



# 2025 Community Tree Planting Grant Application

## APPLICANT INFORMATION

1. **LEGAL NAME OF APPLICANT:**
  
2. **ADDRESS:** (Must match that on most recent W-9)
  
3. **TYPE OF APPLICANT:**       **Municipality**       **Regional Planning Commission**       **Non-Profit**
  
4. **PROJECT CONTACT NAME AND TITLE:** (person who will directly oversee project activities)
  
5. **PROJECT CONTACT EMAIL ADDRESS:**
  
6. **PROJECT CONTACT PHONE:**
  
7. **FINANCIAL CONTACT NAME:** (RPC contact if serving as agent)
  
8. **FINANCIAL CONTACT EMAIL ADDRESS:**
  
9. **GRANT AGREEMENT SIGNED NAME AND TITLE:** (person authorized to sign contracts on behalf of your organization, such as Town Manager or Selectboard Chair)
  
10. **GRANT AGREEMENT SIGNED EMAIL ADDRESS:**
  
11. **GRANT AGREEMENT SIGNED PHONE:**
  
12. **SAM.GOV UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:**

**PROJECT INFORMATION**

**13. PROJECT TITLE:**

**14. PROJECT FACTS**

**A. NUMBER OF TREES PROPOSED TO BE PLANTED:**

**B. SQUARE FEET OF IMPERVIOUS SURFACE TO BE REMOVED (if any):**

**C. TOTAL GRANT FUNDS REQUESTED:**

**D. TOTAL MATCHING FUNDS (not required):**

**E. TOTAL PROJECT COST:**

**i. Would you accept a partial award?**       Yes       No

**15. 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.*

**16. GRANT ADMINISTRATION CAPACITY**

Yes       No

Do you authorize your Regional Planning Commission to act as your project’s fiscal agent and grant administrator?

Municipalities applying for projects with a budget of less than \$25,000 in grant funds are strongly encouraged to authorize their Regional Planning Commission (RPC) to act as the fiscal agent and grant administrator on behalf of the municipality.

**Regional Planning Commission as Agent**

Authorizing your RPC as fiscal agent and grant administrator means that the municipality would design & oversee the project, while the RPC would prepare the grant application, hold the grant contract, receive and spend grant funds, manage contractor procurement, and submit invoices & reports.

**IF YES TO ABOVE**

Yes       No      Are you willing to have your project bundled with other projects with RPC as agent?

If you answer “Yes” to either of the above questions, include a letter of support from your RPC and a letter or meeting minutes from the municipal legislative body authorizing the RPC to act as agent.

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

- Give permission to CCRPC and VT UCF staff to take and/or publish photographs of project work.
- At least one site visit will be required over the course of the project period.

Release Date: 9/1/24

Application Due Date: 1/10/25

## PROJECT NARRATIVE

### **18. STATEMENT OF NEED AND PROJECT GOALS** *(Limit 4,000 characters)*

- a. Provide a succinct statement of the need for funding, identifying the opportunities and desired outcomes of the proposed project.
- b. 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., excerpts from a municipal and/or regional plan, tree inventory or survey results, planning efforts, letters of support from partners and stakeholders, and who has been or will be involved in making decisions about the tree planting project.
- c. Demonstrate how your project will increase the resilience of your community's urban forest, such as by increasing overall species diversity.

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## PROJECT BUDGET

### 19. BUDGET TABLE

You may use the provided grant budget worksheet or attach your own budget which includes the same information. If using the provided Grant Budget Worksheet, this number should match the “Total” line in Column D. Expenses related to outreach and engagement should be listed in the “Other” section of your budget and explained in the budget narrative.

