



2026 Communities Caring for Canopy Grant Application Worksheet

SECTION 1: APPLICANT INFORMATION

1. LEGAL NAME OF APPLICANT: (Municipality or educational institution)
2. ADDRESS: (Must match that on most recent W-9)
3. PROJECT CONTACT NAME:
4. PROJECT CONTACT ROLE: (Municipal or organizational staff position, tree warden, or volunteer role)
5. PROJECT CONTACT EMAIL ADDRESS:
6. PROJECT CONTACT PHONE:
7. FINANCIAL CONTACT NAME:
8. FINANCIAL CONTACT EMAIL ADDRESS:
9. GRANT AGREEMENT SINGEE NAME: (This is the individual that would sign your grant agreement if your application is selected to receive an award. This individual is typically a Town Manager, Town Administrator, Selectboard Chair, principal, a director, or a department head and is ultimately responsible for the execution of the grant agreement.)
10. GRANT AGREEMENT SINGEE ROLE OR POSITION TITLE:
11. GRANT AGREEMENT SINGEE EMAIL ADDRESS:
12. GRANT AGREEMENT SINGEE PHONE:
13. 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.

SECTION 2: PROJECT INFORMATION

14. PROJECT TITLE:

15. PROJECT SUMMARY:

Provide a summary of your proposed project in 1-2 sentences. *Example: The Town of Centerville will hire a Certified Arborist to prune 12 trees and plant 5 trees on the town green.*

16. GRANT FUNDING REQUESTED: (minimum \$5,000, maximum \$20,000)

17. TOTAL PROJECT COST (funding requested + cost-share): 2026 Communities Caring for Canopy projects require at least 1:1 cost-share (e.g., applicant requests \$5,000 and must provide match valued at \$5,000 or higher).

18. WOULD YOU ACCEPT A PARTIAL AWARD?:

19. IF YOUR PROJECT INCLUDES TREE PLANTING, NUMBER OF TREES PROPOSED TO BE PLANTED:

20. IF YOUR PROJECT INCLUDES TREE MAINTENANCE, NUMBER OF TREES PROPOSED TO BE MAINTAINED, BY ESTIMATED DIAMETER CLASS: Provide an exact number or estimated range for each diameter size class, as applicable to the project. Applications should follow this format:

- 0 – 6”:
- 6-12”:
- 12-18”:
- 18-24”:
- 24” +:

21. IF YOUR PROJECT INCLUDES RISK OR ASH TRE REMOVAL, NUMBER OF TREES PROPOSED TO BE REMOVED, BY ESTIMATED DIAMETER CLASS: Provide an exact number or estimated range for each diameter size class, as applicable to the project. Applications should follow this format:

- 0 – 6”:
- 6-12”:
- 12-18”:
- 18-24”:
- 24” +:

Release Date: 10/21/25

Application Due Date: 1/30/26

SECTION 3: PROJECT NARRATIVE

22. 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 school 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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23. 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 projects must be completed by October 29th, 2027. Limit 4,000 characters.

Examples:

- *The Town will develop an RFP to hire a contractor to source and plant four 2" caliper red maples and four 1.5" caliper hybrid elms at the town office complex by September 2026.*
- *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 2027.*
- *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 2026.*

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24. WHO WILL CARRY OUT THE PLAN:

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 are maintaining and/or removing trees, provide details about their qualifications and experience. Limit 4,000 characters.

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25. OUTREACH & COMMUNICATIONS:

How will the project be communicated to the public? In what format will communications about the project be (newsletters, articles, flyers, etc.)? Will the public or any specific stakeholders be asked to provide input about the project; if so, how and at what point in the project's timeline? Limit 4,000 characters.

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SECTION 4: REQUIRED ATTACHMENTS

For your application package to be complete, the following documents must be sent as separate PDF documents to elise.schadler@vermont.gov in a single email by 11:59pm (EST) on Friday, January 30th, 2026. In addition to these required documents, include within this single email any additional attachments (plans, inventories, planting agreements, photographs, letters of support, 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, 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 (COI):

- 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 year grant awards will be made: 2026.

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

5. Recommendation for Removal(s): If your proposal includes high-risk tree removal(s) that are not ash trees, a written recommendation is required as an attachment to your application. The recommendation must:

- be from a professional arborist, preferably one that is a [Tree Risk Assessment Qualified](#) professional,
- be based on at least one site visit to the tree(s),
- include the method and threshold by which the trees(s) are defined as high-risk, and
- include the date and contact information of the arborist.

For support identifying a professional arborist, refer to the [International Society of Arboriculture's Find an Arborist online database](#).

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

- ☐ Yes
☐ No

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SECTION 5: ADDITIONAL QUESTIONS

27. 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.
- ☐ If the project includes tree maintenance or tree planting, a site visit and inspection will be required prior to the submission and approval of a final report and invoice.

SUBMIT YOUR APPLICATION

When your application is ready, please submit using the [online application form](#).

Applications for 2026 *Communities Caring for Canopy Grants* are due by 11:59pm (EST) on Friday, January 30th, 2026.