

**California ReLeaf 2016
Arbor Week Tree Urban Forestry
Grant Program**

GUIDELINES AND APPLICATION



Empowering grassroots efforts and building strategic partnerships that preserve, protect, and enhance California's urban and community forests.

In cooperation with the
California Department of Forestry and Fire Protection



Application must be postmarked by February 16, 2016

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BUDGET PREPARATION FORM INCLUDED SEPERATELY

Grant Program Overview

Introduction: The purpose of the California ReLeaf 2016 Arbor Week Urban Forestry Grant Program is to provide financial support for nonprofit and community-based organizations that will be celebrating California Arbor Week through tree planting projects and other urban forest activities throughout the state. These projects will help meet the critical need of creating and sustaining healthy communities.

Eligible Applicants: Incorporated nonprofit organizations and unincorporated community-based groups (with a fiscal sponsor) located in California may submit applications.

Grant Funding: Grants are for costs associated with the purchase and planting of trees (including limited labor and overhead); and related urban forestry activities.

Minimum/Maximum Award: Minimum award is \$1,000. Maximum award is \$5,000.

Matching Fund Requirement: A cost sharing match of 1:1 is required. In-kind donations and volunteer assistance matching dollars are acceptable. Any non-state dollars can also be used as the cost share. Supporting documentation is required for all matching funds.

Application Deadline: Applications must be postmarked on or before February 16th, 2016. Faxed or emailed applications will not be accepted in lieu of the mailed, original proposal.

Grant Notification: Notification of grant award or denial will be e-mailed by February 29th, 2016.

Grant Period: Projects may be initiated upon execution of the grant agreement by the grantee and must be completed by May 1st, 2016.

Grant Payments: Payments are made on a reimbursement basis and will be for actual expenses incurred based on receipts. Grant recipients will be required to use their own operating funds to cover expenses until invoices are reimbursed by California ReLeaf, which may take up to 30 days.

Reporting: A final report is required. The final report must be submitted by May 29th, 2016, and may be submitted early if the project is complete.

Mailing Address: Send the signed, original proposal along with proof of applicant's or, if applicable, sponsor's nonprofit status (IRS 501(c)(3) determination letter) no later than February 16th to:

California ReLeaf
2115 J Street, Suite 213
Sacramento, CA 95816

An electronic copy must also be e-mailed to cmills@californiareleaf.org by February 16th, 2015.

Inquiries: Please direct questions regarding the program to California ReLeaf at (916) 497-0035 or email cmills@californiareleaf.org. Applications are also available online at www.californiareleaf.org.

Administration

Administration: California ReLeaf works in partnership with the California Department of Forestry and Fire Protection. California ReLeaf’s mission is to empower grassroots efforts and build strategic partnerships that preserve, protect, and enhance California’s urban and community forests. This grant is made possible by funding provided by the California Department of Forestry and Fire Protection through the US Forest Service’s Urban and Community Forestry Program.

Eligibility

Eligible Applicants: Nonprofit organizations, incorporated and qualified under Internal Revenue Code 501(c)(3), and unincorporated groups (e.g., neighborhood associations, tree advisory boards, beautification commissions, etc.) are eligible to apply for funding under this program. Applicants that are not incorporated as nonprofit organizations must have an incorporated nonprofit organization or a public agency to act as the sponsor for the project. A sponsor is responsible for reviewing and approving the project proposal, signing the grant agreement, monitoring the progress and completion of the project, and receiving and dispensing grant funds. Public entities, such as cities, counties, and school districts, may serve as a sponsor for a project, but may not apply for funds directly.

Eligible Projects: Grants are for costs associated with the purchase and planting of trees in celebration and recognition of California Arbor Week, and related urban forestry activities including tree care and maintenance. All of the following conditions must be met for a proposed project to be eligible for a grant:

- The project must be located in an “urban area” or immediately adjacent to an urban area (defined as an incorporated or unincorporated city of 2,500 or more residents)
- The applicant has complied in all respects with all applicable local and county ordinances.
- The applicant has entered into an agreement with the owners of the land to access the land for a minimum of three years.
- The applicant has complied with all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).

Ineligible Projects:

- Any project designed to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.
- Tree planting projects in which no public or private entity has agreed in writing to provide maintenance for at least two years after the planting is completed. Maintenance includes, but is not limited to: watering, fertilizing, exterminating, or controlling plant pests and diseases in order to survive.
- Tree planting projects that conflict with overhead utilities or ground located infrastructure.
- Planting on federal or private land.
- The following are ineligible, unless proof of prior clearance under CEQA or a Negative Declaration is submitted with the proposal:
 - projects in natural, wildland, or previously undeveloped urban settings;
 - projects on railway rights-of-way (public land located directly adjacent to railroad tracks);
 - projects in riparian zones (within 100 feet of a stream, lake, or wetland).