PROJECT TITLE:			
PROJECT APPLICANT LEGAL NAME:			
A Project Component	B Expense Description	C Grant Request	D Total Project Cost
Project Staff (salary and fringe)			
Contracted Services			
Materials / Supplies			
Other (explain in narrative)			
Total			

## PROJECT BUDGET (continued)

### 20. BUDGET NARRATIVE

Provide additional information that will help to clarify your grant request. For example, provide details on any anticipated contracted services, any partner contributions (match), or materials that will be purchased to support the project. This grant does not require any match, but applicants may indicate whether their project includes other sources of funding, such as municipal budget allocations, donations, or other grants.

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**PROJECT NARRATIVE**

**21. PLAN OF WORK:**

What do you plan on doing and how will you do it? In list format on a separate sheet, or using the table provided below, describe what action steps you are planning to implement. Include with each 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, including tree planting locations and species. Note that projects under this grant round must be completed by July 31<sup>st</sup>, 2026

	<b>Action</b>	<b>How will it be done?</b>	<b>Measurable Results</b>	<b>Timeline</b>
<b>EX.</b>	<i>EXAMPLE: Plant 10 trees at the Town office</i>	<i>EXAMPLE: Town-hired contractor will source &amp; plant trees per ANSI standards.</i>	<i>EXAMPLE: Four 2" red maple trees planted; Six 2" sycamore trees planted</i>	<i>September 2025</i>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				

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## PROJECT NARRATIVE

### **22. WHO WILL CARRY OUT THE PLAN AND ENSURE A SUCCESSFUL PROJECT** *(Limit 4,000 characters)*

- a. Identify who will be involved in the project and their role. 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. Describe how this team will ensure the survival of the trees and the success of the project, including proper planting and watering of the trees. If municipal or organizational staff will plant trees, conduct site work, or lead community outreach efforts, describe their qualifications and experience managing prior similar projects.
- b. Referencing your tree planting table (included in this application or attached separately), indicate how planting sites and tree species / varieties are chosen, ensuring that they are appropriately matched to each site and do not include any that are invasive or susceptible to crippling pests or diseases.
- c. Describe any site testing or improvements that may be needed to ensure that trees will have adequate growing space and soil conditions.

**PROJECT NARRATIVE**

**23. CO-BENEFITS ACHIEVED BY THE PROJECT** (check all that apply):

- Manage stormwater quantity and quality
- Enhance community resilience
- Improve or expand recreational space
- Reduce traffic speeds / enhance pedestrian and/or cyclist experiences
- Provide shade where people need it most; provide shade that reduces building energy use or pavement temperature
- Improve the aesthetic appearance of community spaces
- Provide buffers for noise and/or air pollution
- Provide food
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Explain how the project will achieve these benefits.** *Limit 4,000 characters.*

*Example: Planting red maples along the south side of Main Street will collect and infiltrate stormwater, reducing peak flow and phosphorus loading to the nearby stream. It will also make the adjacent sidewalk safer and more comfortable for pedestrians to use, especially children and the elderly, because it will provide shade, a visual and noise buffer from the road, and a “tunnel” effect to slow down traffic. Trees will also shade the buildings, reducing energy use while also enhancing the streetscape for residents and attracting more visitors to businesses.*

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## PROJECT NARRATIVE

### **24. EQUITY / ENVIRONMENTAL JUSTICE IMPACT** *(Limit 4,000 characters)*

Describe how your project will advance environmental justice – how will it ensure equitable distribution of environmental benefits and burdens for people to whom this equity has been systematically denied? Or, how will it benefit a community or communities disproportionately impacted by the economic effects of COVID-19? Refer to the [grant webpage](#) for guidance and further context. Consider:

- a. How you authentically will involve (or have already involved) impacted or underserved communities with local urban & community forestry efforts;
- b. How to maximize impacted communities' access to tree co-benefits;
- c. How the technical and financial resources provided by this grant would substantially increase the capacity of local urban & community forestry work to serve these communities.



