

Vermont Urban & Community Forestry Program

Commemorative Tree Planting Grants:

Celebrating 25 years of making Vermont a shade better!



The Vermont Urban & Community Forestry Program is celebrating 25 years! To help us commemorate this important milestone, we are asking our partners at the local level to join us in the celebration by doing our favorite thing: planting trees. We are offering \$25,000 in grants – up to \$1,000 a piece – for 2016. Be part the celebration and let's continue to make Vermont a shade better together.

Who May Apply

Municipalities and 501(c)(3) nonprofit organizations may apply for the Commemorative Tree Planting Grants.

Available Funds

\$25,000 in grants is available for 2016. Maximum funding for proposals is \$1,000. These funds will be distributed through a competitive grant review and selection process. Proposals requesting less than the maximum grant amount will be considered.

Eligible Project Components

Projects must include planting a tree and take place in Vermont. ***To help us share all the good work and extend the celebrations across Vermont, grantees will be required to capture the tree planting events with photos that we will share through various media outlets.***

Projects must include a tree planting – the more trees the better- and may consist of one or more of the following program components:

- Public outreach and program development
- Tree maintenance
- Tree inventory
- Plan development

Eligible Project Components Guidelines

Below are general guidelines for the tree planting(s).

- All proposals must include the tree planting location, species list, and plan for tree maintenance.
- Funds can be used to purchase and/or plant trees.
- Planting stock should be at least 2 inches in caliper and no larger than 3 ½ inches in caliper. Balled and burlapped (B&B) and bare root stock is the preferred stocking material. Please refer to the VT UCF factsheet [‘Planning to Purchase a Tree’](#) for guidance on selecting high quality trees.
- [‘Vermont Tree Selection Guide’](#) should be used as a reference for site assessment and tree selection.
- Trees and other plants can be planted on public lands such as in public rights-of-way, town greens, parks, greenbelts, and areas around public buildings. Trees may also be planted on private property in the absence of an adequate public right-of-way.
- Funds can also be used to support a tree’s or group of trees’ growing environment for long-term success. This includes applications to increase available soil volume and tree protection.



PLANT LIVE GROW



Review Process

All proposals will be reviewed for completeness; in addition, grants will be evaluated by the selection committee using the following criteria to prioritize awards:

Evaluation Criteria for Caring for Canopy Proposals

Project visibility and need: 50 points

Identify how visible this project will be in your community and the community need. Consider planting trees in highly visible locations in the heart of your community.

Who will be involved in the project: 50 points

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 NGOs that can be called upon as partners to support the project and long-term program success. Do not forget to include community members who have participated in VT UCF programs such as Stewardship of the Urban Landscape (SOUL) Tree Stewards and Forest Pest First Detectors.

Eligible Costs

Eligible costs are those necessary for completing the project. Costs must be documented, reasonable and consistent within the scope of the project. Examples include

- Cost of services, supplies, planting stock, equipment, or facilities used on or for the project.
- Value of labor, services, supplies, equipment, or facilities donated to the project by third parties.
- Salaries and fringe benefits of people working directly on the project.

Cost Share Requirements

Funds will not need to be matched; however, match is encouraged. The match may be in the form of cash, services, or in-kind contributions. In-kind contributions include the cash value for volunteer assistance in planning and all labor as well as the donation of professional services or materials. Example: the value of volunteer time towards a street tree inventory or tree planting are considered an in-kind contribution and an eligible match source.

Value of in-kind contributions

- Adult volunteers: \$19/hour
- Youth volunteers up to age 16: \$8/hour
- Donated professional services: use customary rates for services provided
- Donations of materials: use customary retail rates
- Personnel/staff: use hourly wage rates (may also include fringe benefits)
- Equipment: use established rates per hour, per mile, etc.

Time Table

Applications must be postmarked on or before Friday, April 16, 2016. Grantees will be notified of funding approval by mid-May 2016. Awarded funds will be available by June 1st, 2016. Projects must be completed and budget documentation submitted by December 31st, 2016.

Payment Process

The funds awarded under this grant are available for payment on the following schedule: 100% payable upon written request after the signing of the grant agreement and upon completion of the project with verification of payment of all expenses. Allow 4–6 weeks from the time of the payment request to receipt of the check from the State Treasurer's Office.

How to Submit Your Proposal:

Email your application: Email completed application and any other required documents as attachments to: Wendy Richardson at wendy.richardson@vermont.gov

The email **must be sent no later than Friday, April 16th, 2016.**

Mail your application:

Mail the completed application form and any other required documents to the Department of Forests, Parks & Recreation's main office. The application **must be postmarked no later than Friday, April 16th, 2016.**

Mailing Address:

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

Applications will not be accepted past the deadline date. VT UCF is not responsible for email delivery that fails, or mail not postmarked on the day of mailing.

Help

For more information or assistance, contact the VT UCF staff listed below.

Grant Application Questions

- Danielle Fitzko, (802) 598-9992 or danielle.fitzko@vermont.gov

Project Development Questions

- Elise Schadler, (802) 656-2657 or elise.schadler@uvm.edu

Grant Submission Questions

- Wendy Richardson, Administrative Assistant, (802) 828-1531 or wendy.richardson@vermont.gov

Grants are one of the many tools the
Vermont Urban & Community Forestry Program
offers to support local tree care programs.

Visit our website to learn more:
www.vtcommunityforestry.org