



Preservation Trust of Vermont
104 Church Street
Burlington, VT 05401
802-658-6647
www.ptvermont.org

The Preservation Trust of Vermont

Community Forestry Project

November 6, 2009

Dear Designated Downtown and Village Center Representative,

The Preservation Trust of Vermont is offering tree planting grants of \$5,000 - \$10,000 to Vermont Designated Downtowns' and Designated Village Centers' municipalities and/or volunteer groups. Recipients are required to provide a 1:1 match, cash and/or inkind. Application deadline is January 15, 2010 for the 2010 planting season. Total amount available is \$75,000.

**Grant applications must be postmarked or emailed on or before
January 15, 2010.**

Applications should be mailed to:

Preservation Trust of Vermont
Community Forestry Project
104 Church Street
Burlington, VT 05401
Or e-mailed to trees@ptvermont.org

Grant applications are also available for download at:

www.ptvermont.org

We are very grateful to Bruce Lisman for funding for the Community Forestry Project; to Danielle Fitzko, Agency of Natural Resources, Department of Forests, Park and Recreation, for her partnership in planning and implementing this program, to the District Urban and Community Foresters for their technical assistance., and to the Vermont Downtown Program for marketing the grant.

Questions about the Community Forestry Project and Grant Application? Please contact
Paul Bruhn, Executive Director paul@ptvermont.org 802-343-0595
Meg Campbell, Field Services Bennington Co. meg@ptvermont.org 802-442-8951
Ann Cousins, Field Services ann@ptvermont.org 802-434-5014
Eric Gilbertson, Field Services eric@ptvermont.org 802-272-8543

Sincerely,

Paul Bruhn

Community Forestry Project Mission and Goals

The overall mission of the Community Forestry Project is to enhance downtowns' and village centers' quality of life and sustainability through community forestry.

Goals

- To provide assistance to Vermont Designated Downtowns and Designated Village Centers in creating, extending, and managing urban forest landscapes;
- To link volunteer groups and municipalities with technical resources and training by the Department of Forests, Parks and Recreation; and
- To encourage partnerships and support policies and local commitments that broaden the role of community forestry in land use planning.

Eligibility

Competitive grants may be awarded to Designated Downtown or Designated Village Center local organizations, local governments, or community tree volunteer groups for planting within the Designation boundary.

Requirements

Tree Planting Grants can be used to purchase and/or plant trees in Designated Downtowns and Designated Village Centers. Planting stock must be a minimum of 2 inch caliper balled and burlapped or bare root planting stock; 1½ inch caliper or container stock will be accepted with adequate justification. Tree caliper is measured at 6 inches above the ground. [Recommended Trees for Vermont Communities](#) should be used as a reference guide. For a copy, contact the Vermont Urban and Community Forestry Program (VT UCF) (contact info below).

When choosing tree stock, the best choice is to shop at a local nursery. To find a nursery near you, visit www.greenworksvermont.org.

Trees can be planted on public lands such as public rights-of-ways, parks, greenbelts, and around public buildings. Trees may also be planted on private property in the absence of an adequate public right-of-way, provided the community obtains a written easement from the landowners.

In order to be eligible to qualify for Tree Planting Grants, a community must have established, and in place, an officially designated tree board, Town Tree Warden, local Urban and Community Forestry Council or similar tree body responsible for the care of trees. If your community does not have a designated person or body to care for trees, a member from the community must enroll in the 2010 Stewardship of the Urban Landscape (SOUL) course offered by the VT UCF Program and you will need to outline their future role in the municipality's community forestry program. For more information on SOUL, contact the VT UCF Program.

In addition, a community must meet the following:

1. A current shade tree inventory or other catalog of existing trees, at a minimum, for the location where the planting is taking place.
2. An urban and community forestry plan which addresses, but is not limited to, the following items:
 - a. Schedule for maintenance of newly planted trees for three years and monitoring established trees within the project area;
 - b. Identification of dead and declining trees, and a plan for their removal and replacement where appropriate; and
 - c. Identification of person(s) responsible from program implementation and tree care.
3. A dedicated fund or budget line item for urban and community forestry activities over and above tree removal expenditures is desirable.

If your community is lacking any of the minimum requirements, the VT UCF Program is available to help by offering technical assistance and educational resources to support your community forestry program.

Vermont Urban and Community Forestry Program

Danielle Fitzko, Program Coordinator

802-241-3673

danielle.fitzko@state.vt.us

www.vtcommunityforestry.org

Available Funds

Up to \$75,000 in cost-share grants are available for tree-planting. These funds will be distributed through a competitive grants process. Grants range from \$5,000 to \$10,000. Proposals requesting less than the minimum will be considered.

Cost Share Requirements

Grants will require a minimum of a 50/50 match. The match may be in the form of cash, services, or in-kind contributions.

Value of in-kind contributions

- Adult volunteers - \$15/hour
- Youth volunteers up to 16 - \$8 hour
- Donated professional services – use customary rates for services provided
- Donations of materials – use customary retail rates
- Personnel/staff – use hourly wage rates (may also include fringe benefits)
- Equipment – use established rates per hour, per mile, etc.

Time Table

Applications must be postmarked on or before January 15, 2010. Grantees will be notified of funding approval by February 15, 2010. Projects must be completed and budget documentation submitted by November 1, 2010.

Payment Process

The funds awarded under this grant are available for payment on the following schedule: 50% payable upon written request after the signing of the grant agreement and the balance upon completion of the project with verification of payment of all expenses. The Preservation Trust reserves the right to make partial payment upon non-compliance of conditions in the grant agreement. Allow 3 weeks from the time of the payment request to receipt of the check.

Format

Grant applications must include a narrative of the proposed project, specific goals, personnel involved, time period, deliverables and budget. Maps and photographs should support the proposal.

Evaluation Criteria

Complete applications will be evaluated by the selection committee using the following criteria to prioritize awards:

- The Designated Downtown or Designated Village Center has a sustainable community forestry plan
- The request complies with the community forestry plan
- Species suitability
- Public benefit
- Local support and volunteer involvement
- Education and public awareness component
- Long-term commitment in community forestry

Community Forestry Project Tree Planting Grant Proposal

Please e-mail or mail 5 hard copies of proposal narrative and 1 copy of supporting materials.

We will send Receipt Confirmation upon receipt of an e-mailed application. If you do not receive a Receipt Confirmation, we have not received your application. Call 802-658-6647.

1. Name of Designated Downtown or Village Center and Project Name

2. Applicant Organization:

Contact Person

Organization

Mailing Address

Email

Phone Number

3. Project Description: Provide a concise summary description of the project, objectives and community benefits.

4. Requirements & Criteria: Explain how project meets each of the requirements and evaluation criteria.

5. Planting Site: Describe the planting site; include necessary site modifications, species suitability, infrastructure conflicts, etc.

6. Plant list: Species, quantity, size, balled and burlapped or bare root; if container, justification.

7. Maintenance Plan: Describe three-year maintenance plan for tree establishment, and responsible person(s).

8. Schedule: Anticipated project beginning & completion dates

9. Total Project Cost

10. Amount of Grant Requested: Grant amount requested cannot be more than 50% of the total project cost or \$10,000.

11. Budget: Budget and source of match.

Supporting Material

12. Maps: Provide a map of the Designated Downtown and Village Center boundaries with project site indicated on it and a clear existing and planting site map (no larger than 11x14).

13. Photographs: Include photos of the project site. Follow up photos post planting and on a yearly interval for three years will be required.

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