



Montana Urban Community Forestry Association GRANT Announcement and APPLICATION For the Year 2018-2019

Funds Available:

- ❖ Media Grants- **\$250.00** per grant to be awarded, two grants available
 - ❖ Northern Rockies Tree School Grant- **\$500.00** to be awarded
 - ❖ Urban Forestry Service Grant- **\$2,000.00** to be awarded
- ***Grant funds are made on a reimbursement basis unless the need arises for funds throughout the project, this should be noted in the budget piece of the request.

Overview:

The Montana Urban and Community Forestry Association is looking to assist a Montana community, Montana arboricultural businesses, or nonprofits with grant funds to complete creative urban forestry projects in Montana communities that will help promote and strengthen Urban Forestry in Montana.

Type of projects:

Urban Forestry awareness and promotion “Media Grants”- examples placing an ad in a media outlet promoting the value of trees, having a product made from a tree from the urban forest that is promoted through media outlets, purchasing t-shirts for an arboricultural event that raises awareness, utilizing MUCFA’s media campaign in community mailings to raise awareness.

Urban Forest Maintenance and Protection- finding creative ways to help maintain the urban forest. Purchasing pruning equipment for a neighborhood pruning workshop, forming a partnership to have hazard trees pruned around a public institution such as a school, purchasing a water tank to water downtown trees.

Tree Planting- finding innovative ways to promote tree planting. High profile planting project, tree planting workshop, community tree nursery, projects that diversify the tree population.

Community Population Requirements:

- ❖ Communities with a population less than 2,000 people will be eligible for a 25% match (every \$1 the community spends the grant will pay \$3)
- ❖ Communities with a population between 2,000 and 9,999 people will be eligible for a 50% match (every \$1 the community spends the grant will pay \$1)

- ❖ Communities with a population greater than 10,000 people will be eligible for a 75% match (every \$3 the community spends the grant will pay \$1)

Application Deadline: October 15, 2018

Project Completion: All projects are to be completed by June 30, 2019

Additional Grant Questions Contact: Tim Egan, 406-683-6305, tegan@mt.gov

Submission: Email completed application to montanaurbanforestry@gmail.com; Attn: Media Grant, NRTS Grant or Urban Forestry Service Grant.

MUCFA Membership: Membership in MUCFA is not required to apply. If selected, membership would then be required.

Tree City Status: Your community does not have to be a Tree City USA to apply.

APPLICANT :		FEDERAL TAX IDENTIFICATION NUMBER:	
APPLICANT MAILING ADDRESS (for payment):	CITY/TOWN:	STATE:	ZIP:
APPLICANT'S PRIMARY REPRESENTATIVE:		CONTACT TITLE:	
CONTACT NAME: E-MAIL ADDRESS:		PHONE NO.:	
OTHER IMPORTANT CONTACT(S) (not required unless he/she is the authorized signer of this document) - list by name, title, and best method to reach the person:			
WHAT IS THE PROJECT TIME FRAME?		WILL THE PROJECT INVOLVE ANY COMMUNITY PARTNERS? (I.e. local government, community tree board, private industry, utilities, other)	

GRANT APPLICATION AND CONTINGENT AWARD AGREEMENT STIPULATIONS AND CERTIFICATIONS

The Montana Urban Community Forestry Association ("MUCFA") may, upon review of this Grant Application and Contingent Award Agreement ("Application") and the availability of funding, award funds to the Applicant. Funds will not be awarded to the Applicant if, as determined by MUCFA, incomplete or inaccurate documentation is submitted.

By completing and signing this Application, the Applicant agrees to the following:

1. The Applicant has provided complete and accurate narratives in Sections A, B, C, D and E.

2. The Applicant will spend all grant funds awarded toward the urban forestry related, Grant Activity, as its narrative describes in Section B., BUDGET, and for no other purpose.
3. If a tree planting is part of the Activity, the Applicant will adhere to the planting specifications described below under the heading "NEW TREE PLANTING" to ensure long-term health of the trees planted.
4. The Applicant will expend the grant funds and complete all activities no later than **June 30, 2019** unless approval for delay has been issued in writing by MUCFA.
5. The Applicant will return to the MUCFA upon request, any portion of the grant money that was not used for the Grant Activity.
6. The Applicant will complete a survey requesting information pertinent to the Grant Activity and the expenditure of the grant agreement funds. The survey will be provided to all grant recipients by the MUCFA Executive Board. The Applicant will return the completed survey to MUCFA by the date specified in the survey instructions. The Applicant understands that if it does not return the completed survey by the date specified in the survey instructions, MUCFA may not grant the Applicant Grant Activity funds in the future.
7. The Applicant will provide MUCFA with information, news clippings, pictures, or other combination of information that demonstrates the completion of the Grant Activity.
8. The following items will need to be tracked and reported by the grantee as applicable: (1) Matching funds; (2) Trees pruned/removed (3) Trees planted; (4) Participants; (5) Purchased goods/services including invoices.
9. This Application will become a legally binding agreement only after MUCFA has reviewed its terms and: (1) determined that it is accurate and complete; (2) determined that it meets the three program eligibility requirements; (3) determined that grant funding exists to satisfy the request made by the Applicant; and, (4) signifies its acceptance of the Applicant's grant funding request by executing this Application below. By signing this Application, MUCFA agrees to the following:

