



***COLORADO TREE COALITION  
SAMPLE GRANT APPLICATION***

(Please input information in text boxes throughout application by clicking in the shaded text box)

APPLICANT Anytown, CO

PERSON RESPONSIBLE FOR PROJECT John Doe: Public Works/Parks Director/City Forester/Tree Board Chair

ADDRESS P.O. Box 555

CITY Anytown, COLORADO ZIP CODE 55555

PHONE: 555-555-5555 FAX: 555-555-5555 EMAIL: town.forester@anytown.co.us

**Summary Information**

- A. Project Name Anytown Street Tree Planting Project
- B. Project Tier Tree Planting (Choose one from: Tree Planting; Management/Maintenance; Media; Xcel Utility)  
*The Review Team has the option to change the selected project tier.*
- C. Project Location/Community Population (5 points added to application if population less than 10,000)  
Walnut Street, Anytown, CO, Population 2,400
- D. Number of volunteers and citizens expected to be involved 50
- E. Total Project Cash Cost \$ 6506 Grant Request \$ 1500  
(does not include in-kind services)
- F. Percent Applicant Contribution 77% (%=Total Project Cash Cost-Grant Request then divided by Total Project Cash Cost)  
*Applicant must match at least the grant request amount with non-federal CASH. **Maximum grant is \$1,500. Minimum is \$500.***
- G. Estimated Completion Date of Project April 21, 20xx
- H. Are you or your organization a CTC Member? Yes

Joe Forester	Town Forester	12-1-20xx
Applicant Electronic Signature (simply type in name)	Position	Date

*By electronically signing this application, I acknowledge that I have read and understand the guidelines of this application and that I am an authorized representative of the applying organization.*

**APPLICATION DEADLINE FRIDAY, DECEMBER 4, 20xx. RETURN VIA EMAIL TO:  
[keith.wood@colostate.edu](mailto:keith.wood@colostate.edu)**

**Application Guidelines** (Before submitting application go through this checklist to make sure you meet requirements)

- Please note....if your organization or community received a CTC grant in the previous year you are not eligible to apply for funding this year. You will have to wait till next year's program to apply again.
- Indicate the tier your grant request falls into (Tree Planting; Management/Maintenance; Media; Xcel Utility). The Xcel Utility Tier is only available for communities served by Xcel Energy and must be planting projects under power lines using trees from the Xcel Energy list. These lists can be found at [www.coloradotrees.org](http://www.coloradotrees.org).
- Application must be emailed to [keith.wood@colostate.edu](mailto:keith.wood@colostate.edu) by **December 4, 20xx**. Applications received after this time will not be considered.
- Once received and entered into the grant submittal spreadsheet the applications will be emailed to three grant reviewers around the State. No paper copies of the application are required with the electronic submission format.
- A complete application must be submitted. Please make sure your application meets all the required components.
- Support materials (planting plans, sample documents, past projects, etc.) should be submitted electronically as well.
- Projects on private property are acceptable provided there is proof of public benefit and access (i.e. neighborhood association).
- Planting or pruning projects must be compatible with local ordinances and requirements, or must follow the American National Standards Institute's (ANSI) standards for pruning, or comply with the American Association of Nurserymen's standards for planting stock.
- A **100% non-federal, cash match is required**. The applicant must come up with at least as much money as they are requesting. In-kind personnel and volunteer services are not considered qualifying expenses.
- Qualifying expenses must be **tree related only**. *Do not include expenses related to turf care, shrubs, flowers, trail construction, recreational facilities, and similar items.*
- Maximum grant request/award is \$1,500**. Minimum is \$500.
- If trees are planted, a 3-year maintenance and care plan is required to be submitted electronically with application.
- Documentation must be submitted **within 30 days** of the completion of the project. Documentation can be in the form of **photos** (especially for planting/pruning/etc. projects), publications, video tapes, news releases, etc. Photos are encouraged to use in future editions of the CTC Newsletter *Tree Talk*. Letters of appreciation are also helpful for CTC's fundraising efforts.
- Expense reports documenting your actual project costs are required within 30 days of the completion of the project.
- Projects must be completed by September 30, 20xx.**
- CTC membership is encouraged.**

## **Selection Criteria**

*Eligible projects will be rated by the following criteria. Applications will be evaluated based on an 80-point system. The maximum possible points for any question are shown in parentheses. Please use allotted space by clicking in text box- (Note each text box has a maximum number of characters allowed, please adjust your response to this maximum)*

### **1. Organization Description (0 points)**

Please describe your organization or community.

