Tree Utah Community Tree Planting Grant Program Application Form

Grant Application Instructions

TreeUtah's Community Tree Planting Grant Program is designed to provide financial, logistical, and volunteer support for community tree planting projects *outside* the Wasatch Front. Inside the Wasatch Front, if you know a location in need of trees that you would love to help plant, please reach out to Amy May, Executive Director, at director@treeutah.org.

This program aims to expand the reach of TreeUtah to help communities plant trees with the help of local volunteers. In addition to awarded funds for purchasing trees, TreeUtah staff can physically participate and help community volunteers do the planting. Ultimately, this program serves to promote awareness and appreciation for the many social, environmental, and health benefits trees provide.

Eligibility

Any local government (county, city, town, or neighborhood council), non-profit, community group, or public school may apply for grant funding. All projects must be planted outside the Wasatch Front on publicly accessible areas or in urban green spaces with assistance and consultation from TreeUtah staff. Moreover, all projects should have a long-term plan for watering and maintenance.

Funding and Grant Details

The maximum grant request for each project is $2,500 - awarded grants average $1,500. Funds are only to be used for the purchase of trees. Grant awards are not meant to cover a group's total project budget, only to supplement the cost of a project. We require a 1:1 grant match, so the monetary value of your matching contributions must be equal to — or greater than — your request from us. Matching contributions may include the purchase and installation of irrigation systems, time spent planning and preparing for the planting project, and/or volunteer or staff time spent attending the workshop and planting the trees. The monetary value of volunteer time

may be calculated at $29.95 per hour (as calculated each year by Independent Sector), or you may substitute more accurate figures if they are obtainable.

TreeUtah staff is happy to help you determine the most appropriate trees for your situation and Utah's climate. Given that nurseries aren't available in some locations, you may reach out to us to help coordinate tree deliveries if needed.

To Apply

All applications must be submitted by email and must include:

1. Completed Application Below
2. Photos of your proposed planting site and surrounding landscape features.
3. A map of the proposed planting site with proposed trees.

You may call us at 801-364-2122 or email us at director@treeutah.org if you have any questions.

Applicants are asked to identify a desired date for a workshop and planting. However, we cannot always accommodate preferred dates due to scheduling conflicts with other planting events and the limitations of our small staff. We ask that you please be flexible when scheduling a planting date.

In addition to monetary funding, grant awardees receive an investment of time and resources from TreeUtah's staff that can include assistance with organizing and managing the tree planting day, tools that can be used for the volunteers at the event, and a tree care demonstration workshop held the day of the planting.

For reliable information about trees in Utah applicants are encouraged to consult the _Utah State University Extension Forestry_ website and _www.treebrowser.org_.

Planting Report & Reimbursement

TreeUtah grant recipients will be required to submit a report detailing the status of the project and project-related expenses. This report should include a description of the project status, photos of the project area, and a detailed list of expenses that includes receipts and invoices.

TreeUtah will disperse grant funding on a reimbursement basis. _We will reimburse you after the project is completed_ and we have received the invoice of receipts with your planting report.

All invoices must be received by TreeUtah **no later than 30 days** after the completed tree planting date. Forms not received by this time risk not receiving a reimbursement.

APPLICATION

To Apply

All applications must be submitted by email and must include:

1) Completed application form *(this document).*

2) Photos of your proposed planting site and surrounding landscape features *(email in JPG format).*

3) A map of the proposed planting site with proposed trees placed in the landscape.

You may call us at 801-364-2122 or email Amy May at director@treeutah.org if you have any questions.

I. APPLICANT INFORMATION:

Date: *	
Name of Organization: *	
Tax exempt 501(c)(3) number *(if applicable):*	
Organization Address: *	
City, State, Zip: *	
Phone Number: *	
Website:	
Type of Organization: * *(e.g., city, nonprofit, city, community group, etc.)*	
Contact Person and Title: *	
Phone Number: *	
E-mail: *	

II. PROJECT INFORMATION:

Project Title: *	
Location of the Project Site: *	
Name of authorized administrator of the property: *	
Phone Number: *	
E-mail: *	
Total Amount Requested: *	
Desired Planting Date and Time: (include multiple if you can to facilitate coordination)	

* Required fields

This Field For TreeUtah staff

Amount Awarded:	Notes:
Planting Date:	

III. GRANT APPLICATION QUESTIONS:

Please identify and describe the site where you want to plant trees.
Why do you feel trees would benefit this location?

Please describe the expected outcomes from this project.

Please explain any partnerships that will lead to the success of your project.

List any current or past affiliation/involvement with TreeUtah -- including any funds received to date. *(If there are no affiliations, write 'None')*

How many volunteers and/or staff do you expect to attend the tree care workshop and how many will participate in tree planting? How will you recruit volunteers?

List the proposed tree species and why these species were chosen *(refer to www.treebrowser.org and the Utah State University Extension Forestry website for useful information.)* **Species diversity is greatly encouraged.**

Have you considered potential challenges or physical obstructions in the area of the planting? Will you agree to have Blue Stakes (811) survey the area and mark utilities in advance of digging? *(e.g., power, gas, or water lines; property restrictions, etc.)*

How will you water and maintain these trees after the initial planting? *(This includes mulch replacement, and water needs).* **Explain what will be done to ensure the success of the tree planting project and who will be responsible for each activity:**

Please provide a work plan that includes tasks to be completed before the day of the planting. *Exact dates are not necessary at this point, but if you desire a specific date or planting time, please indicate that here.*

Please describe any additional funding sources, matching volunteer time, or other resources you will utilize to make this project happen.

Please provide budget information below about the estimated costs of materials that would be purchased using a grant from TreeUtah.

Description of Materials/Service	Cost
Total Project Cost:	

How will TreeUtah be acknowledged for its contribution to your project? *This may include press releases, newsletter articles, photos on your website, etc.*

Please email completed application form and site photos to director@treeutah.org