

## DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM

### 2006 TREE PLANTING GRANT GUIDELINES & APPLICATION

#### PURPOSE OF GRANT PROGRAM

- To promote the proper planting and care of trees.
- To develop partnerships between small businesses and local communities to plant trees.
- To diversify and enhance Delaware's urban forest resources.

#### GUIDELINES

Volunteer groups must have the written consent of a local community official or parks and recreation supervisor to plant and care for trees on public property.

A grant request must not exceed **\$5,000** and have matching funds and/or in-kind services equal to the amount requested. **MATCHING FUNDS MUST NOT INCLUDE EITHER FEDERAL FUNDS OR IN-KIND SERVICE PROVIDED BY THE STAFF OF THE DELAWARE FOREST SERVICE.**

Proposed projects must be performed on public lands within the community. By definition, public lands are those lands that are owned by the state, county, local government, or community civic association. Public lands include parks, green-ways, recreation areas, and/ public rights-of-way or easements.

**NO WORK** may be performed without an approved purchase order for projects over \$1,000 or written approval for projects under \$1,000 from the Delaware Forest Service. This will ensure payment of bills and invoices in a timely manner to either the community or the contractor of your choosing.

Applicants may submit no more than two (2) projects and each project must be on a separate application form.

All plant materials must conform to the American National Safety Institute, ANSI – 300.0 – 2001. To obtain a copy of these standards, please visit the ISA website at [www.isa-arbor.com](http://www.isa-arbor.com) or contact the Delaware Forest Service at (302) 349-5754.

Applicants must monitor new plantings for a period of three (3) years.

Applications must be received no later than **Friday, June 30, 2006. NO FAXED SUBMISSIONS.**

#### APPLICATION PACKAGE REQUIREMENTS

- **Objectives** of the tree-planting project.
- **Finalized Site Plan** that is a scale drawing of utilities, accurate locations for existing and proposed trees, structures, roads, sidewalks, and a list of requested trees. This plan should reflect the project objectives. In addition, the site plan must include a **vicinity map** showing the location of the site within the community.
- **Maintenance Schedule** that addresses proper pruning practices, watering, mulching, removing any stakes, monitoring for insect/disease problems, and the person responsible for a minimum of three (3) years from the date of the tree planting. **A soil test from the Delaware Cooperative Extension Service is required for the project. To obtain a soil sample kit, please contact the U of D Cooperative Extension Service: in New Castle County (302) 831-2667, in Kent County (302) 730-4000, and in Sussex County (302) 856-7303.**
- **Description** of volunteers and other public agencies involved in the site preparation, maintenance, and completion of project.

## **APPLICATION PACKAGE REQUIREMENTS (continued)**

- **Proposed Budget** for the project. This section describes the cost of the requested trees, matching funds, and in-kind services.
- **A letter from a community official or parks and recreation supervisor** supporting the project and identifying a responsible group for the maintenance of the proposed plantings.

***In order to be considered for funding, applications must clearly and concisely address these requirements.***

Submit Application Package to:

***Delaware Forest Service  
Urban and Community Forestry Program  
2320 S. DuPont Highway  
Dover, DE 19901***

***OR***

***To Bryan Hall, Program Coordinator at: [bryan.hall@state.de.us](mailto:bryan.hall@state.de.us)***

## **EVALUATION CRITERIA**

The Grant Review Committee of the Delaware Community Forestry Council will review all applications that meet the necessary requirements. The applications will be rated on the following criteria:

### **Objectives for the project:**

- Clearly stated environmental benefits of trees and benefits reflected in the site plan.
- Maintains tree resources in the community.

### **Finalized site plan for the project:**

- Natural and built features represented in a scale drawing.
- Proper spacing of requested trees within the site.
- Proper species selection, which includes height and diameter at time of installation of trees.

### **Maintenance Schedule:**

- Routine pruning practices identified.
- Responsible person identified to do work.
- Provisions for removing any stakes, mulching, watering, fertilizing, and monitoring for insect/diseases.
- Soil test from University of Delaware Cooperative Extension completed.

### **Budget:**

- Matching funds and in-kind services at least 50% of the cost of the project.
- No federal funds used as match.
- Fair market value for itemized costs and services.

