

APPLICATION

California ReLeaf 2012-13 Urban Forestry and Education Grant Program



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

In cooperation with the
**U.S. Environmental Protection Agency and the
California Department of Forestry and Fire Protection**



Applications must be postmarked by July 20, 2012



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Cover Sheet

I am submitting an application for:

Category 1: Tree Planting and Education

Category 2: Tree Care and Education

Grant Applicant: _____

Project Title: _____

Grant Amount Requested: _____ **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: _____

Congressional Rep: _____ Congressional district: _____

State Senator: _____ Senate district: _____

Assembly Member: _____ Assembly district: _____

(To find out who your representatives are, click on Your Legislature at 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 entity

APPLICANT SIGNATURE: _____ **DATE:** _____

SPONSOR SIGNATURE (if applicable): _____ **DATE:** _____



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Project Details

ORGANIZATION OVERVIEW. Briefly describe your organization's mission, goals, programs, and recent accomplishments related to urban forestry and environmental education.

PROJECT SUMMARY. Briefly describe your proposed tree planting or tree care community project, as well as the education components of your project. Include project goals and expected results.

BACKGROUND AND RATIONALE. 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 tree planting or tree care Community Project, as well as the education element of the project. Describe methods and approach that will be used, and justify why the methods and approach is the most effective way to accomplish the project's goals and objectives.

ENVIRONMENTAL EDUCATION. Briefly describe the environmental education components of the proposed program, including information about the distribution or creation of materials and quantity to be ordered as applicable. Describe the expected educational outputs and outcomes of the project, and methods that will be used for tracking and measuring the quantitative and qualitative results of the project. **[Note: California ReLeaf will provide successful awardees with templates, tools and resources for measuring results]** Include information about how your project will address one or more of the EPA strategic environmental priorities identified in page 3 of the Guidelines.

COMMUNITY BENEFITS AND PARTICIPATION. 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. Briefly describe how your project will engage and reach out to your targeted community, and how that community will directly benefit from the proposed project in the near and long term.

EXPLANATION OF EXPENSES. Describe the costs for the proposed project (*please itemize each expense on the Proposal Budget Preparation Form*).

ADDITIONAL PROJECT CONSIDERATIONS. Please include any additional information about the project that may be helpful to the Review Committee. This may include, but not be limited to, information about other projects or activities conducted in the area that are linked to this project, other partners and sponsors of the projects, and a description of matching funds.

Tree Planting Projects Only

Please answer the following questions:

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.

Tree Care Projects Only

Please answer the following questions:

Location and Description of the Project Site(s): Please describe the location and description of the project site(s), including any current site conditions pertinent to the project. Please attach project map(s), including marked planting locations, and photographs of tree care project site(s) 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: While tree planting is not a focus of the Tree Care category, replacing a small number of missing, dead, or inappropriate trees is eligible for consideration. If your tree care project includes tree planting, please identify trees proposed for planting by full botanical name. Only 15-gallon or smaller trees are eligible. If not applicable, leave blank or write “N/A”.

Method and Maintenance Plan: Describe any special site preparations that may be required for the tree care project, in addition to proposed methods for planting and staking any new trees. Please include the proposed short-term and long-term plans for tree maintenance, such as watering, weeding, stake adjustment or removal, and pruning. Identify your source of technical expertise to be utilized for proper methods of planting and maintaining the project trees.



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Project Timeline

(List all planned activities related to the project on a monthly basis)

September 2012:

October 2012:

November 2012:

December 2012: *(Mandatory Progress Report and Reimbursement Request due December 14, 2012)*

January 2013:

February 2013:

March 2013: *(projects must be completed by March 15, 2013. Final report due April 5, 2013)*



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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)



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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)