

# **California ReLeaf 2015 Arbor Week Tree Planting Grant Program**

## **GUIDELINES AND APPLICATION**



*Empowering grassroots efforts and building strategic partnerships that preserve, protect, and enhance California's urban and community forests.*

In cooperation with the  
**California Department of Forestry and Fire Protection**



***Application must be postmarked by February 15, 2015***

## **Grant Program Overview**

**Introduction:** The purpose of the California ReLeaf 2015 Arbor Week Tree Planting Grant Program is to provide financial support for nonprofit and community-based organizations that will be celebrating California Arbor Week through urban tree planting projects in underserved communities. These projects will help meet the critical need of creating and sustaining healthy communities. Preference will be given to projects that provide benefits to Disadvantaged Communities as identified by CalEnviroScreen, High Priority Landscape (HPL) areas for tree planting as defined by CAL FIRE, or other underserved areas.

**Administration:** California ReLeaf works in partnership with the California Department of Forestry and Fire Protection. California ReLeaf's mission is to empower grassroots efforts and build strategic partnerships that preserve, protect, and enhance California's urban and community forests. This grant is made possible by the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84).

**Eligible Applicants:** Nonprofit organizations, incorporated and qualified under Internal Revenue Code 501(c)(3), and unincorporated groups (e.g., neighborhood associations, tree advisory boards, beautification commissions, etc.) are eligible to apply for funding under this program. Applicants that are not incorporated as nonprofit organizations must have an incorporated nonprofit organization or a public agency to act as the sponsor for the project. A sponsor is responsible for reviewing and approving the project proposal, signing the grant agreement, monitoring the progress and completion of the project, and receiving and dispensing grant funds. Public entities, such as cities, counties, and school districts, may serve as a sponsor for a project, but may not apply for funds directly.

**Eligible Projects:** Grants are for \$1000.00 for costs associated with the purchase and planting of trees in celebration and recognition of California Arbor Week. All of the following conditions must be met for a proposed project to be eligible for a grant:

1. The project is located in an urban area or is immediately adjacent to an urban area. While not required, preference will be given to projects that are designated as:
  - a disadvantaged community as designated on the [CalEnviroScreen maps \(10/14\)](#); or
  - a disadvantaged community as defined by [The Urban Forestry Act](#); or
  - a High Priority Landscape Area for tree planting as defined on page 167 of CAL FIRE's [2010 Forest and Range Assessment chapter on Urban Forestry for Energy Conservation and Air Quality](#).
2. The applicant has:
  - complied in all respects with all applicable local and county ordinances.
  - entered into an agreement with landowners to access it for a minimum of three years.
  - complied with all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).

**Matching Fund Requirement:** A cost sharing match rate of 1:1 is required. In-kind donations and volunteer assistance are acceptable and encouraged. Supporting documentation is required. State dollars cannot be used as the reported cost share. Volunteer assistance is currently valued at \$22.14/hour.

**Inquiries:** Please direct questions regarding the program to California ReLeaf at (916) 497-0035 or email [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org). Applications are also available online at [www.californiareleaf.org](http://www.californiareleaf.org)

## **Additional Information**

### **Ineligible Projects:**

- Any project designed to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.
- Tree planting projects in which no public or private entity has agreed in writing to provide maintenance for at least two years after the planting is completed. Maintenance includes, but is not limited to: watering, fertilizing, exterminating, or controlling plant pests and diseases in order to survive.
- Tree planting projects that conflict with overhead utilities or ground located infrastructure.
- Planting on federal or private land.
- The following project locations are ineligible, unless proof of prior clearance under CEQA or a Negative Declaration is submitted with the proposal:
  - natural, wildland, or previously undeveloped urban settings;
  - railway rights-of-way (public land located directly adjacent to railroad tracks);
  - riparian zones (within 100 feet of a stream, lake, or wetland).

