



2025 Tree Maintenance & Removal Grant Application Worksheet

SECTION 1: APPLICANT INFORMATION

1. CONFIRM PROJECT ELIGIBILITY:

By checking the box below, confirm that your project meets the eligibility criteria for the *2025 Tree Maintenance and Removal Grants* by visiting the Eligibility Map at anrmaps.vermont.gov/websites/ucf-grant-eligibility/.

Eligibility for *2025 Tree Maintenance & Removal Grants* will be determined in accordance with criteria that have been approved by the USDA Forest Service’s National Urban & Community Forestry Program. Projects **must take place in or must directly serve at least one disadvantaged community**. For the purposes of this grant program a disadvantaged community is defined as a census tract included in one or more of the following datasets:

- The federal Council on Environmental Quality’s Climate & Economic Justice Screening Tool
- The US Department of Housing and Urban Development’s Opportunity Zones dataset
- The US Department of Housing and Urban Development’s dataset for low to moderate income areas

I confirm that this project meets eligibility criteria for the *2025 Tree Maintenance and Removal Grants*.

2. LEGAL NAME OF APPLICANT: (Municipality, educational institution, or non-profit organization)

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

4. PROJECT CONTACT NAME:

5. PROJECT CONTACT ROLE: (Municipal or organizational staff position, tree warden, or volunteer role)

6. PROJECT CONTACT EMAIL ADDRESS:

7. PROJECT CONTACT PHONE:

8. FINANCIAL CONTACT NAME:

9. FINANCIAL CONTACT EMAIL ADDRESS:

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10. GRANT AGREEMENT SIGNEE NAME: (This is the individual that would sign your grant agreement if your application is selected to receive an award. This individual is typically a Town Manager, Town Administrator, Selectboard Chair, principal, a director, or a department head and is ultimately responsible for the execution of the grant agreement.)

11. GRANT AGREEMENT SIGNEE ROLE OR POSITION TITLE:

12. GRANT AGREEMENT SIGNEE EMAIL ADDRESS:

13. GRANT AGREEMENT SINGEE PHONE:

14. 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.

SECTION 2: PROJECT INFORMATION

15. PROJECT TITLE:

16. PROJECT SUMMARY:

Provide a summary of your proposed project in 1-2 sentences. *Example: The Town of Centerville hire a contractor to prune 12 trees and remove 5 high-risk trees, at the recommendation of a Certified Arborist.*

17. GRANT FUNDING REQUESTED: (minimum \$5,000, maximum \$20,000)

18. WOULD YOU ACCEPT A PARTIAL AWARD?:

19. NUMBER OF TREES PROPOSED TO BE MAINTAINED, BY ESTIMATED DIAMETER CLASS: Provide an exact number or estimated range for each diameter size class, as applicable to the project. Applications should follow this format:

- 0 – 6”:
- 6-12”:
- 12-18”:
- 18-24”:
- 24” +:

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20. DETAILS ON THE LOCATION(S) OF ALL TREES PROPOSED TO BE MAINTAINED.

21. NUMBER OF TREES PROPOSED TO BE REMOVED, BY ESTIMATED DIAMETER CLASS: Provide an exact number or estimated range for each diameter size class, as applicable to the project. Applications should follow this format:

- 0 – 6”:
- 6-12”:
- 12-18”:
- 18-24”:
- 24” +:

22. DETAILS ON THE LOCATION(S) OF ALL TREES PROPOSED TO BE REMOVED.

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SECTION 3: PROJECT NARRATIVE

23. STATEMENT OF NEED:

Provide a succinct statement of the need for funding for maintenance and/or removal of standing dead or high-risk trees, identifying the opportunities and desired outcomes of the proposed project. How will the project help to further your community or organizational goals? Include any information that supports a comprehensive understanding of the applicant's situation, e.g., tree inventory or survey results, planning efforts, history of tree maintenance and removal, and who has been or will be involved in making decisions about urban and community forestry management. Limit 4,000 characters.

