

## **TreeVitalize Metros Sub-Grant Application General Instructions**

### **For Spring 2012 Tree Planting**

1. First time applicants, before completing this application, please contact Christine Ticehurst, TreeVitalize Program Administrator, to discuss your proposed project. 717-346-9583 or [c-cticehur@state.pa.us](mailto:c-cticehur@state.pa.us). She will then connect you with your local Metro Partner and your local DCNR and or PSU Forester to continue your project.
2. Begin application and planting plan.
  - a. Please contact your local DCNR Forester or PSU Extension Forester for technical assistance, if needed.
  - b. Contact local nurseries and request tree availability and costs. *NOTE: Trees sold bareroot (with no container or ball of soil) are less expensive and have better root systems, but must be planted within one week of delivery. For assistance in locating a nursery that sells bare root stock, please contact your forester.*
  - c. Have each property owner complete and return the “Property Owner Tree Request” form to your Project Leader (not Metro Partner).
  - d. Have Elected Municipal Official and DCNR or PSU Forester review and approve your project to plant on public property.
    - i. Attain signatures from both the Elected Municipal Official and Forester. Please see “Forester and Municipality Approval” form.
3. Sign up for Tree Tenders® training. Trainings will be posted on [www.treevitalize.net](http://www.treevitalize.net) event calendar.
  - a. Applicants must have 1 representative per 10 trees to be planted attend Tree Tenders® training. *NOTE: Communities having received one or more previous TreeVitalize grants must send one additional person to Tree Tenders OR have the project coordinator or one staff person attend the Community Tree Institute.*
4. **Submit one signed copy of the completed application, along with one copy of the completed “Property Owner Tree Request” forms to your local Metro Partner by October 1, 2011.**
  - a. **Note: Future application rounds will be September 1 & March 1**
5. **Applicants will be notified of approved funding after December 1, 2012**



**TreeVitalize Metros Sub-grant Application Form**

**For Spring 2012 Tree Planting**

**Project Coordinator:**

Name	Tree Tenders® graduate? Yes                  No
Organization	Date & Location Completed
Address	County
Email	Phone
Federal Employer ID Number	--

**Municipal Information**

Municipality	County
Address	City & Zip
Email	Phone
Elected Official Name (mayor, council president, or equivalent)	Elected Official Signature

**Planting Location Information**

<b>Planting Location</b>	<b>Number of Trees</b>
Trees to be planted along residential streets	
Trees to be planted along commercial streets	
Trees to be planted in parks	
Trees to be planted on other public land	
<b>Total Number of Trees To Be Planted</b>	

**Total Amount of Grant Request \$\_\_\_\_\_**

**Project Narrative:** *The narrative should be no more than three pages long.*

**Introduction:** Please include a concise statement summarizing the project to be accomplished—one or two sentences long. Indicate whether the project is a street tree planting or a park planting.

**1. Demonstrated need for additional tree cover (existing conditions):**

Describe the conditions to be changed by the proposed tree-planting project. Detail the existing tree cover and how the proposed project will improve the current social, ecological and economic conditions in the area. Use the metro maps provided to estimate the percent tree canopy cover in the parts of the community where plantings are to occur.

**2. Regional Impacts:** Describe how your project connects to existing regional or local efforts (planning, environmental improvements, trails, greenways, etc).

**3. Evidence of municipal support (staff and resources) for the planting project and commitment to long term maintenance:** Identify the department and or volunteer group responsible for the long term care of public trees and the staff and equipment available to help. Describe the planned long-term management of the project plantings (watering, mulching, pruning, maintenance, etc...).

**4. Community involvement:** Outline the process for implementing the project and specifically HOW the local community will be involved. Describe the responsibilities and qualifications of the team members, partners, and community organizations. Indicate any means the community has for encouraging volunteer participation. Identify the major activities and provide beginning and ending dates for each. The project should not exceed one planting season.

**5. Commitment by local volunteers, municipal staff, and elected officials to attend “Tree Tender®” training:** Training will be provided for municipal staff responsible for community trees, for community volunteers willing to help with the establishment and early care of the trees, and for elected officials. List the names and titles of staff and elected officials, and the names and affiliations of volunteers who will be attending, as well as the date and location of the training they plan to attend.

Also indicate the names of previously trained Tree Tenders®, the date completed and the location.

**NOTE:** Release of grant funds is contingent upon completion of Tree Tender workshops. There must be one trained Tree Tender involved per ten trees to be planted.

