

# **California ReLeaf 2011 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 August 1, 2011**

## Table of Contents

GRANT PROGRAM OVERVIEW	1
Introduction	1
Eligible Applicants	1
Grant Funding	1
Minimum/Maximum Award	1
Matching Fund Requirement	1
Application Deadline	1
Grant Notification	1
Grant Period	1
Grant Payments	1
Reporting	
Mailing Address/Inquiries	1
ADMINISTRATION	2
ELIGIBILITY	2
Eligible Applicants	2
Eligible Projects	2
Ineligible Projects	2
Eligible Costs	3
Ineligible Costs	3
MATCHING FUND REQUIREMENT	3
SUPPORTING INFORMATION	4
Eligible Trees/Ineligible Trees	4
Tree Planting Standards and Specifications	4
PROPOSAL APPLICATION PROCEDURE	4
PROPOSAL APPLICATION REVIEW	5
CALIFORNIA RELEAF I-TREE STREETS PILOT PROJECT	5
APPLICATION	
Cover Sheet	6
Project Narrative and Overview	7
Project Details	8,9
Itemized Budget	10,11
Project Timeline	12
Permission for Planting	13
Certification of Purchased Trees	14

## **Grant Program Overview**

**Introduction:** The purpose of the California ReLeaf 2011 Tree-Planting Grant Program is to meet the critical need of creating and sustaining healthy communities by providing funding for urban forestry tree planting projects on public land and follow-up maintenance during the grant period. Preference will be given to projects that provide multi-use benefits that include, but are not limited to, greater air quality and/or energy conservation. Preference may also be given to proposals from unincorporated community-based groups.

**Eligible Applicants:** Incorporated nonprofit organizations and unincorporated community-based groups (with a fiscal sponsor) located in California may submit applications.

**Grant Funding:** Grants are for costs associated with the purchase and planting of trees, and the maintenance of those trees during the grant period.

**Minimum/Maximum Award:** Minimum award is \$1,000. Maximum award is \$7,500.

**Matching Fund Requirement:** A cost sharing match of 1:1 is required. In-kind donations and volunteer assistance matching dollars are acceptable. Supporting documentation is required. Federal or state dollars cannot be used as the cost share.

**Application Deadline:** Applications must be postmarked on or before August 1, 2011. Faxed or emailed applications will not be accepted in lieu of the mailed, original proposal.

**Grant Notification:** Notification of grant award or denial will be mailed by September 1, 2011.

**Grant Period:** Projects may be initiated upon execution of the grant agreement by the grantee and must be completed by March 14, 2012.

**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 the State.

**Reporting:** A final report is required. The final report must be submitted by March 23, 2012, and may be submitted early if the project is completed.

**Mailing Address:** Send the signed, original proposal along with proof of applicant's or, if applicable, sponsor's nonprofit status (IRS 501(c)(3) determination letter) no later than August 1 to:

California ReLeaf  
2112 10<sup>th</sup> Street  
Sacramento, CA 95818

An electronic copy must also be submitted with the original signed hard copy on disc or flash drive; or e-mailed to [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org) (preferred).

**Inquiries:** Please direct questions regarding the program to California ReLeaf at (916) 497-0035 or email [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org). Applications may be downloaded from the California ReLeaf website ([www.californiareleaf.org](http://www.californiareleaf.org)).

## **Administration**

**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).

## **Eligibility**

**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 costs associated with the purchase and planting of trees, and the maintenance of those trees during the grant period, insuring the long-term viability of the trees. All of the following conditions must be met for a proposed project to be eligible for a grant:

- A project must be located in an urban area or immediately adjacent to an urban area.
- The project has a commitment for active participation from local volunteers.
- The applicant has complied in all respects with all applicable local and county ordinances.
- The applicant has entered into an agreement with the owners of the land to access the land for a minimum of three years.
- The applicant has complied with all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).

### **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 will eventually conflict with overhead utilities or ground located infrastructure.
- Planting on federal or private land.
- The following are ineligible, unless proof of prior clearance under CEQA or a Negative Declaration is submitted with the proposal:
  - projects in natural, wildland, or previously undeveloped urban settings;
  - projects on railway rights-of-way (public land located directly adjacent to railroad tracks);
  - projects in riparian zones (within 100 feet of a stream, lake, or wetland).

### **Eligible Costs:**

The following dollar amounts are average costs for the entire State. Actual costs for your location may be higher and will be considered for funding. If your actual costs exceed these averages, please explain in the narrative.

