



DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM

2010 TREE PLANTING GRANT REQUIREMENTS

GRANT PROGRAM OBJECTIVES

- To promote the proper planting and care of trees
- To diversify, enhance, and promote the proper stewardship of Delaware's urban forest resources
- To encourage sustainable urban and community forestry programs throughout Delaware

Grant funds can help communities develop an effective urban and community forestry program through the following types of projects:

- Riparian area or water quality tree plantings over larger areas
- Planting trees in public open space along streets, parks, etc
- Planting wildlife & greenway corridors

GRANT RULES

- Eligible 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. **Applicants must have an EI number – no payment will be made to individuals.**
- **Urban and Community Forestry grants are not intended to provide ongoing funding.** Priority will be given to first time applicants or those communities that have not received an urban forestry grant in the last three years.
- Projects may not begin before grant contracts are signed at the September Grant Workshop. If you need to begin sooner, please contact the Delaware Forest Service Urban and Community Forestry Program at (302) 943-3593.
- **MATCHING FUNDS**
 - Grant requests must not exceed \$5,000. Matching funds must be equal to or greater than the grant amount requested.
 - Matching funds **MUST NOT INCLUDE** either federal funds or in-kind service provided by the Delaware Forest Service.
 - Planning and Tree Board meetings must not exceed 25% of in-kind match.
 - Match must be received by project completion date in order for grant funds to be released.
 - Match must be directly related to the project – no mowing, playground equipment, etc.
- The volunteer labor rate for 2010 is **\$21.56**. Please see the attached billable rate schedule for equipment used as in-kind match.
- Applicants may **submit no more than two (2) projects** and each project must be on a separate application.
- **No materials or work** may be purchased or performed without an approved purchase order from the Delaware Forest Service. This will ensure payment of bills and invoices in a timely manner to the community.
- Volunteer groups must have the written consent of a local community official who is authorized to make decisions about planting trees at the proposed project location.

- All tree plantings must conform to the American National Safety Institute, ANSI – A300.0 – 2005. To obtain a copy of these standards, please visit the ISA website at www.isa-arbor.com
- Applicants must maintain new plantings for a period of three (3) years.
- Ash, Bradford pear, Leyland cypress, and red oaks other than willow oak are not recommended for planting. Please refer to the Delaware Forest Service’s recommended tree list.
- Applications must be postmarked no later than **Thursday July 15th, 2010. NO FAXED OR EMAIL SUBMISSIONS.**

Submit Application Package to:

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

- Receipt of application by the Delaware Forest Service will be made via email.

APPLICATION PACKAGE REQUIRED ELEMENTS

1. Complete Cover Page
2. Project Narrative
3. Attachment A: Proposed Budget
4. Attachment B: Site Plan & Vicinity Map
5. Attachment C: Maintenance Schedule for newly planted trees
6. Attachment D: Three (3) Contractor Bids for projects requesting over \$2,500.
7. Attachment E: Letter from Community Official
8. Signature Box

In order to be considered for ranking, applications must clearly and concisely address these required elements.

EVALUATION CRITERIA

All grants will be ranked for the following criteria:

1. New communities or applicants that have not received funds in the past three years (2 pts)
2. Project will make a direct impact to improve water quality (5pts)
3. Project creates or enhances existing wildlife/greenway corridors (5pts)
4. Planting activities address an urban tree canopy goal or sustainable urban forestry (5pts)
5. Project promotes community/partnerships (3pts)
6. Educational components (3pts)
7. Overall project quality (7 pts)
8. Community has an urban forestry management plan (1pt)

RECIPIENTS OF A 2010 TREE PLANTING GRANT

- Will receive a letter of congratulations and a procedural guide by *August 1st, 2010*.
- Will send a representative to the Urban and Community Forestry Workshop in September 2010.
- 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. Projects may not begin before grant contracts are signed at the September Grant Workshop. If you need to begin sooner, please contact the Delaware Forest Service Urban and Community Forestry Program at (302) 943-3593.
- Will be required to submit an updated W9 Form to allow your organization to receive grant funds from the State of Delaware.
- Will receive a purchase order after signing grant contract. **No materials or work may be purchased or performed without an approved purchase order from the Delaware Forest Service.**
- 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 if needed.
- Will complete the project by *April 30th, 2011* and submit a summary report within two (2) weeks of project completion.
- Will receive grant amount upon completion of project and submission of summary report and finalized site plan.
- Will submit yearly updated tree condition reports for the next three (3) consecutive years.

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

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