



2024 Community Tree Planting Grant Application

APPLICANT INFORMATION

1. **LEGAL NAME OF APPLICANT:**

2. **ADDRESS:** (Must match that on most recent W-9)

3. **TYPE OF APPLICANT:** **Municipality** **Regional Planning Commission** **Non-Profit**

4. **PROJECT CONTACT NAME:** (person who will directly oversee project activities)

5. **PROJECT CONTACT EMAIL ADDRESS:**

6. **PROJECT CONTACT PHONE:**

7. **FINANCIAL CONTACT NAME:** (RPC contact if serving as agent)

8. **FINANCIAL CONTACT EMAIL ADDRESS:**

9. **GRANT AGREEMENT SIGNEE NAME:** (person authorized to sign contracts on behalf of your organization, such as Town Manager or Selectboard Chair)

10. **GRANT AGREEMENT SIGNEE EMAIL ADDRESS:**

11. **GRANT AGREEMENT SIGNEE PHONE:**

12. **UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:**

A UEI number is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government. The UEI number replaced the D-U-N-S number beginning April 2022. Visit sam.gov/content/duns-uei to learn more.

PROJECT INFORMATION

13. PROJECT TITLE:

14. PROJECT FACTS

- A. NUMBER OF TREES PROPOSED TO BE PLANTED:
- B. SQUARE FEET OF IMPERVIOUS SURFACE TO BE REMOVED (if any):
- C. TOTAL GRANT FUNDS REQUESTED:
- D. TOTAL MATCHING FUNDS (not required):
- E. TOTAL PROJECT COST:
 - i. Would you accept a partial award? Yes No

15. PROJECT SUMMARY

Provide a summary of your proposed project in 1-2 sentences. *Example: The Town of Centerville will plant 12 trees in a public park and hold an Arbor Day celebration.*

16. GRANT ADMINISTRATION CAPACITY

- Yes No Do you authorize your Regional Planning Commission to act as your project’s fiscal agent and grant administrator?

Municipalities applying for projects with a budget of less than \$25,000 in grant funds are strongly encouraged to authorize their Regional Planning Commission (RPC) to act as the fiscal agent and grant administrator on behalf of the municipality.

IF YES TO ABOVE

- Yes No Are you willing to have your project bundled with other projects with RPC as agent?

If you answer “Yes” to either of the above questions, include a letter of support from your RPC and a letter or meeting minutes from the municipal legislative body authorizing the RPC to act as agent.

Regional Planning Commission as Agent
Authorizing your RPC as fiscal agent and grant administrator means that the municipality would design & oversee the project, while the RPC would prepare the grant application, hold the grant contract, receive and spend grant funds, manage contractor procurement, and submit invoices & reports.

17. I understand and commit to the following additional requirements of this grant program:

- Give permission to CCRPC and VT UCF staff to take and/or publish photographs of project work.
- At least one site visit will be required over the course of the project period.

Release Date: 4/2/24

Application Due Date: 5/17/24

PROJECT NARRATIVE

18. STATEMENT OF NEED

Provide a succinct statement of the need for funding, identifying the opportunities and desired outcomes of the proposed project. How will the project help to further your community or organizational goals (including those in a municipal and/or regional plan)? Include any information that supports a comprehensive understanding of the applicant's situation, e.g., tree inventory or survey results, planning efforts, letters of support from partners and stakeholders, and who has been or will be involved in making decisions about the tree planting project. *Limit 4,000 characters.*

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PROJECT BUDGET

19. BUDGET TABLE

You may use the provided grant budget worksheet or attach your own budget which includes the same information. If using the provided Grant Budget Worksheet, this number should match the “Total” line in Column D. Expenses related to outreach and engagement should be listed in the “Other” section of your budget and explained in the budget narrative.

PROJECT TITLE:			
PROJECT APPLICANT LEGAL NAME:			
A	B	C	D
Project Component	Expense Description	Grant Request	Total Project Cost
Project Staff (salary and fringe)			
Contracted Services			
Materials / Supplies			
Other (explain in narrative)			
Total			

PROJECT BUDGET (continued)

20. BUDGET NARRATIVE

Provide additional information that will help to clarify your grant request. For example, provide details on any anticipated contracted services, any partner contributions (match), or materials that will be purchased to support the project. This grant does not require any match, but applicants may indicate whether their project includes other sources of funding, such as municipal budget allocations, donations, or other grants.

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PROJECT NARRATIVE

21. PLAN OF WORK:

What do you plan on doing and how will you do it? In list format on a separate sheet, or using the table provided below, describe what action steps you are planning to implement. Include with each item a description of what will be done, the measurable results, and a timeline. Please be as specific as possible; this list should outline every distinct deliverable of your project, including tree planting locations and species. Note that projects under this grant round must be completed by **December 31st, 2025**.