Eligible Costs:

The following dollar amounts are average costs for the entire State. Actual costs for your location may be higher and will be considered for funding. If your actual costs exceed these averages, please explain in the narrative.

- **Trees and planting materials:**
 - Total cost for each 15-gallon or equivalent purchased tree is not to exceed \$55 per tree. 15-gallon or smaller trees are eligible for consideration.
 - Total cost for planting and maintenance materials are not to exceed \$20 per tree. Materials include: stakes, ties, and root collar protectors proportional to the number of trees being planted; wood chip surface mulch to conserve soil moisture and inhibit weed growth, soil amendments and fertilizers in areas of hard clay or sandy soil; soil where needed to complete backfill.
- **Equipment**

Purchased or rented materials and tools required for tree planting and care including, but not limited to, pruning supplies (e.g., pull saws, hand clippers, and loppers), hand tools, augers, work gloves, garbage bags, watering supplies.
- **Administration and overhead costs (for non-profit applicants only)**

A maximum not to exceed 10% of the total grant agreement. Administrative overhead costs include items such as payroll administration, mileage, human resources, rent, phones, computer support, and office support. Sponsors that are also nonprofit organizations, are eligible for administrative overhead cost reimbursements not to exceed 10% of the total grant agreement.
- **Staff time/salaries:**

Services of the applicant's employees directly engaged in project execution. Costs must be computed according to the employees' current wages, and may include fringe-benefit costs such as medical insurance, payroll taxes, and Social Security contributions. **NOTE: A maximum of 50% of the total award may be applied to staff time/salaries.**
- **Signage**

Signs acknowledging the funding source are required at each planting site. A template will be provided to successful applicants.

Ineligible Costs:

- Root barriers – chemical or solid
- Tree grates and decorative tree guards
- Disposal costs of woody debris
- Irrigation valves, pumps, sprinkler control timers or elaborate irrigation systems
- Fertilizer
- Concrete Cuts
- Food and beverages
- Promotional items (t-shirts, stickers, etc.)
- Purchasing and storing tree stock as replacement for trees that do not survive

Matching Fund Requirement

A cost sharing match rate of 1:1 is required. In-kind donations and volunteer assistance are acceptable and encouraged. Supporting documentation is required. State dollars cannot be used as the reported cost share. Volunteer assistance is currently valued at \$23.07/hour.

Supporting Information

Eligible Trees:

Use SelecTree (<http://selectree.calpoly.edu>) and the Water Use Classification of Landscape Species Plant List (<http://ucanr.edu/sites/WUCOLS/>) to find trees that are appropriate for your planting site. Trees need to be suitable to the local climate, with available water and conditions of the planting site. 15-gallon trees are eligible for consideration, with other sizes eligible on a case-by-case basis.

Ineligible Trees:

- Species that are ill-adapted to the local climate
- Species that are short-lived, pest-prone, a nuisance or otherwise undesirable
- Invasive species; see California Invasive Plant Council at www.caleppc.org
- Trees that rely upon excessive amounts of water to survive
- Trees that are inappropriate for the chosen site or require excessive maintenance
- Palms

Tree Planting Standards and Specifications:

The standards, specifications and requirements contained within CAL FIRE's Nursery Standards and Technical Specifications will be a condition of all awarded grants, must be met to qualify for reimbursement, and can be downloaded at

http://calfire.ca.gov/resource_mgt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.pdf

Proposal Application Procedure

All applications should be completed using the attached forms. Keep your responses limited to the space provided for each question and do not attach unsolicited materials. ***Project location maps and site photos are acceptable.***

Once completed, each applicant must submit two signed original proposals along with proof of applicant's or, if applicable, sponsor's nonprofit status (IRS 501(c) (3) determination letter) no later than February 16th, 2016 to:

California ReLeaf
2115 J Street, Suite 213
Sacramento, CA 95816
Attn: Chuck Mills

An electronic copy must also be e-mailed to cmills@californiareleaf.org by February 16th, 2016. If you are unable to upload project maps and photos as electronic attachments to your proposal, you must include hard copies of all maps and photos with the original signed proposal mailed to California ReLeaf.

E-mailed applications will not be accepted in lieu of the mailed, original proposal. No faxes.

PROPOSAL CHECKLIST

All funding proposals must include the following to be eligible for consideration:

- California ReLeaf 2016 Arbor Week Urban Forestry Grant Program Application
- Proposal Budget Preparation Form
- IRS 501(c)(3) Determination Letter (non-profits only)
- Project location maps and site photos (*encouraged*). You may upload these materials as attachments to the electronic application by going to the “Attach a File” function in the Document menu on your Adobe toolbar, or submit them separately.