- **Trees and planting materials:**
  - Total cost for each 15-gallon or equivalent purchased tree is not to exceed \$55 per tree. 15-gallon or smaller trees are eligible for consideration.
  - Total cost for planting and maintenance materials are not to 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)**

A maximum not to exceed 10% of the total grant agreement. Administrative overhead costs include items such as 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.
- **Education**
  - Purchase, development and distribution of education materials may be funded, relevant to the scope of the proposed project. This can include informational flyers for community and tree-planting events. The maximum is not to exceed 5% of the total grant agreement.
- **Signage**
  - Signs acknowledging Proposition 84 funds are required at each planting site. The construction and material costs are not to exceed \$500. A template will be provided to successful applicants.
- **Concrete removal and other special concerns**
  - In projects where tree plantings involve the removal of asphalt, concrete paving, or other special concerns, reimbursement costs may be available. The applicant must demonstrate that no alternative exists to plant in a nearby, more suitable location.

### **Ineligible Costs:**

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

### **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. Federal and state dollars cannot be used as the reported cost share. Volunteer assistance is currently valued at \$21.36/hour.

## **Supporting Information**

### **Eligible Trees:**

Use SelecTree (<http://selecttree.calpoly.edu>) to find trees that are appropriate for your planting site, then complete the Arborist Certification Form included in the application as part of the proposal. 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 and specifications 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. Download these at <http://californiareleaf.org/wp-content/uploads/2009/12/NurseryTreeSpecs.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 as an attachment.*

Once completed, each applicant must submit one signed original proposal along with proof of applicant's or, if applicable, sponsor's nonprofit status (IRS 501(c)(3) determination letter) no later than August 1, 2011 to:

California ReLeaf  
2112 10<sup>th</sup> Street  
Sacramento, CA 95818

An electronic copy must also be submitted with the original signed hard copy on disc or flash drive; or e-mailed to [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org) (preferred). If you are unable to upload project maps and photos as electronic attachments to your proposal, you must include four 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. No faxes will be accepted.

## **Proposal Application Review**

Proposals are scored on a points system and will be evaluated by a California ReLeaf review committee. All selected proposals will be reviewed *for appropriate species selection only* by the California Department of Forestry and Fire Protection.

The evaluation process will focus on the following questions:

- Is the proposal presented clearly and concisely? Have all required forms and data been submitted properly?
- Does the project meet the intent of the program?
- Does the project respond to significant needs and conditions in the community?
- Are the costs for materials and services reasonable?
- Can good quality results be expected from the proposed methods and processes? Are the objectives of the project realistic?
- Are volunteers significantly involved in the project activities, and does the project contribute to building long-term support for urban forestry among community leaders and the general public?
- Does the applicant have the experience to carry out the scope of work proposed?  
*Note: California ReLeaf encourages community groups with little or no experience in carrying out urban forestry projects to apply, but suggests starting with a small-scale project and applying for less than the maximum amount.*

### **i-Tree Streets Pilot Project (Optional)**

I-Tree Streets is an urban forestry tree management analysis tool that uses tree inventory data to quantify the dollar value of annual environmental and aesthetic benefits including energy conservation, air quality improvement, CO2 reduction, stormwater control, and property value increase.

In an effort to continually maximize the value of the California ReLeaf Tree Planting Grant Program to both network members, CAL Fire, and California communities of all shapes and sizes, California ReLeaf is inviting all organizations that receive an award under this Program in 2011 to partner with us in taking this step in quantitatively capturing the multiple benefits of your tree-planting project.

Organizations that agree to work with California ReLeaf in using i-Tree Streets to accurately inventory trees planted under this grant will not only learn more about this important tool, but will be share to share the tangible results of your tree-planting efforts with members, policy makers and funders. Please Visit i-Tree Streets at <http://www.itreetools.org/streets/index.php> before committing your project to this process, then check the box below if you choose to participate in this pilot project.

Yes, our organization would like to work with California ReLeaf during this grant cycle to capture tree inventory data through i-Tree Streets for all trees planted using grant funds from the 2011 Tree-Planting Program.



2011 Tree-Planting Grant Program

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**Cover Sheet**

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

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



**ORGANIZATION OVERVIEW.** Briefly describe your organization’s mission, goals, programs, and recent accomplishments. Please include your activities related to urban forestry.