	Action	How will it be done?	Measurable Results	Timeline
EX.	<i>EXAMPLE: Plant 10 trees at the Town office</i>	<i>EXAMPLE: Town-hired contractor will source & plant trees per ANSI standards.</i>	<i>EXAMPLE: Four 2" red maple trees planted; Six 2" sycamore trees planted</i>	<i>September 2024</i>
1				
2				
3				
4				
5				
6				

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PROJECT NARRATIVE

22. WHO WILL CARRY OUT THE PLAN AND ENSURE A SUCCESSFUL PROJECT:

In concert with the action items entered above, 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, community members, professionals, and organizations that can be called upon as partners to support your efforts. Describe how this team will ensure the survival of the trees and the success of the project. If municipal or organizational staff will be planting trees, conducting site work, or leading community outreach efforts, provide details about their qualifications and experience, including any experience managing prior similar projects. *Limit 4,000 characters.*

PROJECT NARRATIVE

23. CO-BENEFITS ACHIEVED BY THE PROJECT (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Manage stormwater | <input type="checkbox"/> Ameliorate stress and anxiety |
| <input type="checkbox"/> Enhance community resilience | <input type="checkbox"/> Provide bird and pollinator habitat |
| <input type="checkbox"/> Reduce energy use | <input type="checkbox"/> Provide buffers for noise and/or air pollution |
| <input type="checkbox"/> Improve or expand recreational space | <input type="checkbox"/> Provide food |
| <input type="checkbox"/> Provide shade where people need it most | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Improve or expand business patronage | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Provide a sense of place | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Reduce traffic speeds | |
| <input type="checkbox"/> Enhance pedestrian and/or cyclist experiences | |

Explain how the project will achieve these benefits. Limit 4,000 characters.

Example: Planting red maples along the north side of Main Street will make the adjacent sidewalk safer and more comfortable for pedestrians to use, especially children and the elderly, because it will provide shade, a visual and noise buffer from the road, and a “tunnel” effect to slow down traffic. Trees will also shade the buildings, reducing energy use while also enhancing the streetscape for residents and attracting more visitors to businesses.

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PROJECT NARRATIVE

24. ENVIRONMENTAL JUSTICE IMPACT:

Describe how your project will advance environmental justice and/or benefit a community or communities disproportionately impacted by the economic effects of COVID-19. Consider how you have already or will authentically involve impacted or underserved communities, how to ensure they have access to co-benefits, and what lasting pathways can be created for them. Refer to the [grant guide](#) for further context. *Limit 4,000 characters.*

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SUPPORTING DOCUMENTS

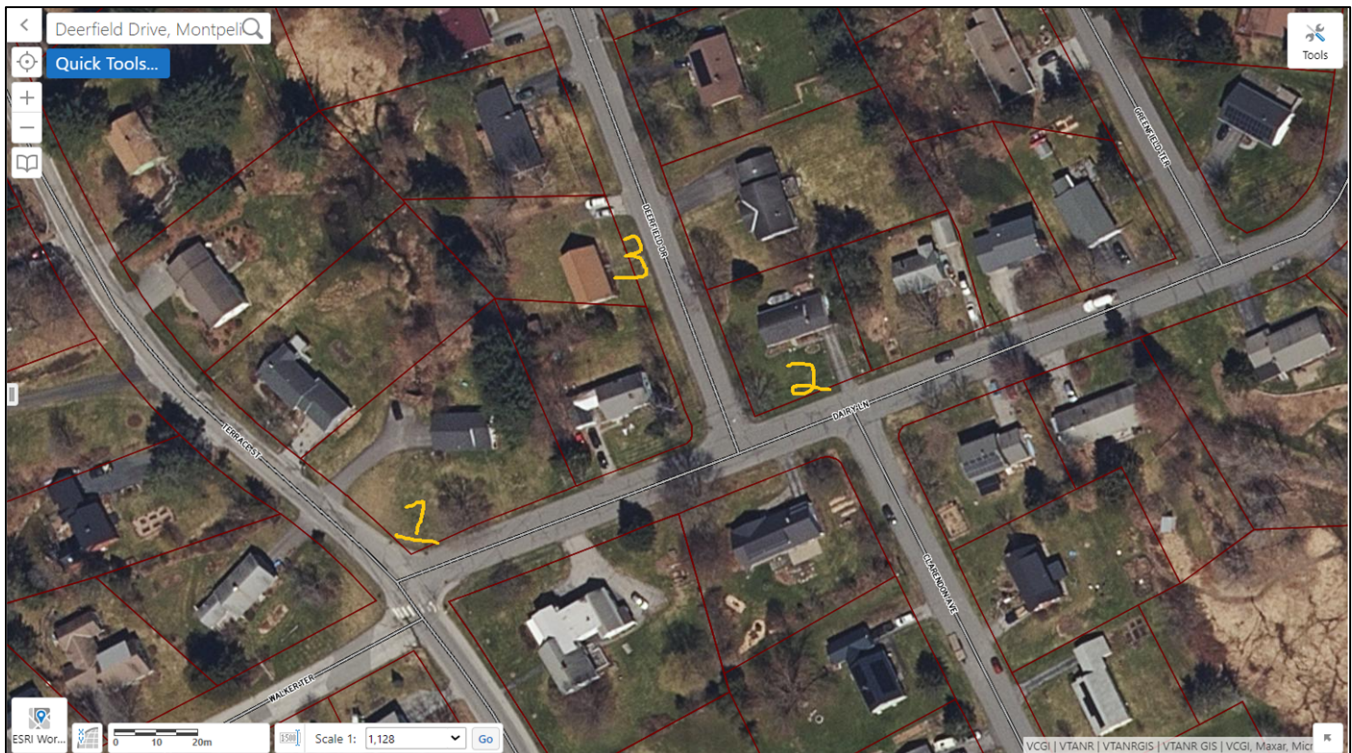
25. PLANTING MAP(S). Attach as many maps as needed to clearly communicate your planting plan. At minimum, maps must show:

