



Grant Number 19- (For Internal Use Only)

2019 COLORADO TREE COALITION GRANT APPLICATION

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

APPLICANT

PERSON RESPONSIBLE FOR PROJECT

ADDRESS

CITY , COLORADO ZIP CODE

PHONE: FAX: EMAIL:

Summary Information

A. Project Name

B. Project Tier (Choose one from: Tree Planting; Management/Maintenance; Media)
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 8,000)

D. Number of volunteers and citizens expected to be involved

E. Total Project Cash Cost \$ Grant Request \$
(does not include in-kind services)

F. Applicant Cash Contribution
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

H. Are you or your organization a CTC Member?

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 7, 2018. RETURN VIA EMAIL TO:
Nancy.Klasky@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 2018 you are not eligible to apply for funding in 2019. You will have to wait till the 2020 program to apply again.**
- Indicate the tier your grant request falls into (Tree Planting; Management/Maintenance; Media).
- Application must be emailed to Nancy.Klasky@colostate.edu by **December 7, 2018**. Applications received after this time will not be considered.
- Once received and entered into the grant submittal spreadsheet the applications will be emailed to 3-5 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. Planting plans require the species to be listed and should include adequate species diversity recommendations such as found in the [Colorado Ash Tree Replacement Selection Tool \(xlsx file\)](#). Ash (*Fraxinus*) is discouraged from being used with the presence of emerald ash borer in Colorado. **Ash listed as a species being planted may disqualify the application.**
- 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 planting and 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, food, merchandise, 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 and close-out grant materials must be submitted **by September 30, 2019**. Documentation can be in the form of **photos**, publications, video tapes, news releases, etc. Photos are encouraged and may be used on the CTC website, social media sites and the Annual Report. Letters of appreciation are also helpful for CTC's fundraising efforts.
- Projects must be completed by September 30, 2019.**
- CTC membership is encouraged.**

Selection Criteria

Eligible projects will be rated by the following criteria. Applications will be evaluated based on a base 85-point system with additional points available based on community population, Tree City USA status, Emerald Ash Borer related project and/or tree inventory project uploadable to www.cotreeview.com. 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.

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:

3. Educational Opportunities of the Project (15 points)

Describe the educational or interpretive opportunities presented by this project. Who is the anticipated audience?

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.

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?

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?

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?

8. Budget (5 points)

Is your requested funding level matched with 100% non-federal cash funds? Are qualifying expenses all tree related? Are project costs are calculated correctly?

9. 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.)

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

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>
Total Project Cash Cost (should be the same as page 1)	

II.

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

III.

- D. In-kind labor (includes volunteer and personnel time; estimated volunteer hours at \$25.97/hour) \$
- E. Other in-kind services (donated equipment, supplies) \$
- F. Total Project **Value** (Lines C + D + E) (this is different than Total Project Cash Cost) \$

IV.

***Source of Funds:** Please list the source and amount of non-federal cash.