



Communities Caring for Canopy Grant Application

Funding: \$1,000 - \$5,000

SECTION 1: Applicant Information

MUNICIPALITY OR ORGANIZATION:

ADDRESS:

PROJECT CONTACT PERSON:

PHONE:

EMAIL:

D-U-N-S NUMBER*:

FINANCIAL CONTACT PERSON:

PHONE:

EMAIL:

SECTION 2: Project Information

PROJECT TITLE:

SUMMARY OF PROJECT (*2 sentences maximum*):

GRANT FUNDING REQUESTED:

TOTAL PROJECT COST:

*A D-U-N-S number is a unique nine-digit number that identifies business entities on a location-specific basis. To request your D-U-N-S number visit [dun & bradstreet](https://www.dunandbradstreet.com).

Release Date: 10/25/19

Proposal Due Date: 1/17/19

SECTION 3: What do you plan on doing? (25 points)

Provide a description of what your community will do and indicate, in list form, the measurable results such as the number of trees planted and maintained, people trained, support group(s) formed, assessment completed, and policy or plan developed.

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SECTION 4: How do you plan to do it? (25 points)

What is your plan for executing your work? What action steps will you take and what is the timeline? Use clear, concise and directive language. Numbered tasks are encouraged.

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SECTION 5: Why are you doing it? (25 points)

Describe how the project will meet the needs of the community(ies) and help to further the community-wide tree program. How were local urban and community forestry needs identified?

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SECTION 6: Who will participate in the project? (25 points)

Identify who will participate in the project and their role. Consider various municipal staff, boards and commissions, tree wardens, professionals, citizens, and NGOs that can be called upon as partners to support the project and long-term community program success. Do not forget to include community members who have participated in VT UCF trainings such as Stewardship of the Urban Landscape (SOUL) Tree Stewards and Forest Pest First Detectors.

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Section 7: Budget				
A	B	C		D
Project Component	Grant Request	Applicant Match		Total Project Cost
		Cash	In-Kind/ Donations	
Personnel (salary and fringe)				
Materials/Supplies				
Equipment				
Services				
Travel				
Other				
Total				
<p>Budget Explanation: Provide additional information that will help clarify your budget request. For example, partner contributions or details on expected expenditures.</p>				
<p>Note: The Total Grant Request (bottom of Column B) must be at least 50% of Total Project Cost, bottom of column D. Remaining balance of Total Project Cost is Applicant Match and may be divided in any way between cash and in-kind/donations.</p>				

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Required Attachments

Additional required attachments for a complete proposal package (links available at <https://vtcommunityforestry.org/programs-0/financial-assistance/caring-canopy-grants>):

- Completed Risk Assessment Questionnaire
- Municipality Insurance Certificate, refer to FPR Insurance Guidance for coverage minimums

Send completed applications to:

Vermont Department of Forests, Parks and Recreation
Urban & Community Forestry Program
1 National Life Drive, Davis 2
Montpelier, VT 05620
jenny.lauer@vermont.gov

APPLICATIONS DUE: by midnight Friday, January 17th, 2020