- Planting sites labeled numerically to correspond to the tree table in the next section
- Street names or other landmarks
- Right-of-Way and property lines, with ownership if known
- Satellite imagery view / basemap
- Map scale (e.g., 1 inch = 100 feet)

More competitive applications may also include information about:

- Planting site volume and soil type
- Distance to any nearby structures or streets and distance between trees
- Easements (if applicable)
- Overhead and underground utilities (if applicable)

As shown in the example below, a screenshot of the [Vermont Natural Resources Atlas](#) with site numbers added using your computer's built-in image editing software can suffice (though engineered site plans or landscape plans are also suitable). See the HELP section of the application and grant guide for further assistance developing planting maps.



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SUPPORTING DOCUMENTS

26. TREE TABLE. List the following details for all the trees you propose to plant through this project. You may instead attach a custom planting list as long as it contains the information in the table below.

Column A (Planting Site #): Numbers in this column must match your map(s).

Column B (GPS Coordinates or Street Address): GPS coordinates are preferred in decimal format (e.g., 44.26309, -72.57985). Street addresses can use the closest structure or landmark (it's OK if multiple trees have the same address).

Column C (Species): Use scientific names and cultivars. Multiple species may be listed if undecided, or as alternatives if the top choice is unavailable.

Column D (Special Design): Examples include Silva cells, Stockholm solutions, structural soil, bioretention area. Leave blank if planting in open lawn without additional site preparation.

Column E (Size at Time of Planting): Measured as diameter of trunk 6 inches above the ground. Must be a minimum of 1.5 inches.

A Site #	B GPS Coordinates OR Street Address	C Species	D Special Design?	E Planting Size
EX.	44.26147, -72.58094	<i>Acer saccharum, Tilia americana</i>	<i>Silva cell with pavement removal</i>	2"
1				
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11				

Attach additional pages if needed. An expanded planting list template is available from the program website.

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HOW TO SUBMIT YOUR APPLICATION

Applications are due by 11:59pm (EST) on Friday, May 17th 2024. When your application is ready, please send a single e-mail to dschibler@ccrpcvt.org with all the required documents listed below as separate attachments or links to download them. In addition to these required documents, attach to the single email any additional plans, inventories, planting agreements, etc. that will enhance your application for funding.

- A. This Completed Application Form**
- B. Application Budget Worksheet (above or attached)**
- C. Site Plan(s) (attached)**
- D. Tree Table (above or attached)**

NEED HELP?

Program staff can help you develop a budget, site plan, and tree table. See the HELP section of this application or the grant guide for details.

- E. Certificate of Good Standing (attached, see guide for details)**

Per Section 13 of Act 154 of 2016, grant applicants must provide a Certificate of Good Standing. “Good standing” means the applicant: (A) is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments; and (B) is in compliance with all federal and State water quality laws and regulations. Available as fillable PDF: agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf

- F. Letter(s) of Support from:**

- **(Required)** The Municipality (i.e., an authorized municipal official; OR, meeting minutes of the legislative body) authorizing this application, authorizing planting of trees on public property (if applicable), and (if applicable) consenting to use of the Regional Planning Commission as agent. See the [grant website](#) for a [template letter](#).
- **(Optional)** Regional Planning Commission staff affirming willingness to act as agent for the municipal project (if applicable). [Find your RPC staff here](#).
- **(Optional)** Other partners or stakeholders for the project, as applicable (including authorization to plant trees on non-municipal property).

HOW TO GET HELP

General information about this grant, including a Frequently Asked Questions (FAQ) document, are posted on the [grant webpage](#). For further information or assistance, contact the program staff listed below.

Grant Application & Submission Questions: Darren Schibler, Senior Planner, Chittenden County Regional Planning Commission, (802) 846-4490 ext. 135, dschibler@ccrpcvt.org

Project Development Questions and Technical Assistance Requests: Adam McCullough, Urban Forester, VT Urban & Community Forestry Program, (802) 522-5104, adam.mccullough@vermont.gov

Regional Planning Commissions and staff contacts are listed at <https://www.vapda.org/regions.html>