Anytown is a small farming community that is beginning to suburbanize, located at Exit 555 off of I-55. Presently the town is primarily a bedroom community, with many residents commuting to their places of employment. The population of Anytown is approaching 2500 people. The town currently employs 7 full-time employees in the Administration and Public Works/Parks Departments. Other services such as park planning are contracted out to part-time consultants. Due to the small population and budget of Anytown, the town relies heavily on volunteers to help in the community. The town currently has a new street parkways along Walnut St. that has been planned by a park planner and is basically undeveloped, due to budget restraints in the town.

### **2. Characteristics and Need for the Project (20 points)**

Describe the project. What is the purpose and desired outcome of the project? The purpose of CTC grants is to promote community forestry: proper tree selection, planting location, planting and maintenance practices: Walnut St. Parkway is located at the entrance into the town, running approximately 1 mile west off of I-55 at Exit 555. The town contracted a park planner, a registered landscape architect, to draw up plans for this parkway. The parkway has several newly constructed homes adjacent to it, with more on the way. The purpose of the Walnut Street Tree Planting project is to initially plant 32 trees of varied species along the parkway that will grow to shade the street, reduce stormwater run-off in this neighborhood, improve air quality, sequester carbon and reduce energy usage by adjacent homeowners as the trees grow to shade the residences.

### **3. Educational Opportunities of the Project (15 points)**

Describe the educational or interpretive opportunities presented by this project. Who is the anticipated audience? The town has contacted the principal of Anytown Elementary School, to ask for her help in educating the children in Anytown on the importance of trees and their value to Anytown. Since Arbor Day is the third Friday in April, the town plans to have an Arbor Day Celebration on this day, at the adjacent City Park, to include the elementary school children. At this time, the town would plant the along Walnut St. with help from community volunteers and adjacent homeowners, while educating all involved on the types of Colorado Tree Coalition approved trees and the importance of trees to our town and the environment. The children and adjacent homeowners will also be educated on what is done to take care of these trees, such as proper watering, staking, and mulching techniques. Through their help, it is envisioned that these volunteers will take a vested interest in watching these trees grow and beautify this new parkway in their town. Making Arbor Day a yearly event and becoming a Tree City USA would add to the educational benefits also.

### **4. Volunteer and Community Involvement in the Project (10 points)**

List other agencies, corporations, homeowner associations, volunteers, businesses or groups who are participating in or donating to the project. Describe how they are assisting.

The town currently has a volunteer park/recreation committee and Tree Board that meets monthly to discuss, plan, and implement park, recreation and tree issues. Walnut St. Parkway has been a top priority of this committee for three years. Their input into developing this parkway has been a complete donation of their time. In addition, the children at Anytown Elementary School, their parents, other community volunteers, and adjacent homeowners will help in planting these trees during the Arbor Day Celebration in April.

**5. Publicity and Public Relations for the Project (10 points)**

How will the project be publicized and documented? How will the Colorado Tree Coalition be acknowledged?

Anytown currently distributes a bi-monthly informational newsletter, to our residents. It includes events and information on what is happening in the town. The Town Administrator will be responsible for updating the town on the status of the Colorado Tree Coalition (CTC) grant and the time and day the trees will be planted. The Daily Times, a local newspaper, will also be informed of the CTC grant and will be asked to publicize the Arbor Day Celebration, as well as acknowledge the CTC for their grant contributions. Pictures of the celebration and tree planting will be taken and placed in the Town Hall, as well as for the final documentation to submit to the CTC. In addition, the CTC will be acknowledged by a special plaque that will be placed along the Walnut St. Parkway, describing their donation of trees to the project.

**6. Colorado Tree Coalition Involvement (5 points)**

Briefly describe your involvement in a Colorado Tree Coalition chapter and/or the statewide organization. Are you or your organization a member of the Colorado Tree Coalition?

