



# DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM

## 2010 TREE PLANTING GRANT INSTRUCTIONS & TIPS

- Please read the attached 2010 Grant Program Requirements. Applicants are scored based on a point system; those applicants with the highest points are funded until the budget is exhausted.
- The electronic version of the application is available at:  
<http://dda.delaware.gov/forestry/conser.shtml#Urban>
- **If possible, plan to attend a pre-grant workshop. Applicants who do so tend to score higher in the ranking process. Please see workshop schedule.**
- Please complete the cover page. Any omissions may result in your application not being ranked for funding.
- **Project Narrative:** Project narratives should be a clear and concise description of the project and its objectives or outcomes. Photographs are encouraged. Please include the number of trees planted and their locations. Projects targeting water quality, wildlife/greenway corridors, and/or sustainable urban forestry will receive more points. The grant committee typically does not fund landscaping type projects. Do not include tree pruning or removals in a planting grant. Please refer to the Attached Program Requirements for a breakdown of points.
- **Volunteers/ Partnerships:** If the project will involve volunteers or partnerships please describe in this section. Great projects in the past have involved local community groups such as the Boy/Girl Scouts, 4H, and FFA. Volunteers are a great way to meet match requirements with tight budgets.
- **Educational Components:** How will your project help the DFS spread the word about the benefits of trees and their proper care? If your project will incorporate an educational component it will score more points. Examples of educational components are training workshops for any volunteers involved with the proposed tree planting, school field trips, or hosting public tree care workshops for those responsible for maintaining proposed trees.
- **Attachment A: Proposed Budget:** Please complete the budget sheet below. The budget should include the expected expenditures of trees, materials & supplies, and labor. The community match should also be included. The amount requested should be equally matched. Please limit the administration and planning activities to 25% of the total match.
- **Attachment B: Site Plan & Vicinity Map:** The site plan should be a detailed drawing of the project area. Please include locations of proposed trees, any water features protected, wildlife corridors created or connected, and nearby roads. Also include a vicinity map which shows the project location within your community. Site plans can range from plan drawings to maps from Google Earth printed and sketched-in tree locations. **Please note that the site plan and vicinity map are two different maps; you must include both.**
- **Attachment C: Maintenance Schedule:** The maintenance schedule is the plan to care for the trees. The maintenance plan should address short term care through the establishment period (usually 1-2 years) and the long term care of the trees for general health. A good maintenance schedule will address who is responsible for watering and when, checking tree stakes, etc.
- **Attachment D: Contractor Bids:** A minimum of three contractor bids must be attached for tree materials and work. Three bids are not required if your community already has a contractor on retainer; however, please attach proof of contract. For planting projects requesting under \$2,500.00, no bids are required.
- **Attachment E: Letter of Support:** The letter of support must come from a community official that is a decision maker for the grounds where proposed trees will be planted. Essentially, the letter is a written permission allowing the project to proceed.
- **Signature Box:** The signature box must be completed even if the same designee has offered a letter of support.



**State of Delaware Urban & Community Forestry Advisory Council  
2010 Tree Planting Grant Application**

**PLEASE NOTE: If all elements including this cover page are not addressed, this grant application will not be ranked for funding consideration**

**PART I. COVER PAGE**

<b>Project Title:</b>	
<b>Organization Name:</b>	
<b>Mailing Address:</b>	
<b>Project Lead:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>County</b>	

<b>Total Amount Requested:</b>	\$
<b>Total Match:</b>	\$
<b>Total Project:</b>	\$
<b>Total Number Trees Planted</b>	
<b>Projected Completion Date</b>	

**Legislative District Information:**

<b>Legislative Body</b>	<b>District Number</b>	<b>Name</b>
Senate		
House of Representatives		

<b>Does your community have an urban forestry management plan? If yes, please include a copy.</b>	<b>Please circle:    yes        no</b>
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**PART III. ATTACHMENTS**

**ATTACHMENT A**

**PROPOSED BUDGET:**

**Instructions:** Each grant request must be no more than \$5,000 and matched dollar for dollar. Match can be either cash or in-kind services or a combination of both. Complete the worksheet below and submit it with your grant application. An unclear or inadequate budget may result in your proposal not being ranked for funding.

**Materials/Contractual Services:**

Cost of trees and/or labor.....	\$ _____
Number of trees to be planted_____	
Supplies (gator bags, mulch, stakes, etc.....)	\$ _____
Equipment Rental (chipper, tractor, etc.....)	\$ _____
Other.....	\$ _____
(explain)_____	
<b>Total Amount Requested .....</b>	<b>\$ _____</b>

**Amount of Match:** Grants must be matched dollar for dollar with cash, in-kind, or a combination of both. You can include volunteer time, municipality crew time, equipment use, etc. (Please see grant requirements for the approved hourly rate for volunteers.) Administration and planning activities must not exceed one-quarter of the total match.

Cash.....	\$ _____
In-Kind (list source)	
Administration/ Planning.....	\$ _____
Volunteers (Please describe below).....	\$ _____
_____	
Other (replacement trees, etc.)_____	\$ _____
Other _____	\$ _____
<b>Total Match* .....</b>	<b>\$ _____</b>

*\*This line should be greater than or equal to the Total Amount Requested above.*

## **ATTACHMENT B**

**SITE PLAN & VICINITY MAP:** *(Include proposed planting locations, existing structures, utilities, etc.)*

## **ATTACHMENT C**

**MAINTENANCE SCHEDULE:** (Please describe how you will maintain your newly planted trees through the establishment phase and for long term survival.)

## **ATTACHMENT D**

**CONTRACTOR BIDS:** (Please attach contractor bids and complete table below or note why you are exempt.)

## **ATTACHMENT E**

**LETTER FROM COMMUNITY OFFICIAL** (Please attach letter from a community official that has authority within the community to approve the proposed project, for example the mayor, park superintendent, or homeowner association president)

**PART IV. SIGNATURE BOX**

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:

- Project is completed on publicly owned property.
- 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 2010

_____	_____	_____
Project Lead	Signature	Date
_____	_____	_____
Mayor/ Town Manager/ HOA President	Signature	Date

**ANY QUESTIONS CONCERNING THE 2010 TREE PLANTING GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO:**

**Henry Poole**  
Urban Forestry Coordinator  
Delaware Forest Service  
Mobile (302) 943-3593  
Office (302) 659-6705

**OR:**

**Kyle Hoyd**  
Urban Forester  
Delaware Forest Service  
Mobile (302) 943-7869

Applications must be postmarked no later than *Thursday July 15<sup>th</sup>, 2010.*

Submit Application Package to:

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