



GROWING URBAN FORESTS IN THE FACE OF EMERALD ASH BORER

Grant Application

Funding: minimum \$3,000, maximum \$15,000

SECTION 1: Applicant Information

MUNICIPALITY:

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: August 23rd, 2021

Proposal Due Date: October 29th, 2021

SECTION 3: Statement of Need

Explain your municipality's current situation regarding its public ash tree population and the threat of emerald ash borer. Provide a succinct statement of need for funding, identifying the opportunities and desired outcomes of the proposed project. Include any information about the public ash tree population and distribution of ash trees in specific areas/neighborhoods (e.g., inventory or survey results), your municipality's management strategy (e.g., an EAB preparedness plan or any associated urban tree planting or management plans), and who has been or will be involved in making decisions about urban and community forestry management.

SECTION 4: 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 your municipality plans on doing, describe how it will be done, and list the measurable results. All projects must be completed by December 31st, 2022. Questions that may answered in this section include, as applicable:

- How many trees will be planted through the project, where, when, and of what size and species?
- What areas of the municipality will be prioritized for replacement tree plantings or interplanting efforts?
- What specific activities will lead to the establishment of a new municipal tree nursery or enhancing an existing municipal tree nursery?

	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" red maple trees planted, 6 2" honeylocust trees planted</i>	<i>May 2022</i>
2				
3				
4				
5				
6				

SECTION 5: 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, citizens, professionals, and non-governmental organizations that can be called upon as partners to support your efforts. If municipal staff will be planting trees, provide details about their qualifications and experience. Questions that can be answered in this section include:

- Who will coordinate tree planting efforts and who will ensure proper planting, protection, and maintenance of the planted trees?
- Who will coordinate municipal tree nursery activities? Who will maintain (water, weed, prune, etc.) any trees planted in a new or existing municipal tree nursery?
- Who will communicate the project to the public and record information for future budget planning or land use planning efforts?

Section 6: Budget				
A Project Component	B Grant Request	C Match		D Total Project Cost
		Cash	In-Kind/ Donations	
Personnel (salary and fringe)				
Materials/Supplies				
Equipment (purchases of \$5,000 or more)				
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). 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>				

Release Date: August 23rd, 2021
Proposal Due Date: October 29th, 2021

Additional Requirements and Attachments

We understand and commit to the following additional requirements of this *Growing Urban Forests in the Face of Emerald Ash Borer* 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 proposal package:

vtcommunityforestry.org/programs/financial-assistance/growing-urban-forests-face-emerald-ash-borer-grants

- Completed Risk Assessment Questionnaire
- Municipal Insurance Certificate - refer to Department of Forest, Parks, & Recreation Insurance Guidance for coverage minimums

If planning on requesting advance payment of a portion of awarded grant funds (up to one-third of the total award amount), please attest to the following:

- Our municipality has a written procedure outlining how it will minimize the time lapse between receipt and expenditure of grant funds.

Changes resulting from delays or complications due to COVID-19:

Restrictions put in place by the State of Vermont in response to COVID-19 may alter the proposed timeline of awarded grants. Project start dates and any subsequent deliverable dates in grant agreements are subject to change. It is the responsibility of the municipality to ensure that any work conducted under this grant complies with State of Vermont COVID-19 guidance and any related Executive Orders.

Send completed proposal packet to:

Due to changes in office occupation, electronic submission of applications is strongly encouraged. Email completed proposal and all other required documents as attachments to Jenny.Lauer@vermont.gov.

If necessary, municipalities may mail the completed proposal and all other required documents 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, October 29th, 2021

by mail, postmarked by Friday, October 29th, 2021