



## **Legacy Tree Fund Grant Request for Proposals**

**Deadline: 5:00 PM - April 30, 2016**

**Purpose:** The purpose of the North Carolina Urban Forestry Council (NCUFC) Legacy Tree Fund Grant is to provide funding to North Carolina local governments, community groups, and schools for tree planting projects that conserve energy, improve air quality, and protect water quality. The Legacy Tree Fund program emphasizes strategic tree planting and a holistic approach to urban forest planning that will create healthier and better-managed urban forests. The NCUFC Legacy Tree Fund Grant projects are as much about education and awareness as they are tree planting. Projects that incorporate community involvement and education will receive highest funding priority. The NCUFC will also offer to host a tree care workshop for all grant recipients. NCUFC will tailor tree care workshops to fit the educational needs of your group.

**Eligibility:** Any local government (city, town, or county), non-profit community group, or public school may apply for grant funding. NCUFC member projects will get priority during the review process. Public-private partnerships are always encouraged; however the grant recipient cannot be a private entity. Tree planting projects on public property are highly encouraged. At the discretion of the review committee, planting projects on private property where there is a public benefit may be eligible.

**Funding:** The maximum grant request for each project is \$5,000. Funds are to be used only for the purchase of trees. Grant awards must be equally matched with cash or in-kind services. Design work and planting plans, site preparation, mulch, and staking are examples of what could be used as in-kind match. Matching contributions could also include the purchase and installation of irrigation systems, time spent planning for the planting project, and volunteer or staff time spent attending the workshop and tree planting. Calculate the monetary value of each adult volunteer at \$21.07 per hour. Monetary value of staff time may be calculated at their normal hourly wage.

**Reporting Requirements:** NCUFC Legacy Tree Fund Grant recipients will be required to submit both a mid-year report, which details the status of the project, including any potential delays, and a final report, which provides numbers of trees planted, volunteers involved, and any other accomplishments. NCUFC will provide all necessary forms to applicants with approved projects. In partnership with the NCUFC, the North Carolina Forest Service will conduct a 6 month follow up site visit to check the health of trees planted. A report verifying that the trees have met industry standard rates for tree survival at the end of the 3-year maintenance period will also be required.

**Application Details:** Applications for funding must be completed and submitted to the NCUFC **no later than April 30, 2016**. Approved projects will start September 1, 2016 and must be completed by August 31, 2017. Tree planting events will generally occur during the fall of each year, but can be adjusted to meet your area's planting season.

We encourage you to contact the NCUFC if you have any questions or need assistance with this application. In addition to the application form, a project narrative, species list, planting plan, budget description, project timeline, follow up maintenance plan, and letters of support must be submitted before the deadline. The project narrative must address the following 6 questions or statements and should not exceed more than three pages.

- 1. Describe your project.** Be sure to explain any partnerships that will lead to the success of the project.
- 2 How will your project be maintained? Who will be responsible for the trees during the first 3 years after planting?** This includes mulch replacement, pruning needs, and water needs. Explain how your new trees will be cared for over the short-term and long-term. Can the plan meet industry standard planted tree survival rates? The survival rate should be met by the end of the 3-year maintenance period.
- 3 Who owns and manages the property where the trees will be planted?** If the organization that owns the property is not the same organization that will be hosting this project, please include the signature and contact information of an authorized representative of the property owner(s).
- 4 Why do you want to do a tree planting project?** Explain the benefits you hope to achieve for your group/location/community by planting trees and hosting a tree care workshop.
- 5 How does your project promote volunteerism? How many volunteers and/or staff members do you expect to attend the tree care workshop and how many will participate in the tree planting? How will you recruit volunteers to plant the trees?** Typically, we suggest a minimum of 20 participants for a workshop. To complete a medium sized tree planting (10-12 trees) in one day, we recommend having at least two volunteers per tree (20-24 volunteers).
- 6 How will this project leave a “Tree Legacy” for future generations?**

#### **Required Attachments:**

- **Tree Species List:** Using both common and scientific names, list the species of trees, how many of each species, and what size your organization intends to plant. We encourage planting North Carolina native and locally adapted tree species. Keep in mind plant hardiness, desired mature size, and canopy shape of your

trees, and their ability to adapt to your soil type and climatic patterns (e.g. how much rain, how hot, etc.). We can help you with your final species selection, but first, give some thought to the characteristics you would like in your trees.

Projects that include known invasive species will be rejected.