**6. Evidence of progress toward the development of a sustainable urban forest management program:** Is there dedicated staff responsible for public trees? Is there an active shade tree commission in the community? Is there a shade tree ordinance? Is it enforced? Is there a plan in place for the ongoing care of trees— including a tree inventory and priorities for removal, pruning, and new planting? What is the population of the community and the annual budget for tree care?

**7. Tree City USA:** Is the Community currently recognized as a Tree City USA by the Arbor Day Foundation? If yes, for how long?

**8. Budget breakdown:** Is the grant amount requested matched one to one with cash and non-cash services? (Match must include at least 25% of the grant amount requested in cash and 25% or more in volunteer services.) Are the costs reasonable? Does the budget balance?

**9. Project Budget:**

- PLEASE CAREFULLY REVIEW the budget instructions provided on page 6.
- Total Costs must be broken out into categories below, using the forms provided.
- The sum of the Total Cost in each category must always equal any Non Cash or Cash Matches provided by the applicant, plus the amount of Grant Funds requested (ie. Total Cost = Non Cash Match + Cash Match + Grant Funds)
- Maximum grant = (\$150) x (number of trees to be planted) or \$15,000, whichever is less.

**Section 1): Supplies & Materials-** Supplies needed to implement the project. Examples: trees, mulch, hand tools, stakes, gator bag, recognition sign

Item	Unit Cost	Quantity	Total Cost	Non- Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<b>Total Supplies &amp; Materials</b>						

**Section 2): Equipment Costs**

Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match)	Cash Match	Grant Funds (to be paid from Grant)
<b>Total Equipment Costs</b>						

**Section 3): Volunteer Services and Labor**

Individual	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<b>Total Volunteer Services and Labor</b>						

**Section 4): Paid Services and Labor**

Individual	Hours Worked	Hourly Rate	Total Cost	Non- Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<b>Total Paid Services and Labor</b>						

Total Costs	Total Non-Cash Match	Total Cash Match	Total Grant Funds (to be paid from Grant)
<b>Grand Totals</b>			

### **Budget Instructions**

**SUPPLIES & MATERIALS:** Supplies and materials necessary to complete the project, such as trees, mulch, stakes, gator bag, and recognition signage (required).

- **Eligible non-cash match:** Provided by the applicant from in-house stores or DONATED to the project from an outside contributor.
- **Eligible cash match:** PURCHASED by the applicant using existing APPLICANT FUNDS.
- **Eligible grant funds:** To be PURCHASED by the applicant using GRANT FUNDS.
- **Ineligible expenses:** Food, drinks, purchase of tools, vehicle fuel, maintenance equipment purchases

**EQUIPMENT:** Hourly rate of equipment employed to perform all or part of the project, such as backhoe, dump truck, front end loader, concrete saw.

- **Eligible non-cash match:** Grantee owned equipment.
- **Eligible cash match:** Equipment needed to complete the project for which the applicant pays a fee to use, using EXISTING FUNDS.
- **Eligible grant funds:** Equipment needed to complete the project for which the applicant pays a fee to use, using GRANT FUNDS.
- **Ineligible expenses:** Equipment maintenance, service calls, gasoline, electricity, etc.

**VOLUNTEER SERVICES AND LABOR:** Services and labor donated (NOT PAID FOR by the applicant) to complete a portion of the project.

- **Eligible non-cash match:** Documented services or labor DONATED to the project by design professionals or trained construction tradesmen; documented hours contributed by volunteer groups or individuals, directly related to the project.
- **Eligible cash match:** None
- **Eligible for grant funds:** None

**PAID SERVICES AND LABOR:** Services or labor of design professionals (ie. certified arborist, landscape architect, engineer) or trained construction tradesmen or laborers paid to complete a portion of the project.

- **Eligible non-cash match:** Services or labor provided by staff EMPLOYED BY APPLICANT.
- **Eligible cash match:** Services or labor of personnel NOT EMPLOYED BY APPLICANT, but paid by applicant using EXISTING FUNDS.
- **Eligible for grant funds:** Services or labor of personnel NOT EMPLOYED BY APPLICANT, but to be paid by applicant using GRANT FUNDS.
- **Ineligible expenses:** Work and/or services not directly related to this project.

Total costs must be broken out into the categories below, using the template provided. The sum of the total cost in each category must always equal non-cash and cash matches provided by the applicant, plus grant funds to be used.

(ie. Total Cost = Non-Cash Match + Cash Match + Grant Funds)

Maximum grant = (\$150) x (number of trees to be planted) or \$15,000, whichever is less.