## **EVALUTAION CRITERIA (continued)**

For 2006 – Fair Market Prices for In-Kind Services:

- For all paid staff, their hourly wage, plus fringe values may be used.
- For volunteers - \$18.25 / hour
- For all consultant or specialized persons – a varied hourly rate between \$50 to \$100 per hour
- For pick-up trucks, small tractors, and other small equipment - \$19.00 / hour
- For medium-sized trucks and equipment - \$27.50 / hour
- For large trucks and equipment - \$41.50 / hour
- For specialized equipment, such as bucket trucks - \$51.50 / hour
- For any other large specialized equipment, such as cranes - \$115.00 / hour

### **Identical scores between projects will further be evaluated by the following:**

- Is this an on-going project that was initially funded with Urban and Community Forestry funds?
- Does the project promote community partnerships/education?
- Is the community a certified Tree City USA or Delaware Tree-Friendly Community?

## **RECIPIENTS OF A 2005 TREE PLANTING GRANT**

- Will receive a letter of congratulations and a procedural guide by *August 01, 2006*.
- Will sign a contract with the Delaware Forest Service, stipulating that the trees will be planted as specified in the grant application and will be maintained and monitored for a minimum of three (3) years.
- Will send a representative to the Urban and Community Forestry Workshop in September 2006.
- Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to planting the trees. This will allow a forester from the Delaware Forest Service to be present at the tree planting.
- Will complete the project by *April 1, 2007*. A summary report and finalized site plan, showing any changes in the trees planted and their exact location, are required within two (2) weeks of completing tree plantings.
- Will receive grant amount upon completion of project and submission of summary report and finalized site plan. Payment will be made to the landscape company providing trees and installation.
- Will submit yearly updated tree condition reports for the next three (3) consecutive years.

**ANY QUESTIONS CONCERNING THE 2006 TREE PLANTING GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO BRYAN HALL, URBAN & COMMUNITY FORESTRY PROGRAM COORDINATOR, (302) 349-5754.**

**State of Delaware Urban & Community Forestry Advisory Council  
2006 Tree Planting Grant Program**

Please select a Tree Management Grant Category. **PLEASE NOTE: If the section is not completed, this grant application will be considered void and will not be reviewed by the U&CF Program.**

	<b>Category One</b>	<i>Planting along streets or within community open spaces</i>
	<b>Category Two</b>	<i>Planting trees to re-establish riparian forest buffers and/or wildlife habitat</i>



<b>Amount Requested:</b>	\$
<b>Community Match:</b>	\$
<b>Total Project:</b>	\$

<b>Project Title:</b>	
<b>Organization Name:</b>	
<b>Mailing Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	

**Description of Proposed Site: (Include Site Location Map)**

<b>City / Town:</b>		<b>County:</b>	
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**Summary of work to be completed:**

<b>Project Completion Date:</b>	
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**Project Budget Summary:**

Category	Federal Funds Requested	Match Funds		Total Budget
		Cash	In-kind Match	
Salaries and related costs	XXXXXXXX	XXXXXXXX		
Volunteer contribution	XXXXXXXX	XXXXXXXX		
Contractual services (equipment rental, , contractor and consultant fees)				
Equipment (chippers, mowers, tractors, etc. – only available for use as match)	XXXXXXXX	XXXXXXXX		
Supplies (tools, paper for brochures, herbicides, gasoline, etc.)				
Other (explain)				
<b>GRAND TOTAL</b>				

Time sheets must be submitted for work completed by staff(s)/volunteer(s) and equipment used.

**Contractor Contact Summary:**

Name	Telephone Number

*This proposal will be voided if the applicant fails to provide a minimum of three (3) contractor bids or documentation of an attempt to contact three (3) contractors (unless your community or organization provides proof of a single contractor already on contract.)*

**Legislative District Information:**

Legislative Body	District Number	Name
Senate		
House of Representatives		
Mayor / Association President	*****	

As the representative of the community or civic association, I understand that if approved for the Urban and Community Forestry Grant funds, the community shall be responsible for the following:

- Matching all grant monies with either non-federal dollars or with “In-Kind” non-federally funded service of like or equal value.
- Enter into a contract with the Delaware Forest Service to complete the approved project as defined within the application.
- To attend the Urban and Community Forestry Grant Workshop in September 2006 or a similar workshop highlighting the proper care and management for urban forest resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date