- **Planting Plan.** Include a map or hand-drawn diagram of the site (with existing trees and proposed trees) on a sheet of paper no larger than 11" x 17". Careful attention should be paid to site selection, the right tree for the right place, and potential encroachment on public right-of-way or utility easements. Overhead utility lines should be shown to demonstrate site-appropriate plant selection. If possible, supply an aerial image of the planting area.
- **Project Time Line.** Provide a brief schedule of proposed activities associated with the project. Develop a schedule to keep track of activities to be completed before the planned tree care workshop and tree planting. Be sure to include time of year you wish to hold your Tree Care workshop. It is also suggested that you get a proclamation from your local officials as a means of helping let the community know about the project. Exact dates are not necessary at the time of application, but if you desire a specific date or planting time, please indicate that here. All trees need to be planted in a timely fashion after receiving. The timeline should also list the time the trees will be on site prior to planting to minimize planting delays after delivery of trees to the site.
- **Budget Breakdown.** Provide a proposed budget that includes the amount of funding you are requesting from the NCUFC Legacy Tree Fund Grant, matching contributions, and the intended use of all funds. Funds from NCUFC Legacy Tree Fund Grant may only be used to purchase trees. The monetary value of matching contributions must be equal to or greater than the requested amount.
- **Maintenance Plan.** Include a maintenance plan for the first 3 years following planting. Indicate who will be responsible for supervising and implementing the maintenance plan and their qualifications. Standard care and maintenance includes supplemental watering as needed, replenishing mulch, seasonal inspection of all trees, early corrective pruning if needed, insect and disease control as needed, and removal of any guys, stakes, wraps and supports no later than one year after planting. If trees die during this period, they must be replaced with comparable trees at the grantee's expense. No grant funds may be used to replace trees that have died.
- **Letters of Support.** Enclose any letter of support from a landowner adjacent to the planting site, city council, or volunteer organization indicating why they support your particular project.

The NCUFC prefers to fund tree planting projects on a reimbursement basis. However, we understand that not all community groups have the financial resources for this initial installation. If your group is unable to purchase trees, NCUFC will provide half the funds upfront with the remainder to be reimbursed upon project completion and when we receive receipts with your final report. The NCUFC will also provide assistance as needed (i.e. locating a nursery, setting specifications for trees and coordinating payment for the trees). However, your organization would be responsible for ordering and receiving the trees. The North Carolina Urban Forest Council will fully-reimburse your organization after the project is completed and all grant requirements are met. **Mid-Year reports must be submitted to the North Carolina Urban Forest Council by March 1, 2017, or at mid-point of project, and must include:**

- 1) Name of your organization and contact person

- 2) Completion status of all proposed activities

**Final Reports must be submitted to the North Carolina Urban Forest Council by end of contract period and must include:**

- 1) Name of your group
- 2) Date(s) of the tree planting
- 3) Address or location description of the planting site(s), including town/city
- 4) List of tree species and number planted
- 5) List of matching contributions (please attach volunteer sign-in sheets)
- 6) Copies of bills/receipts for trees and mulch
- 7) Any photos, press clippings, or outreach materials related to the tree-planting project
- 8) Thank-you letter(s)

**Proposal Review Criteria:**

All proposals will be reviewed by a committee of three to five members of the NCUFC Executive Committee. Each proposal will be judged on its own merits and compared to other proposals submitted, resulting in at least one project per year that best reflects the purpose of the Legacy Tree Fund and NCUFC.

**Criteria to be judged include (but not limited to):**

**From narrative section-**

**Partnerships-** short & long-term maintenance; volunteerism; site owner(s) aware of proposed project.

**Scope of Project-** project size is appropriate for the identified resources and funding; environmental impact (two priority areas are energy conservation and water quality/efficiency)

**Organization of Project-** from the description given in the proposal, the applicant has shown an adequate amount of organization to complete a successful project within the provided timeline.

**Educational Aspects-** how the importance of trees and urban forestry is conveyed to participants and the public.

**Alignment with NCUFC goals**

Please direct any questions or if you are in need of assistance to:

Leslie Moorman  
NCUFC Executive Director  
919-614-6388  
[Ncufc1@gmail.com](mailto:Ncufc1@gmail.com)

North Carolina Urban Forest Council  
Legacy Tree Fund Grant - 2016  
**Application Form**

**Name of Applicant (Group or Entity):** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Name of Individual to Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Type of Organization** (e.g. – municipality, school, non-profit organization):  
\_\_\_\_\_  
\_\_\_\_\_

**Address of the Project Site:** \_\_\_\_\_  
\_\_\_\_\_

**Project Type:**  Energy Conservation/Utility Partnership  
 Water or Air Quality Improvement  
 Street Tree Planting in Underserved Community  
 Other \_\_\_\_\_

**Total Grant Amount Requested:** \$\_\_\_\_\_

**Name of Authorized Representative:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

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

Return this application and proposal narrative by 5:00 PM on April 30, 2016 to:

NCUFC – Legacy Tree Fund Grant  
PO Box 37416  
Raleigh, NC 27627

\*\*Can be submitted electronically to Leslie Moorman at ncufc1@gmail.com\*\*