



2022 Communities Caring for Canopy Grant Application

Funding: \$1,000 - \$5,000

SECTION 1: Applicant Information

MUNICIPALITY OR ORGANIZATION:

ADDRESS:

PROJECT CONTACT PERSON:

PHONE:

EMAIL:

D-U-N-S NUMBER*:

FINANCIAL CONTACT PERSON:

PHONE:

EMAIL:

SECTION 2: Project Information

PROJECT TITLE:

SUMMARY OF PROJECT (*2 sentences maximum*):

GRANT FUNDING REQUESTED:

TOTAL PROJECT COST:

*A D-U-N-S number is a unique nine-digit number that identifies business entities on a location-specific basis. To request your D-U-N-S number visit [dun & bradstreet](https://www.dunandbradstreet.com).

Release Date: 10/20/21

Proposal Due Date: 1/7/22

SECTION 3: Statement of Need

Explain your municipality's current situation and describe out the project will meet the needs of the community. How will the project help to further the community-wide tree program? Provide a succinct statement of need for funding, identifying the opportunities and desired outcomes of the proposed project. *Limit 3,000 characters.*

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SECTION 4: What do you plan on doing and how will you do it?

In table format, using action steps and a timeline, provide a list of what your municipality plans on doing, describe how it will be done, and list the measurable results. All projects must be completed by March 31st, 2023.

	Action	How will it be done?	Measurable Results	Timeline
1	<i>Example: Plant 10 trees on the village green to replace 5 removed ash trees.</i>	<i>Example: Town will develop an RFP to hire a contractor to source and plant trees in accordance with ANSI standards for tree planting.</i>	<i>Example: 4 2" red maple trees planted, 6 2" honeylocust trees planted</i>	<i>May 2022</i>
2				
3				
4				
5				
6				
7				

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SECTION 5: Who will carry out the plan?

Identify who will be involved in the project and their role including services provided, financial contributions, and product donations. Consider the various municipal staff, boards and commissions, tree warden, citizens, professionals, and organizations that can be balled upon as partners to support your efforts. If municipal staff will be planting trees, provide details about their qualifications and experience. Consider working with nearby towns; there is always strength in working collaboratively. *Limit 3,000 characters.*

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SECTION 6: Budget				
A Project Component	B Grant Request	C Match		D Total Project Cost
		Cash	In-Kind/ Donations	
Personnel (salary and fringe)				
Materials/Supplies				
Equipment (purchases of \$5,000 or more)				
Services				
Travel				
Other				
Total				
<p>Budget Explanation: Provide additional information that will help clarify your budget request. For example, partner contributions or details on expected expenditures.</p>				
<p>Note: The Total Grant Request (bottom of Column B) may be a maximum of 50% of Total Project Cost (bottom of column D). The remaining balance of Total Project Cost must be covered by Applicant Match and may be divided in any way between cash and in-kind services or donations.</p>				

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Additional Requirements and Attachments

We understand and commit to the following additional requirements of this *Communities Caring for Canopy* grant program:

- Give permission to VT UCF staff to take and/or publish photographs of project work.
- At the request of VT UCF staff, at least one site visit and/or a pre- or post-grant review to support information sharing among communities.

Required attachments for a complete proposal package:

<https://vtcommunityforestry.org/programs/financial-assistance/caring-canopy-grants>

- Completed Risk Assessment Questionnaire
- Municipal Insurance Certificate - refer to Department of Forest, Parks, & Recreation Insurance Guidance for coverage minimums

Changes resulting from delays or complications due to COVID-19:

Restrictions put in place by the State of Vermont in response to COVID-19 may alter the proposed timeline of awarded grants. Project start dates and any subsequent deliverable dates in grant agreements are subject to change. It is the responsibility of the municipality to ensure that any work conducted under this grant complies with State of Vermont COVID-19 guidance.

Send completed proposal packet to:

Due to changes in office occupation, electronic submission of applications is strongly encouraged. Email completed proposal and all other required documents as attachments to Jenny.Lauer@vermont.gov.

If necessary, municipalities may mail the completed proposal and all other required documents to:

Vermont Department of Forests, Parks and Recreation

Attn: Jenny Lauer

Urban & Community Forestry Program

1 National Life Drive, Davis 2

Montpelier, VT 05620

PROPOSALS DUE:

- **Electronically, by close of business Friday, January 7th, 2022**
- **By mail, at least one week's notice that the application will be mailed and postmarked by Friday, January 7th, 2022**