Proposal Application Review

Proposals are scored on a point system and will be evaluated by a California ReLeaf grant review committee. All selected proposals will be reviewed *for appropriate species selection only* by the California Department of Forestry and Fire Protection.

The evaluation process will focus on the following questions:

- Is the proposal presented clearly and concisely? Have all required forms and data been submitted properly?
- Does the project meet the intent of the program?
- Does the project respond to significant needs and conditions in the community?
- Are the costs for materials and services reasonable?
- Can good quality results be expected from the proposed methods and processes? Are the objectives of the project realistic?
- Are volunteers significantly involved in the project activities, and does the project contribute to building long-term support for urban forestry among community leaders and the general public?
- Does the applicant (and/or applicant partner) have the experience to carry out the scope of work proposed?



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Cover Sheet

Grant Applicant: _____

Project Title: _____

Grant Amount Requested: _____ **Grant Match:** _____

Applicant's Mailing Address: _____

City, State, Zip: _____

Telephone/Fax: _____ County: _____

Applicant's Authorized Representative: _____

Title: _____ Telephone/Fax: _____

Email: _____ Website: _____

Is the applicant an incorporated 501(c)(3) nonprofit? Yes No Year Founded: _____

Congressional Rep: _____ Congressional district: _____

State Senator: _____ Senate district: _____

Assembly Member: _____ Assembly district: _____

(To find out who your representatives are, click on Your Legislature at www.leginfo.ca.gov)

Sponsor: *(Required, if applicant is not an incorporated nonprofit)* _____

Sponsor's Authorized Representative: _____

Mailing Address: _____

City, State, Zip: _____

Telephone/Fax: _____

Sponsor is: an incorporated 501(c)(3) nonprofit a public entity

APPLICANT SIGNATURE: _____ **DATE:** _____

SPONSOR SIGNATURE (if applicable): _____ **DATE:** _____



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Project Details

PROJECT SUMMARY. Briefly describe your proposed urban forestry project. Include project goals and expected results.

BACKGROUND AND RATIONALE. What is the current situation, condition, or problem to be addressed by the project?

COMMUNITY BENEFITS AND PARTICIPATION. List the communities served by the project, including all cities and counties. Identify your audience for this grant (i.e. volunteers, students, at-risk youth) include the estimated number of participants.

DESCRIPTION/SCOPE OF WORK. Please describe the project goals, objectives and expected results for the proposed project.

EXPLANATION OF EXPENSES. Describe the costs for the proposed project (*please itemize each expense on the Proposal Budget Preparation Form*).

ADDITIONAL PROJECT CONSIDERATIONS. Please include any additional information about the project that may be helpful to the Review Committee.

Location and Description of the Project Site(s): Please describe the location and description of the project site(s), including current site conditions, such as presence of overhead wires, soil conditions, tree-well dimensions and other existing elements pertinent to the project. Please attach project map(s), including marked planting locations (as appropriate), and photographs of project sites to a completed hard copy of your proposal. You may also upload these materials as an attachment to the electronic application by going to the “Attach a File” function in the Document menu on your Adobe toolbar.

Number, Size, and Species of Trees (where applicable): Please identify trees proposed for planting or maintenance by full botanical name. Only 15-gallon or smaller trees are eligible *for planting*.

Method and Maintenance Plan: Describe any special site preparations that may be required (i.e. protection against vandals, rodents) for the project in addition to proposed methods for planting and staking the trees (where applicable). Please include the proposed short-term and long-term plans for tree maintenance, including watering, weeding, stake adjustment or removal, and pruning. Identify your source of technical expertise to be utilized for proper planting, and maintaining the project trees.



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Permission for Planting and Maintenance of Trees

To be completed in conjunction with the owner of the property (i.e. city, county, school or special district) on which the tree planting and maintenance will take place.

This is to certify that _____ ,
(property owner, e.g., city, county, state)

the legal owner of the property located _____
(address or location of property)

_____ ,
hereby grants permission _____
(organization applying for grant)

to plant and maintain trees, for up to three years on said property as described in the project proposal entitled

(Signature of property owner's authorized representative)

(Date)

(Title)

(Telephone)

(Print Name of owner's authorized representative)



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**Certification by Certified Arborist,
Registered Professional Forester, or Licensed Landscape Architect**

I, _____, a _____,
(name) (title, e.g., certified arborist, R.P.F., landscape architect)

certify that _____ has
(organization applying for grant)

trees of a species and size (reaching a minimum height of 30 feet) that are appropriate to the site described in the project proposal entitled:

(project title)

I have visited the proposed planting site, reviewed the maintenance plan, and certify that, if carried out as proposed, this project will ensure the long-term viability of the trees.

(Signature)

(Date)

(Certified Arborist #)

(Telephone)

or

(Registered Professional Forester #)

(Address)

or

(Landscape Architect License #)

(City, State, Zip)