### **Eligible Costs:**

- **Trees and planting materials:**
  - Total cost for each 15-gallon or equivalent purchased tree should not exceed \$55 per tree. 15-gallon or smaller trees are eligible for consideration.
  - Total cost for planting and maintenance materials should not exceed \$20 per tree. Planting materials include: stakes, ties, and root collar protectors proportional to the number of trees being planted; wood chip surface mulch to conserve soil moisture and inhibit weed growth, soil amendments and fertilizers in areas of hard clay or sandy soil; soil where needed to complete backfill; watering tools; and hand tools.
- **Administration and overhead costs (for non-profit applicants only)**  
**Not to exceed 10% of the total grant agreement.** Eligible costs include payroll administration, mileage, human resources, rent, phones, computer support, and office support. Sponsors that are also nonprofit organizations are eligible for administrative overhead cost reimbursements not to exceed 10% of the total grant agreement.
- **Staff time/salaries:**  
Services of the applicant's employees directly engaged in project execution. Costs must be computed according to the employees' current wages and may include fringe-benefit costs such as medical insurance and Social Security contributions.  
**NOTE: A maximum of 20% of the total award may be applied to staff time/salaries.**
- **Signage**  
Signs acknowledging Proposition 84 funds are required at each planting site. A template will be provided to successful applicants.

### **Ineligible Costs:**

- Root barriers – chemical or solid
- Tree grates and decorative tree guards
- Disposal costs of woody debris
- Concrete Cuts
- Irrigation valves, pumps, sprinkler control timers or elaborate irrigation systems
- Fertilizer
- Food and beverages
- Promotional items (t-shirts, stickers, etc.)

## **Supporting Information**

### **Eligible Trees:**

Use SelecTree (<http://selecttree.calpoly.edu>) to find trees that are appropriate for your planting site. Trees need to be suitable to the local climate, available water and conditions of the planting site. 15-gallon or smaller trees are eligible for consideration.

### **Ineligible Trees:**

- Species not commonly recognized as growing to a height of at least 30 feet at maturity, unless required for a site with limited space
- Species that are ill-adapted to the local climate
- Species that are short-lived, pest-prone, a nuisance or otherwise undesirable
- Invasive species; see California Invasive Plant Council at [www.caleppc.org](http://www.caleppc.org)
- Palms

### **Tree Planting Standards and Specifications:**

The standards, specifications and requirements contained within CAL FIRE's Nursery Standards and Technical Specifications will be a condition of all awarded grants, must be met to qualify for reimbursement, and can be downloaded at [http://www.fire.ca.gov/resource\\_mgt/downloads/NurseryTreeSpecs10\\_09\[1\].pdf](http://www.fire.ca.gov/resource_mgt/downloads/NurseryTreeSpecs10_09[1].pdf).

## **Proposal Application Procedure**

All applications should be completed using the attached forms. Keep your responses limited to the space provided for each question and do not attach unsolicited materials. ***Project location maps and site photos are acceptable.***

**Once completed, each applicant must submit two signed original proposals along with proof of applicant's or, if applicable, sponsor's nonprofit status (IRS 501(c) (3) determination letter) no later than February 15<sup>th</sup>, 2015 to:**

California ReLeaf  
2112 10<sup>th</sup> Street  
Sacramento, CA 95818  
Attn: Chuck Mills

**An electronic copy must also be e-mailed to [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org) by February 15<sup>th</sup>, 2015.** If you are unable to upload project maps and photos as electronic attachments to your proposal, you must include hard copies of all maps and photos with the original signed proposal mailed to California ReLeaf.

E-mailed applications will not be accepted in lieu of the mailed, original proposal. Both must be completed. **No faxes will be accepted.**

## **Receiving an Award**

**Grant Notification:** Notification of grant award or denial will be e-mailed by February 23<sup>rd</sup>, 2015.

**Grant Period:** Projects may be initiated upon execution of the grant agreement by the grantee and must be completed by March 20<sup>th</sup>, 2015.

**Grant Payments:** Payments are made on a reimbursement basis and will be for actual expenses incurred based on receipts. Grant recipients will be required to use their own operating funds to cover expenses until invoices are reimbursed by California ReLeaf, which may take up to 30 days after approval.

**Reporting:** A final report is required. The final report must be submitted by March 23<sup>rd</sup>, 2015, and may be submitted early if the project is complete.

## **PROPOSAL CHECKLIST**

**All funding proposals must include the following to be eligible for consideration:**

- California ReLeaf 2015 Arbor Week Tree Planting Grant Program Application
- Proposal Budget Preparation Form
- IRS 501(c)(3) Determination Letter (non-profits only)
- Project location maps and site photos (*encouraged*). You may upload these materials as attachments to the electronic application by going to the "Attach a File" function in the Document menu on your Adobe toolbar, or submit them separately.