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## SUPPORTING DOCUMENTS

**25. PLANTING MAP(S).** Attach as many maps as needed to clearly communicate your planting plan. At minimum, maps must show:

- Planting sites labeled numerically to correspond to the tree table in the next section
- Street names or other landmarks
- Right-of-Way and property lines, with ownership if known
- Satellite imagery view / basemap
- Map scale (e.g., 1 inch = 100 feet)

More competitive applications may also include information about:

- Planting site volume and soil type
- Distance to any nearby structures or streets and distance between trees
- Easements (if applicable)
- Overhead and underground utilities (if applicable)

As shown in the example below, a screenshot of the [Vermont Natural Resources Atlas](#) with site numbers added using your computer's built-in image editing software can suffice (though engineered site plans or landscape plans are also suitable). See the HELP section of the application and grant guide for further assistance developing planting maps.



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## SUPPORTING DOCUMENTS

**26. TREE TABLE.** List the following details for all the trees you propose to plant through this project. You may instead attach a custom planting list as long as it contains the information in the table below.

**Column A (Planting Site #):** Numbers in this column must match your map(s).

**Column B (GPS Coordinates or Street Address):** GPS coordinates are preferred in decimal format (e.g., 44.26309, -72.57985). Street addresses can use the closest structure or landmark (it's OK if multiple trees have the same address).

**Column C (Species):** Use scientific names and cultivars. Multiple species may be listed if undecided, or as alternatives if the top choice is unavailable.

**Column D (Special Design):** Examples include Silva cells, Stockholm solutions, structural soil, bioretention area. Leave blank if planting in open lawn without additional site preparation.

**Column E (Size at Time of Planting):** Measured as diameter of trunk 6 inches above the ground. Must be a minimum of 1.5 inches.

A Site #	B GPS Coordinates OR Street Address	C Species	D Special Design?	E Planting Size
EX.	44.26147, -72.58094	<i>Acer saccharum, Tilia americana</i>	<i>Silva cell with pavement removal</i>	2"
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Attach additional pages if needed. An expanded planting list template is available from the program website.

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## HOW TO SUBMIT YOUR APPLICATION

**Applications are due by 11:59pm (EST) on Friday, January 10<sup>th</sup>, 2025.** When your application is ready, please send a single e-mail to [dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org) with all the required documents listed below as separate attachments or links to download them. In addition to these required documents, attach to the single email any additional plans, inventories, planting agreements, etc. that will enhance your application for funding.

- A. This Completed Application Form**
- B. Application Budget Worksheet (above or attached)**
- C. Site Plan(s) (attached)**
- D. Tree Table (above or attached)**

### NEED HELP?

Program staff can help you develop a budget, site plan, and tree table. See the HELP section of this application or the grant guide for details.

- E. Certificate of Good Standing (attached, see guide for details)**

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 fillable PDF: [agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf](https://agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf)

- F. Letter(s) of Support from:**

- **(Required)** The Municipality (i.e., an authorized municipal official; OR, meeting minutes of the legislative body) authorizing this application, authorizing planting of trees on public property (if applicable), and (if applicable) consenting to use of the Regional Planning Commission as agent. See the [grant website](#) for a [template letter](#).
- **(Optional)** Regional Planning Commission staff affirming willingness to act as agent for the municipal project (if applicable). [Find your RPC staff here](#).
- **(Optional)** Other partners or stakeholders for the project, as applicable (including authorization to plant trees on non-municipal property).

## HOW TO GET HELP

General information about this grant, including a Frequently Asked Questions (FAQ) document, are posted on the [grant webpage](#). For further information or assistance, contact the program staff listed below.

**Grant Application & Submission Questions:** Darren Schibler, Senior Planner, Chittenden County Regional Planning Commission, (802) 846-4490 ext. 135, [dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org)

**Project Development Questions and Technical Assistance Requests:** Adam McCullough, Urban Forester, VT Urban & Community Forestry Program, (802) 522-5104, [adam.mccullough@vermont.gov](mailto:adam.mccullough@vermont.gov)

**Regional Planning Commissions** and staff contacts are listed at <https://www.vapda.org/regions.html>