenance (watering,
pruning, etc.):

- Volunteers
- Municipal staff
- Organization staff
- Shade tree commission

Please rank the applicant's experience level with successful tree plantings :

Little to no experience

Some experience with at least one successful planting

Highly experienced with two or more major planting events

6. Please describe current municipal/organizational tree ordinance with access(link) to online ordinance or attachment.

7. For returning grantees, please briefly describe tree maintenance arrangements completed on most recent TreeVitalize-funded project(s).

8. 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

understanding and maintaining grant requirements other,

please explain :

PLANTING PROJECT INFORMATION

9. Please briefly describe the proposed planting project and attach a map of the proposed planting sites, including a list of proposed tree species, site conditions, overhead utility lines, size of tree pit and planting area, and any other above ground obstructions.

10. Please provide an estimate of the number of trees related to this project :

Number of trees planted along residential streets

Number of trees planted along commercial streets

Number of trees planted in parks

Number of trees planted on privately owned land (non-residential, e.g.: museum, cemetery, etc.)

Number of trees planted on other public land

Total number of trees to be planted

11. Describe how these new trees will be maintained during the 3-year establishment period (watering, light pruning, monitoring, etc.) and the responsible party for each task (municipal staff, volunteers, etc.).

12. Please provide information concerning volunteer programs involved in this planting 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.

13. Please provide the names, titles and organizations of the municipal/organizational staff, community members, and/or volunteers interested in attending a Tree Tenders training in relation to this project. *Note : a minimum of one (1) person must attend a Tree Tender training per 25 trees planted.* Fees to attend a Tree Tenders training are eligible for grant funds.

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

15. Incorporating young people in urban and community forestry is an essential component to TreeVitalize's mission. Please provide information related to the applicant in general and the proposed planting plan related to the following:

- Will this project engage youth in any capacity?
- Will this project create and/or sustain a new or ongoing partnership with youth-focused organizations?

PROJECT BUDGET

Grant Amount Requested (minimum \$1,500.00)

Match Amount Provided (Non-Cash + Cash)

Percentage of total project cost :

Total Project Cost :

- Maximum grant amount = (\$150 x the number of trees planted including all related materials i.e. : mulch, stakes, gator bags, etc.)
- Match must at least equal or exceed grant amount requested, and must include a combination of cash & non-cash sources.

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)
Total Supplies & Materials	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)
Total Equipment Costs		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		
Total Volunteer Services and Labor							

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)
Total Paid Services and Labor							

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

FORESTER & MUNICIPALITY APPROVAL

Forester Approval

I have conducted a site visit of each planting location above and have approved attached planting plan.

Forester Name and affiliation (DCNR or PSU Extension) :

Phone

Email

Signature

Date

Municipality Approval (if applicable)

I understand that trees will be planted within the public right-of-way 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

NURSERY QUOTES

Please contact two nurseries within 100 miles of the Pennsylvania state border and provide each nursery with the following information to ensure comparable quotes for quality material:

A list of the species sought and quantity of each

The size of trees being procured (by trunk diameter measured at 6" above the ground; generally 1.5" to 2.5" caliper recommended)

State that the following quality criteria are to be met:

- Trees shall have a single central leader
- Trunk diameter and taper shall be sufficient so that the tree will remain vertical without the support of a nursery stake
- Trunk shall be free of wounds except properly made pruning cuts
- Main branches shall be distributed vertically along the trunk, and free of included bark
- Root crown shall be visible within one inch below the soil surface
- Root crown and large roots shall be free of circling and/or kinked roots.

Quote 1 (please include full quote as an attachment)

Nursery Name

Mailing Address

Phone

Website

Has the applicant worked with this nursery before on a tree planting project?

Yes

No

Quote 2 (please include full quote as an attachment)

Nursery Name

Mailing Address

Phone

Website

Has the applicant worked with this nursery before on a tree planting project?

Yes

No