**PROJECT SUMMARY.** Briefly describe the proposed project, including project goals and expected results (100 words or less).

**COMMUNITY BENEFITS AND PARTICIPATION.** Briefly describe how your project will engage the community, and how that community will directly benefit from the proposed project.

**EXPLANATION OF EXPENSES.** Briefly detail the anticipated costs for the proposed project (*please itemize each expense on the attached Itemized Budget form*).

**PROJECT DETAILS, PART I – Location and Description of the Planting Site.** Please identify current site conditions, 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 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.

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

**PROJECT DETAILS, PART III – Method and Maintenance Plan for Tree Plantings.** Describe any special site preparations that may be required (ie. 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 methods of planting and maintaining the project trees.

**PROJECT DETAILS, PART IV – Educational or Public Awareness Program.** Briefly describe components of the proposed program (ie. 2012 Arbor Week event) if you plan to make it part of this planting project, including distribution of materials, if applicable, publication name and quantity to be ordered.

**PROJECT DETAILS, PART V – Additional Project Considerations.** Please include here any additional information about the project that may be helpful to the Review Committee.

By signing below, the applicant’s representative certifies the following: “I have been designated by the governing body of my organization (i.e., board of directors or similar body) to act as the authorized representative of the applying organization; I have read and understand all sections of this application packet and certify that the information presented in the attached grant proposal is accurate. I agree to comply with all requirements set forth in the grant guidelines, and I understand that failure to comply with reporting requirements will result in forfeiture of grant moneys.”

\_\_\_\_\_  
*(Signature of applicant’s authorized representative)*

\_\_\_\_\_  
*(date)*

*(A sponsor’s signature is required only if applicant is not an incorporated nonprofit organization.)*  
The sponsor’s representative certifies the following: “I am an authorized representative of the sponsoring organization. I have reviewed and approved the attached proposal and agree to be bound by the grant guidelines, generally, and the sponsorship requirements, specifically. I understand that failure of the applicant to comply with reporting requirements will result in forfeiture of grant moneys.”

\_\_\_\_\_  
*(Signature of sponsor’s authorized representative)*

\_\_\_\_\_  
*(date)*



2011 Tree-Planting Grant Program

**Itemized Budget**

Your itemized budget should include the best estimate of costs and matching funds to carry out the proposed project and should include only eligible expenses as set forth in the guidelines. For tree planting costs, contact nurseries to get estimates of tree stock costs rather than simply using the maximum allowable per tree. Matching funds from in-kind donations, volunteer assistance, non-Federal or non-State monetary contributions are required. Volunteer assistance is currently valued at \$21.36/hour.

You may use this sample form to complete your itemized budget, or submit one as an attachment to this application that may utilize different software (ie. Excel, Word) but adheres to this format.

**Example:**

<b>Materials:</b>	<b>Grant Request</b>	<b>Matching Funds</b>
37 trees @ \$42/tree	\$1554.00	
Arborist, 10 hrs. @ \$45/hr		\$450.00
Tree planting volunteers, 150 hrs. @ \$21.36/hr		\$3,204.00

	<b>Grant Request</b>	<b>Matching Funds</b>
<b>TREES:</b> <i>(Includes tree stock)</i>		
<b>PLANTING MATERIALS:</b> <i>(Includes stakes, amendment, tree maintenance supplies, etc.)</i>		

	Grant Request	Matching Funds
<b>EDUCATION:</b> <i>(Not to exceed 5% of total grant agreement)</i>		
<b>SIGNAGE:</b> <i>(Not to exceed \$500 total for signage; required at each planting site)</i>		
<b>ADMINISTRATION AND OVERHEAD (for nonprofit organizations only):</b> <i>(Includes phone, copying, postage, facility rental, office supplies, mileage and insurance related to the project) –Maximum 10% of grant agreement.</i>		

**Total Amounts**      \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Budget prepared by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



2011 Tree-Planting Grant Program

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**Project Timeline**

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

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**September 2011:**

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**October 2011:**

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**November 2011:**

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**December 2011:** *(optional Progress Report/Reimbursement Request due December 16, 2011)*

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**January 2012:**

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**February 2012:**

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**March 2012:** *(projects must be completed by March 14, 2012. Final report due March 23, 2012)*



2011 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 at \_\_\_\_\_  
*(address or location of property)*

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hereby grants permission to \_\_\_\_\_  
*(organization applying for grant)*

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

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

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

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

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

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



2011 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 selected  
*(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)*