



2019 Guidelines

Community Forestry Management Grants



Timeline

Application Deadline : July 13, 2018 4:00pm EST
Awards Announced : August 2018
Project Term : January 1, 2019 – December 31, 2019

Eligible Applicants for Community Forestry Management Grants

Municipalities or non-profit organizations 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 annual grant term.

Funding and Project 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:

- (1) projects that involve partnership and include trainings/educational components and/or,
- (2) enhance public access to and enjoyment of urban forestry and/or,
- (3) projects implemented in Environmental Justice areas.

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.

Grant requests may range from \$5,000.00 (minimum) to \$50,000.00 (maximum).

All grant funds will be reimbursed once the project is complete and a final report has been submitted and approved.

Pre-Application Checklist

- (1) Submit a Letter of Intent by May 1, 2018.
- (2) Once a Letter of Intent is reviewed and accepted, the eligible applicant will be invited to submit a full application with a deadline of July 13, 2018.
- (3) 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 Friday, June 22, 2018 if submitting on Friday, July 13, 2018).*
- (4) Schedule site visit with TreeVitalize staff, Penn State University Extension Urban Forester, or DCNR/BOF Service Forester.
- (5) Obtain letter of support from Municipal official if appropriate.

Application Checklist

- (1) Fully completed application including all requested documents, maps, budget, quotes, and signatures. *Incomplete applications will not be considered.*
- (2) Conducted a site visit with DCNR/BOF Service Forester OR Penn State University Extension Urban Forester
- (3) Obtained authorization and signature from appropriate municipal/organizational staff.
- (4) Minimum of two (2) quotes from vendors if paid services are included in project plan.

Submitting an Application

All applications, and accompanying documents, must be received **no later than 4:00pm EST on July 13, 2018.** *Late applications will not be reviewed.* Handwritten answers, Microsoft Word documents, or any entries submitted in lieu of an electronically completed PDF file will not be reviewed.

Email address for application submission : grants@treepennsylvania.org

Technical Assistance for Applications and Projects

Application and Grant-related Questions, contact:

Jessica Cavey, Program Director

(phone) : 717/599.8650 / (email) : grants@treepennsylvania.org

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

Project Questions, contact :

Penn State University Extension Urban Forester appropriate to your location. DCNR/BOF Service Forester appropriate to your location.

SAMPLE 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)
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				