It will remit to Applicant grant Funds the amount applied for, or a portion of those funds, to complete the Grant Activity applied for.

PLEASE COMPLETE SECTION A THROUGH SECTION E.

A. GRANT PROPOSAL: Describe your grant proposal, the activity that will occur, and how it improves or raises awareness of Urban and Community Forestry in Montana. (400 words or less)

B. BUDGET: Please describe the amount of money that you are asking for. Provide a basic description of how the grant funds will be spent. Please describe if matching funds will be used.

C. PARTNERS: Describe any partners that will be involved in the project and how they will play a role in the project.

D. MEDIA: Describe any media that will be associated with this project.

E. OUTCOMES: Describe the desired outcomes and benefits of this project.

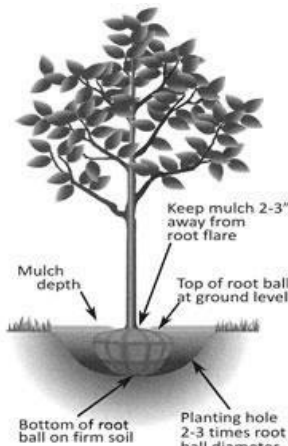
APPLICATION AUTHORIZING SIGNATURE: I warrant and certify the activity described in this application is approved and supported by the parties listed, and that I am authorized to execute this Application. I further warrant and certify that any funds awarded will be used towards the Grant Activity listed and for no other purpose.
AUTHORIZING SIGNATURE
TITLE
DATE
MUCEFA AUTHORIZING SIGNATURE: I warrant and certify that I am authorized to accept and execute this Application on behalf of the Montana Community Urban Forestry Association, effective as of the date of my signature.
AUTHORIZING SIGNATURE
TITLE
DATE
AGREEMENT NO.

NEW TREE PLANTING



All tree planting projects must follow the Best Management Practices for Tree Planting, a special companion publication to the ANSI A300 Part 6: Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Transplanting). This booklet covers bare root, containerized, and balled and burlap (B & B) tree stock. Specifications are summarized here:

- **Time of Year** - The ideal time to plant a tree is when it is in a dormant condition, either in early spring before bud-break, or in the fall, after leaves have dropped. Weather conditions at these times are generally cool, allowing plants to establish new roots before the onset of harsh temperatures.
- **Location** – Visualize the tree in 20 years. Consider site restrictions (available growing space, soil, pavement, overhead/underground utilities, etc.) Call local utility services at least 2 days prior to digging to locate underground utilities. (Usually 811 or 1-800-424-5555 in MT)
- **Tree selection** – Carefully inspect trees and only purchase those that have a strong stem and no physical damage. Avoid trees with circling roots, severe pruning cuts, dead bark or signs of insects and disease.
- **Site preparation** – Dig a hole three times as wide as the root ball, but not deeper. Amending soil is not necessary unless planting in disturbed sites or poor soil quality. Break up compacted soil on sides of the hole, and leave bottom firm.
- **Tree preparation** – 1) Identify root flare - part of the trunk where the roots spread out at the base of the tree. Root flare should be visible after the tree has been planted. You may have to remove some soil from the top of the root ball to find the flare. 2) Cut away strings and burlap or plastic from around the trunk. If tree is container grown, carefully remove container.



- **Tree placement** – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth and never plant too deep. Trunk flare and top of root ball should be at grade. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball. Remove wire basket from B & B trees.
- **Fill with soil** – Fill the hole while watering, periodically pausing to gently tamp base, ensuring the tree is firmly settling in the planting space. Finish filling soil just below the trunk flare.
- **Mulch** – Apply 2 inches of organic material i.e. wood chips or similar composted material. Leave bare soil around the trunk. Remove any tags, wrap, flagging, etc. from the tree. Such items were only meant as protection during transportation and installation.
- **Only stake if necessary** - Trees will establish more quickly and develop stronger trunk and root systems if they are not staked at the time of planting. However, protective staking may be required on sites where equipment, animal damage, vandalism or windy conditions are concerns.