



2024 Common Grant Application Worksheet

APPLICANT INFORMATION (PAGE 1)

1. SELECT GRANT CATEGORY FOR WHICH YOU ARE APPLYING:

Please ensure that you have confirmed that your project meets the eligibility criteria for the grant category for which you are applying by visiting the Eligibility Map at anrmaps.vermont.gov/websites/ucf-grant-eligibility/. Applicants may apply for more than one grant categories but must submit a separate application for each category.

- 2024 Urban & Community Forestry Grants
- 2024 Growing Urban Forests in the Face of Emerald Ash Borer Grants
- 2024 Communities Caring for Canopy Grants

2. LEGAL NAME OF APPLICANT: (Municipality, educational institution, or non-profit organization)

3. ADDRESS: (Must match that on most recent W-9)

4. PROJECT CONTACT NAME:

5. PROJECT CONTACT EMAIL ADDRESS:

6. PROJECT CONTACT PHONE:

7. FINANCIAL CONTACT NAME:

8. FINANCIAL CONTACT EMAIL ADDRESS:

9. GRANT AGREEMENT SIGNEE NAME:

10. GRANT AGREEMENT SIGNEE EMAIL ADDRESS:

11. GRANT AGREEMENT SINGEE PHONE:

12. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:

A UEI number is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government. The UEI number replaced the D-U-N-S number beginning April 2022. Visit sam.gov/content/duns-uei to learn more.

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PROJECT INFORMATION (PAGE 2)

13. PROJECT TITLE:

14. PROJECT SUMMARY:

Provide a summary of your proposed project in 1-2 sentences. *Example: The Town of Centerville will plant 12 trees in a public park and hold an Arbor Day celebration.*

15. GRANT FUNDING REQUESTED:

- 2024 Urban & Community Forestry projects: minimum \$5,000, maximum \$50,000
- 2024 Growing Urban Forests in the Face of EAB projects: minimum \$5,000, maximum \$50,000
- 2024 Communities Caring for Canopy projects: minimum \$5,000, maximum \$20,000

16. TOTAL PROJECT COST (Funding Requested + Match):

- 2024 Urban & Community Forestry projects do not require any match, though it may be provided if the applicant so chooses.
- 2024 Growing Urban Forests in the Face of EAB projects require at least 1:1 match (e.g., applicant requests \$5,000 and must provide match valued at \$5,000 or higher).
- 2024 Communities Caring for Canopy projects require at least 1:1 match (e.g., applicant requests \$5,000 and must provide match valued at \$5,000 or higher).

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PROJECT NARRATIVE (PAGE 3)

17. STATEMENT OF NEED:

Provide a succinct statement of need for funding, identifying the opportunities and desired outcomes of the proposed project. How will the project help to further your community or organizational goals? Include any information that supports a comprehensive understanding of the applicant's situation, e.g., tree inventory or survey results, planning efforts, and who has been or will be involved in making decisions about urban and community forestry management. Limit 4,000 characters.

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18. PLAN OF WORK:

What do you plan on doing and how will you do it? In list format, describe what action steps you are planning to implement. Include with each bulleted or hyphenated item a description of what will be done, the measurable results, and a timeline. Please be as specific as possible; this list should outline every distinct deliverable of your project. Note that:

- Growing Urban Forests in the Face of EAB projects and the Communities Caring for Canopy projects must be completed by **October 31st, 2025**.
- Urban & Community Forestry Grant projects must be completed by **June 30th, 2026**.

Limit 4,000 characters.

Examples:

- *The Town will develop an RFP to hire a contractor to source and plant 4 2" caliper red maples and 4 1.5" caliper hybrid elms at the town office complex by September 2024.*
- *Members of the Tree Committee will develop a flyer to distribute to property owners about properly mulching trees to include with the town report and will have 2,500 copies printed by February 2025.*
- *The Town tree warden will mark at least 15 ash trees along Main Street and Park Street to be removed and will provide a summary of the ash removal project for the town website, as well as posting in Front Porch Forum, by December 2023.*

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19. WHO WILL CARRY OUT THE PLAN:

In concert with the action items entered above, identify who will be involved in the project and their role including services provided, financial contributions, and product donations. Consider the various municipal staff, boards and commissions, tree warden, community members, professionals, and organizations that can be called upon as partners to support your efforts. If municipal or organizational staff will be planting maintaining, or removing trees provide details about their qualifications and experience. Limit 4,000 characters.

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20. **FOR URBAN & COMMUNITY FORESTRY GRANT APPLICANTS ONLY:** Describe how your project will benefit a disadvantaged community or communities, as defined by the eligibility criteria for this grant category. Limit 4,000 characters.

The USDA Forest Service's Urban & Community Forestry Program awarded funds to state agencies to support sub-grants that support disadvantaged communities through equitable access to trees and the benefits they provide. The funding was made possible by the Inflation Reduction Act. Projects must take place in or directly serve "disadvantaged communities", which are census tracts included in one or more of the following datasets:

- The federal Council on Environmental Quality's Climate & Economic Justice Screening Tool
- The U.S. Department of Housing and Urban Development's Opportunity Zones dataset
- The U.S. Department of Housing & Urban Development's dataset for low to moderate income (LMI) areas.

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REQUIRED DOCUMENTS (PAGE 4)

For your application package to be complete, the following four documents must be sent to elise.schadler@vermont.gov in a single email by 11:59pm (EST) on Friday, January 5th. In addition to these four required documents, include within this single email any additional attachments (plans, inventories, planting agreements, etc.) that will enhance your application for funding.

1. **Budget Worksheet:** Use the budget worksheet on the grant webpage to itemize project costs, indicate estimated project cost-share match (if required), and provide any information that will clarify your project's budget.
2. **Completed Risk Assessment Questionnaire:** Available as a fillable PDF on the grant webpage.
3. **Certificate of Insurance:**
 - Refer to the Department of Forests, Parks, & Recreation Insurance Guidance for coverage minimums: vtcommunityforestry.org/sites/default/files/2022-09/fpr_grantee_insurance_guidance.pdf
 - Please ensure that the COI lists the Vermont Dept. of Forests, Parks & Recreation as Additional Insured.
 - Please ensure that the COI is for the current year (2024).

4. Certificate of Good Standing

Per Section 13 of Act 154 of 2016, grant applicants must provide a Certificate of Good Standing. "Good standing" means the applicant: (A) is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments; and (B) is in compliance with all federal and State water quality laws and regulations.

Available as a fillable

PDF: agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf

21. I understand that my application package will not be considered complete until the listed four documents are sent via email to elise.schadler@vermont.gov.

Yes

No

ADDITIONAL QUESTIONS (PAGE 5)

22. I understand and commit to the following additional requirements of this grant program:

- Give permission to VT UCF staff to take and/or publish photographs of project work.
- At the request of VT UCF staff, at least one site visit and/or a pre- or post-grant review to support information sharing among communities.

SUBMIT YOUR APPLICATION

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When your application is ready, please submit using the online form, [available at this link](#), or at vtcommunityforestry.org/grants.

Applications for all three grant categories will be due by 11:59pm (EST) on Friday, January 5th, 2024.