



## 2019 Guidelines

### Tree Planting 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 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 depending on the geographic location (see below). 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.

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 and Project 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:**

- (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 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 or agricultural land.

Applicants must provide a 1:1 match with any combination of cash and non-cash match.

Grant requests may be submitted for a minimum of \$1,500.00.

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) Planting plan approved and signed by PA DCNR District/Service Forester OR Penn State Extension Urban Forester.
- (4) Obtained authorization and signature from appropriate municipal/organizational staff.
- (5) 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 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](mailto: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](mailto: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](mailto:c-mhockley@pa.gov)

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

Planting 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 \$1,500.00)

Match Amount Provided (Non-Cash + Cash)

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		
<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>				