**Sample Project Budget:**

**Section 1): Supplies & Materials-** Supplies needed to implement the project. Examples: trees, mulch, hand tools, stakes, gator bag, recognition signage

Item	Unit Cost	Quantity	Total Cost	Non-Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<i>Gator Bags</i>	\$20	15	\$300			\$300
<i>Mulch</i>	\$25	10	\$250			250
<i>Trees</i>	\$100	50	\$5,000			\$5,000
<i>Shade Tree Commission Trees</i>	\$100	20	\$2,000		\$1500	
<i>Credit Sign</i>	\$60	2	\$130			\$130
<b>Total Supplies &amp; Materials</b>			\$7,680		\$1500	\$5,680

**Section 2): Equipment Costs**

Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<i>Borough Backhoe</i>	24	\$75	\$1,800	\$1,800		0
<i>Borough Truck</i>	24	\$50	\$1,200	\$1,200		0
<b>Total Equipment Costs</b>			\$3,000	\$3,000		0

**Section 3): Volunteer Services and Labor:**

Individual	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<i>Volunteers</i>	\$18	100	\$1,800	* \$1,800		
<b>Total Volunteer Service and Labor:</b>			\$1,800	\$1,800		

**NOTE: Volunteer non-cash match must = \$1,420 or more (ie. 25% of \$5,680 grant)**

**Section 4): Paid Services and Labor:**

Individual	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds (to be paid from Grant)
<i>Equipment Operator (municipal employee)</i>	48	\$35	\$1,680	\$1,680	0	0
<i>Laborer(municipal employee)</i>	48	\$20	\$960	\$960	0	0
<b>Total Paid Services and Labor:</b>			\$2,640	\$2,640	0	0

	Total Costs	Total Non- Cash Match	Total Cash Match	Total Grant Funds (to be paid from Grant)
<b>Grand Totals</b>	\$15,120	\$7,440	* \$1500	\$5,680

**NOTE: Total cash match must = \$1,420 or more (ie. 25% of \$5,680 grant)**

## TreeVitalize Metros Sub Grant Application Timeline

	<u>Spring Planting</u>	<u>Fall Planting</u>
Applications Due	1) September 1	1) March 1
Notified of Approval	2) November 1	2) May 1
Final Planting Plan Due	3) February 1	3) August 1
Payment or Deposit to Nursery (Proof of payment/deposit for trees)	4) April 1	4) October 1
Hold planting	Spring	Fall
Completion Report Due	5) July 1	5) Jan 1



### Property Owner Tree Request Form

*(all street tree plantings)* Please sign and return completed form to your community group leader by: \_\_\_/\_\_\_/\_\_\_ If you wish to have a street tree planted at your property.

Group Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Location: \_\_\_\_\_

(Street address, City & Zip)

Number of Trees Requested: \_\_\_\_\_

Site Limitations: Width of tree lawn: \_\_\_\_\_

Size of opening in sidewalk: \_\_\_\_\_x \_\_\_\_\_ft.

\_\_\_ Check here if project will include a sidewalk cut (25 sq ft minimum)

Height of overhead wires (or "none"): \_\_\_\_\_

Other obstructions: \_\_\_\_\_

No obstructions: \_\_\_\_\_

I certify that I am the owner of this property and would like to have a tree planted within the public right of way. I understand that adequate water is the single-most critical need of newly planted trees. I agree to provide 15 gallons of water to the tree per week for the first 2 full growing seasons (April-November).

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Forester & Municipality Approval**  
*(Attach this Document to Planting Plan)*

**Forester Approval**

I have conducted a site visit of each planting location above and have approved the tree species listed to be planted at each location.

TreeVitalize Forester Name: \_\_\_\_\_ PSU or DCNR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Total number of trees to be planted: \_\_\_\_\_

Total number of planting addresses: \_\_\_\_\_

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**Municipality Approval**

I understand that trees will be planted within the public rights of ways at the addresses listed above through the TreeVitalize Program, and authorize this action.

Municipal Official Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(elected official or staff person responsible for municipal tree care)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_



## TreeVitalize Recognition Signage Application

*(Please Print Clearly)*

### **Signage Information:**

1. Name of Municipality: \_\_\_\_\_

2. Name of Metro Partner (ONLY): \_\_\_\_\_

Number of Signs: (minimum of two required for street tree plantings, one for park plantings):

\_\_\_\_\_ X \$60 each = \$\_\_\_\_\_

+\$10 Shipment Fee (for every 2 signs ordered)

Total Payment Due = \$\_\_\_\_\_

### **Shipping Information:**

Project Coordinator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Payment Information:**

Please enclose a check, payable to **“Commonwealth of PA”** for the full amount calculated above. Mail this form and the check to:

Penn Nursery  
137 Penn Nursery Road  
Spring Mills, PA 16875-5152  
RE: TreeVitalize Signs