

VERMONT URBAN & COMMUNITY FORESTRY PROGRAM



2023 Common Grant Application

SECTION 1: Grant Category

SELECT GRANT CATEGORY

Applicants may apply for both grant categories but must submit a separate application for each category.

- Communities Caring for Canopy**
 - \$1,000 - \$5,000 award range
 - 1:1 match required (e.g., applicant requests \$5,000 and must provide match valued at \$5,000 or higher)
 - Supports projects to develop or sustain a community-wide tree program
 - All Vermont communities are eligible

- Growing Urban Forests in the Face of Emerald Ash Borer**
 - \$3,000 - \$20,000 award range
 - 2:1 match required (e.g., applicant requests \$5,000 and must provide match valued at \$2,500 or higher)
 - Supports projects to plant trees to offset the loss of ash trees due to emerald ash borer
 - Eligibility aligns with Department of Housing and Community Development’s [state designation programs](#): downtowns, village centers, new town centers, and neighborhood development areas.

SECTION 2: Applicant Information

MUNICIPALITY OR ORGANIZATION:

ADDRESS:

PROJECT CONTACT PERSON:

PHONE:

EMAIL:

Release Date: 8/31/22

Application Due Date: 12/30/22

UEI NUMBER*:

FINANCIAL CONTACT PERSON:

PHONE:

EMAIL:

GRANT AGREEMENT CONTACT PERSON**:

EMAIL:

**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. [Learn more here.](#)*

***If your application is selected to be funded, this individual will provide an e-signature for the grant agreement. This individual is usually the town manager, Selectboard chair, an executive director, or a department head and is ultimately responsible for the execution of the grant agreement.*

SECTION 3: Project Information

PROJECT TITLE:

SUMMARY OF PROJECT (2 sentences maximum):

GRANT FUNDING REQUESTED:

TOTAL PROJECT COST (FUNDING REQUESTED + MATCH):

Growing Urban Forests in the Face of EAB grant projects must align with one of the Department of Housing and Community Development's [state designation programs](#).

IF APPLYING FOR A GROWING URBAN FORESTS IN THE FACE OF EAB GRANT, IS THE PROJECT AREA IN SERVICE OF A:

Designated Downtown

Designated New Town Center

Designated Village Center

Designated Neighborhood Development Area

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SECTION 4: 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 the community-wide tree program? Include any information that supports a comprehensive understanding of the municipality or 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 3,000 characters.*

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SECTION 5: What do you plan on doing and how will you do it?

In table format using action steps and a timeline, provide a list of what you plan on doing, describe how it will be done, and list the measurable results. Please be as specific as possible; this table should list the deliverables of your project. All projects must be completed by March 29th, 2024.

	Action	How will it be done?	Measurable Results	Timeline
1	<i>Example: Plant 10 trees on the village green to replace 5 removed ash trees.</i>	<i>Example: Town will develop an RFP to hire a contractor to source and plant trees in accordance with ANSI standards for tree planting.</i>	<i>Example: 4 2" caliper red maple trees planted, 6 2" caliper honeylocust trees planted</i>	<i>May 2023</i>
2				
3				
4				
5				
6				
7				

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SECTION 6: 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, citizens, professionals, and organizations that can be called upon as partners to support your efforts. If municipal staff will be planting trees or maintaining trees provide details about their qualifications and experience. *Limit 3,000 characters.*

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SECTION 7: Budget				
A Project Component	B Grant Request	C Match		D Total Project Cost
		Cash	In-Kind/ Donation	
Personnel (salary and fringe)				
Materials/Supplies				
Equipment (purchases of \$5,000 or more)				
Services				
Travel				
Other				
Total				
<p><i>Budget Explanation: Provide additional information that will help clarify your budget request. For example, partner contributions or details on expected expenditures.</i></p>				
<p>Note: Caring for Canopy grants require 1:1 match; the Total Grant Request (bottom of Column B) may be a maximum of 50% of Total Project Cost (bottom of column D). The remaining balance of Total Project Cost must be covered by Applicant Match and may be divided in any way between cash and in-kind services or donations.</p> <p>Growing Urban Forests in the Face of EAB grants require 2:1 match; Applicant Match – divided any way between cash and in-kind - must equal at least 50% of the Total Grant Request (bottom of Column B).</p>				

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Additional Requirements and Attachments

We 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.

Required attachments for a complete application package:

- Completed Risk Assessment Questionnaire (Word document linked on grant program webpage)
- Municipal Insurance Certificate: refer to Department of Forest, Parks, & Recreation [Insurance Guidance](#) for coverage minimums

Send completed application packet to:

Electronic submission of applications is strongly encouraged. Email completed application and all other required documents and supplemental materials as PDF attachments to Jenny.Lauer@vermont.gov.

If necessary, applicants may mail the completed application and all other required documents and supplemental materials to:

Vermont Department of Forests, Parks and Recreation
Attn: Jenny Lauer
Urban & Community Forestry Program
1 National Life Drive, Davis 2
Montpelier, VT 05620

PROPOSALS DUE:

- **Electronically, by close of business Friday, December 30th, 2022.**
- **By mail, at least one week's notice that the application will be mailed and postmarked by Friday, December 30th, 2022.**