Anytown was recently made aware of the Colorado Tree Coalition. The Town Board unanimously approved becoming a community member of the CTC at the most recent Town Board Meeting. It is the intention of the town to support the CTC and their purpose and goals in the state of Colorado.

**7. Design and Plan of the Project (10 points)**

Attach a plan, 3-year maintenance specifications, planting specifications, plant lists, or sample educational products appropriate to your project. Is the application concise, clear, and complete? Has the project been thought through and well planned? Are project costs calculated correctly and understandable?

Attachment A is a copy of the Walnut St. Parkway Landscape Plan. Pictures of the current tree-less parkway can be found in Attachment B. The watering and 3-year maintenance follow-up tree care plan, as designed by Anytown's Tree Board and tree maintenance parkworker, can be found in Attachment C.

**8. Community Commitment for the Project (10 points)**

What will this project do to establish long-term commitment to trees in your community (i.e. the creation of a tree board, establishment of regular funding, etc.)

Walnut St. Parkway is located at the entrance to Anytown off of I-55. Eventually the parkway will be a focal point to the town. Parkway maintenance, to include the care of trees, has been established in the yearly Anytown budget, but routine maintenance (weeding, mulching, mowing, etc.) will be the responsibility of the adjacent homeowners. It is a separate line item in the budget and will continue to grow in cost as additional trees are planted and homes are built. Long-term commitment to trees in our community is evident, as a special water tap was purchased and installed for Walnut St. The parkway plans include that a complete watering drip system will be installed for tree watering as well.

**Attach appropriate materials as needed. If a brochure, booklet, video, etc. is planned, attach an outline or mockup of the project. Have you included a 3-year tree care plan for planting projects?**

**Attachment C: Anytown Tree Maintenance Plan**

Anytown Public Works/Park Department currently owns and operates a portable 100 gallon water tank, which will be used to water the trees through dry periods, once a month in winter and during any significant watering restrictions. Otherwise a drip system/sprinkler system will soon be installed along the parkway. Trees will be planted with current specifications provided by the Colorado Tree Coalition. They will be backfilled with the excavated soil. The trees will be immediately watered after they are planted to settle the soil. Mulch will be placed around the circumference of the trees to help retain the water. The trees will not be fertilized during the first year. Fertilizer will be applied as necessary thereafter to solve any nutrient deficiency problems with the trees. For the first three years, newly planted trees will be watered based on guidelines for tree watering at

<http://saver.denverwater.org>. Trees will not be structurally pruned until establishment, most likely during Year 3 after planting. Pruning guidelines as established by the International Society of Arboriculture ([www.treesaregood.com](http://www.treesaregood.com)) will be followed.

**Project Costs**

Please itemize **cash only** expenses. **Do not** include in-kind costs or costs for existing (*not hired for this project*) personnel in the first section. Be as detailed as possible.

**I.**

<u>Item</u>	<u>Cost</u>
6, 2" caliper 'Skyline' honeylocust trees	\$1,010
4, 2.5" American linden trees	\$780
4, 2.25" 'Greenspire' linden trees	\$720
9, 2" bur oak trees	\$1,905
5, 2" Kentucky Coffeetrees	\$936
4, 2.5" hackberry trees	\$765
Tree Delivery Charges	\$110
Mulch	\$280
<b>Total Project Cash Cost</b> (should be the same as page 1)	<b>\$6,506</b>

**II.**

- A. Your non-federal cash match\* \$ 5,006
- B. Your grant request (should be the same as page 1) \$ 1,500
- C. Total project **cash** cost (Lines A + B = C)  
(this should be the same as Total Project Cash Cost above) \$ 6,506

**III.**

- D. In-kind labor (includes volunteer and personnel time; estimated volunteer hours at \$19.51/hour) \$ Volunteer (\$2,341.20)+ Personnel (\$3,121.60) = \$5,462.80
- E. Other in-kind services (donated equipment, supplies) \$
- F. Total Project **Value** (Lines C + D + E) (this is different than Total Project Cash Cost) \$ 11,968.80

**IV.**

**\*Source of Funds:** Please list the source and amount of non-federal cash.  
Anytown Parks/Forestry Budget

**V.**

**Tree Information (if applicable):** \_\_\_\_\_

# planted 32                      # removed                      # pruned                      # other  
(describe - i.e. inventory)