**DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM**

**2013 MUNICIPAL TREE PLANTING & MANAGEMENT GRANT REQUIREMENTS**

**GRANT PROGRAM OBJECTIVES**

* Increase urban tree canopy throughout Delaware by promoting quality tree management and planting projects.
* To diversify, enhance, and promote the proper stewardship of Delaware’s urban forest resources.
* To encourage sustainable urban and community forestry programs throughout Delaware.
* Promote proper storm water management practices for better air and water quality.

*Grant funds can help communities develop an effective urban and community forestry program through the following types of projects:*

* Tree planting (urban forest buffers, street tree and open space plantings).
* Tree maintenance (hazard pruning and hazard tree removal)
* Development of a professional tree inventory.

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**GRANT RULES**

* Eligible projects must be performed on public lands within the municipality. By definition, public lands are those lands that are owned by the state, county and local government. Public lands include parks, green-ways, recreation areas, and/ public rights-of-way or easements. **Applicants must have an Employer Identification Number (EI number) – no payment will be made to individuals.**
* **Urban and Community Forestry grants are not intended to provide ongoing funding**. Priority will be given to first time applicants and applicants that have a passed Urban Tree Canopy Goal Resolution (must be submitted with application).
* Press releases, articles, newsletters, etc. must contain the following wording; ***Funding for this project, Grant #\_\_\_\_\_\_ was provided by the Delaware Forest Service Urban and Community Forestry Program***. Failure to use the above statement will result in the reallocation of funding and/or repayment of issued funds.
* Municipal governments will be required to pass a resolution for an urban tree canopy goal before reimbursement(s) will made.
* MATCHING FUNDS
* Grant requests must be a minimum of $1,000 and cannot exceed $5,000. Matching funds must be equal to or greater than the grant amount requested.
* Matching funds **MUST NOT INCLUDE** either federal funds or in-kind service provided by the Delaware Forest Service.
* Planning and Tree Board meetings must not exceed 25% of in-kind match.
* Match must take place from October 1st, 2013-April 30th, 2014
* Match must be received by project completion date in order for grant funds to be released.
* Match must be directly related to the project – no mowing, playground equipment, etc.
* Applicants must use the 2013 In-Kind Volunteer Tracker when submitting match, no other match sheets will be accepted.
* The volunteer labor rate for 2013 is $**21.56** per hour.
* Applicants may **submit no more than one (1) project** for the 2013 grant cycle.
* ***No materials or work*** may be purchased or performed without an approved purchase order and signed contract from the Delaware Forest Service. This will ensure payment of bills and invoices in a timely manner to the community.
* Trees from the attached list (Recommended Trees for Planting) must be used if you are applying for a Tree Planting grant. Substitutions must have DFS’s approval.

* **Applications must be received by the COB on August 31st, 2013. No Faxed or Emailed submissions will be accepted. Receipt will be made via email**

 ***Delaware Forest Service Urban and Community Forestry Grant Program***

 ***2320 S. DuPont Highway***

 ***Dover, DE 19901***

**APPLICATION PACKAGE REQUIRED ELEMENTS**

1. Contact Information
2. Project Description
3. Match Summary
4. Work Summary
5. Site Map with tree species and locations identified
6. Signature Page

***In order to be considered for ranking, applications must clearly and concisely address these required elements.***

**EVALUATION CRITERIA**

All grants will be ranked for the following criteria:

1. Overall project quality (5pts)
2. Project encourages sustainable urban forestry through management planning, proper tree care, or sustaining/ maintaining urban tree canopy. (5pts)
3. The project mitigates tree hazard(s) (5pts) *applicable only for management grants*
4. Increases tree canopy (5pts) *applicable only for planting grants*
5. Applicant has worked with DFS on developing the project to addresses DFS state forest strategies (5pts)
6. Municipality has an implemented Urban Tree Canopy Goal Resolution (Bonus 1pt)

 **RECIPIENTS OF A 2013 TREE MANAGEMENT GRANT**

* Will receive a letter of congratulations and a procedural guide by ***September 30th, 2013***.
* Will sign a contract with the Delaware Forest Service, stipulating that the project will be conducted as specified in the grant application.
* Will be required to submit an updated W9 Form (online) to allow your organization to receive grant funds from the State of Delaware.
* Will receive a purchase order number after signing grant contract. ***No materials or work* may be purchased or performed without an approved purchase order from the Delaware Forest Service.**
* Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to tree work. This will allow a forester from the Delaware Forest Service to be present if needed.
* Will complete the project by ***April 30th, 2014*** and submit a summary report within two (2) weeks of project completion.
* Will pass a Tree Canopy Goal Resolution with the DFS U&CF program based on DFS’s baseline number for their community.
* Will receive grant amount upon completion of project and submission of summary report and finalized site plan.

**ANY QUESTIONS CONCERNING THE 2013 TREE MANAGEMENT and PLANTING GRANT APPLICATIONS PROCESS SHOULD BE DIRECTED TO:**

**Kyle Hoyd**

**Urban Forestry Administrator**

**Delaware Forest Service**

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**Or**

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**Urban Forestry Outreach Coordinator**

**Delaware Forest Service**

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