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24. PLAN OF WORK:

What do you plan on doing and how will you do it? In list format, describe what action steps you are planning to implement. Include with each bulleted or hyphenated 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. *Tree Maintenance & Removal* projects must be completed by **June 30th, 2027**. Limit 4,000 characters.

Examples:

- *The Town will develop an RFP to hire a contractor to structurally prune 28 elm, maple, and honeylocust trees at the town office complex by September 2025.*
- *Qualified town staff will remove 4 large diameter and old sugar maples on the town green that have been deemed as high-risk trees by a Certified Arborist by October 2025.*
- *The Town tree warden will mark at least 15 ash trees along Main Street and Park Street to be removed and will provide a summary of the ash removal project for the town website by spring 2026.*

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25. 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, community members, professionals, and organizations that can be called upon as partners to support your efforts. If municipal or organizational staff are maintaining and/or removing trees, provide details about their qualifications and experience. Limit 4,000 characters.

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26. DISADVANTAGED COMMUNITIES IMPACT STATEMENT:

The USDA Forest Service's Urban & Community Forestry Program awarded funds to state agencies to create sub-grants that support disadvantaged communities through equitable access to trees and the benefits they provide. The funding was made possible by the Inflation Reduction Act of 2022. *Tree Maintenance & Removal Grant* projects must take place in or directly serve disadvantaged communities, which for the purposes of this grant category are defined as census tracts included in one or more of the following datasets:

- The federal Council on Environmental Quality's [Climate & Economic Justice Screening Tool](#)
- The US Department of Housing and Urban Development's [Opportunity Zones dataset](#)
- The US Department of Housing and Urban Development's dataset for [low to moderate income areas](#)

Describe how your project will benefit or improve conditions for a disadvantaged community or communities. Limit 4,000 characters.

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SECTION 4: REQUIRED ATTACHMENTS

For your application package to be complete, the following documents must be sent as separate PDF documents to elise.schadler@vermont.gov in a single email by 11:59pm (EST) on Friday, January 10th, 2025. In addition to these required documents, include within this single email any additional attachments (plans, inventories, planting agreements, photographs, etc.) that will enhance your application for funding.

1. **Budget Worksheet:** Use the budget worksheet on the [grant webpage](#) to itemize project costs, indicate estimated project cost-share match (optional) and provide any information that will clarify your project's budget.

2. **Completed Risk Assessment Questionnaire:** Available as a fillable PDF on the grant webpage.

3. **Certificate of Insurance (COI):**

- Refer to the Department of Forests, Parks, & Recreation Insurance Guidance for coverage minimums: vtcommunityforestry.org/sites/default/files/2022-09/fpr_grantee_insurance_guidance.pdf
- Please ensure that the COI lists the Vermont Dept. of Forests, Parks & Recreation as Additional Insured.
- Please ensure that the COI is for the year grant awards will be made: 2025.

4. **Certificate of Good Standing:** 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 a fillable PDF: agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf

5. **Recommendation for Removal(s):** If your proposal includes high-risk tree removal(s) that are not standing dead trees OR ash trees, a written recommendation is required as an attachment to your application. This is not a requirement if your project only includes tree maintenance. The recommendation must:

- be from a professional arborist, preferably one that is a [Tree Risk Assessment Qualified](#) professional,
- be based on at least one site visit to the tree(s),
- include the method and threshold by which the trees(s) are defined as high-risk, and
- include the contact information of the arborist.

For support identifying a professional arborist, refer to the [International Society of Arboriculture's Find an Arborist online database](#).

27. I understand that my application package will not be considered complete until the listed documents are sent via email to elise.schadler@vermont.gov.

- Yes
- No

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SECTION 5: ADDITIONAL QUESTIONS

28. I understand and commit to the following additional requirements of this 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.

SUBMIT YOUR APPLICATION

When your application is ready, please submit using the [online application form](#),

Applications for *Tree Maintenance & Removal Grants* are due by 11:59pm (EST) on Friday, January 10th, 2025.