2015 Arbor Week Tree Planting Grant Program

**Cover Sheet**

**Grant Applicant:** \_\_\_\_\_

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

**Grant Amount Requested:**     \$1,000    

**Grant Match:** \_\_\_\_\_

**Applicant's Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone/Fax:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Applicant's Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Telephone/Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

Is the applicant an incorporated 501(c)(3) nonprofit?  Yes  No Year Founded: \_\_\_\_\_

**Congress Rep(s):** \_\_\_\_\_ **Congressional district:** \_\_\_\_\_

**State Senator(s):** \_\_\_\_\_ **Senate district:** \_\_\_\_\_

**Assembly Member(s):** \_\_\_\_\_ **Assembly district:** \_\_\_\_\_

*(To find out who your representatives are, click on Your Legislature at [www.leginfo.ca.gov](http://www.leginfo.ca.gov))*

**Sponsor:** *(Required, if applicant is not an incorporated nonprofit)* \_\_\_\_\_

**Sponsor's Authorized Representative:** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Telephone/Fax:** \_\_\_\_\_

**Sponsor is:**  an incorporated 501(c)(3) nonprofit  a public agency  other



2015 Arbor Week Tree Planting Grant Program

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**Project Details**

**PROJECT SUMMARY.** Briefly describe your proposed tree planting project.

**BACKGROUND.** What is the current situation, condition, or problem to be addressed by the project?

**DESCRIPTION/SCOPE OF WORK.** Please describe the project goals, objectives and expected results for the proposed project.

**COMMUNITY BENEFITS.** List the communities served by the project, including all cities and counties. Identify your audience for this grant (i.e. volunteers, students, at-risk youth) include the estimated number of participants. Include any information about how the project will provide benefit to Disadvantaged Communities as identified by CalEnviroScreen, High Priority Landscape areas for tree planting as defined by CAL FIRE, or other underserved areas.

**Location and Description of the Planting Site(s):** Please describe the location and description of the project site(s), including any current site conditions, such as presence of overhead wires, soil conditions, tree-well dimensions and other existing elements pertinent to the project. Please attach project map(s), including marked planting locations, and photographs of planting sites to a completed hard copy of your proposal. You may also upload these materials as an attachment to the electronic application by going to the “Attach a File” function in the Document menu on your Adobe toolbar.

**Number, Size, and Species of Trees:** Please identify trees proposed for planting by full botanical name. Only 15-gallon or smaller trees are eligible.

**Method and Maintenance Plan:** Describe any special site preparations that may be required (i.e. protection against vandals, rodents) for the project tree plantings in addition to proposed methods for planting and staking the trees. Please include the proposed short-term and long-term plans for tree maintenance, including watering, weeding, stake adjustment or removal, and pruning. Identify your source of technical expertise to be utilized for proper planting, and maintaining the project trees.





2015 Arbor Week Tree Planting Grant Program

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**Permission for Planting and Maintenance of Trees**

***To be completed in conjunction with the owner of the property (i.e. city, county, school or special district) on which the tree planting and maintenance will take place.***

This is to certify that \_\_\_\_\_ ,  
(property owner, e.g., city, county, state)

the legal owner of the property located \_\_\_\_\_  
(address or location of property)

\_\_\_\_\_ ,  
hereby grants permission \_\_\_\_\_  
(organization applying for grant)

to plant and maintain trees, for up to three years on said property as described in the project proposal entitled

\_\_\_\_\_  
(Signature of property owner's authorized representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Print Name of owner's authorized representative)



2015 Arbor Week Tree Planting Grant Program

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**Certification by Certified Arborist,  
Registered Professional Forester, or Licensed Landscape Architect**

I, \_\_\_\_\_, a \_\_\_\_\_,  
(name) (title, e.g., certified arborist, R.P.F., landscape architect)

certify that \_\_\_\_\_ has  
(organization applying for grant)

trees of a species and size (reaching a minimum height of 30 feet) that are appropriate to the site described in the project proposal entitled:

\_\_\_\_\_  
(project title)

I have visited the proposed planting site, reviewed the maintenance plan, and certify that, if carried out as proposed, this project will ensure the long-term viability of the trees.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Certified Arborist #)

\_\_\_\_\_  
(Telephone )

or

\_\_\_\_\_  
(Registered Professional Forester #)

\_\_\_\_\_  
(Address)

or

\_\_\_\_\_  
(Landscape Architect License #)

\_\_\_\_\_  
(City, State, Zip)