

MICHIGAN ARBOR DAY ALLIANCE TREE PLANTING GRANT

2018 *APPLICATION* AND *INFORMATION PACKET*

SUBMIT TO:

EATON CONSERVATION DISTRICT
Michigan Arbor Day Alliance Program

MAILING ADDRESS:

551 Courthouse Dr., Ste 3
Charlotte, MI 48813

CONTACT:

(517) 543-1512 x5
miarborday@gmail.com



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GENERAL INFORMATION

Trees improve environmental quality and the quality of life in the urban, suburban, and rural communities where people live. A key benefit that trees provide is carbon sequestration. Through photosynthesis, trees convert carbon dioxide and water (using sunlight), into glucose (sugar) and oxygen. Healthy, vigorous trees are better at removing carbon dioxide from the atmosphere than trees that are stressed and growing poorly.

Properly planted trees are trees planted in an appropriate location with appropriate planting methods and which receive consistent, long-term maintenance. Healthy, vigorous trees not only sequester carbon, but they can also reduce energy costs, provide shade and screening, increase property values, beautify neighborhoods, reduce soil erosion, and improve air and water quality.

Michigan Arbor Day Alliance would like to thank our program sponsors who help make this grant possible: ITC, Lansing Board of Water and Light, Michigan Department of Natural Resources, Eaton Conservation District and Michigan State University Federal Credit Union.

This is a reimbursement grant program: Grant monies awarded under this program will be paid only upon evidence of completion of approved projects.

For additional information, visit Michigan Arbor Day Alliance's website, www.miarbordayalliance.org or contact:

**MICHIGAN ARBOR DAY ALLIANCE TREE PLANTING GRANT
EATON CONSERVATION DISTRICT (ECD) – MICHIGAN ARBOR DAY ALLIANCE PROGRAM
551 Courthouse Dr., Ste 3
Charlotte, MI 48813
(517) 543-1512 x 5
miarborday@gmail.com**

ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS:

Applications will only be accepted from the following entities:

local units of government (city, township, village, county), **public educational institutions** (K-12, college, university), **public libraries, non-profit organizations, neighborhood associations** (501c3 or equivalent), **churches and tribal governments.**

***Non-Profit Information:** Non-profit organizations submitting applications must also:

1. provide a copy of the IRS's letter of determination indicating non-profit status.
2. provide documented permission from the landowning authority (e.g. city forester, city manager etc.) where the project will be performed, if it is not your own. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are open to the public for educational purposes.

LIMIT ON NUMBER OF PROPOSALS:

Limit of one application per organization per year.

ELIGIBLE ACTIVITIES:

Tree planting is the only activity being funded under this program.

Tree Planting – Includes the following activities:

Tree planting projects on public property such as parks, rights-of-way, city streets, arboretum/botanical gardens, schools, conservation areas and neighborhood common spaces.



Maintenance projects (e.g., tree trimming, removal, etc.) or establishment of tree nurseries are not eligible

HOW TO APPLY

Submit one original application to the ECD - Michigan Arbor Day Alliance Program Coordinator at the address listed on the application.

Applications should contain detailed information about the project. Items to include (as applicable):

1. Project Description
2. Budget (including 1:1 match & quote from local nursery)
3. Tree Planting Information
4. Attachments (e.g. site map, letters of support, etc.)

All requested funds must be directly related to the proposed project expenses and be incurred within the

grant period. **Eligible, reimbursable expenses include:**

- **Purchase of Tree(s)**

Tree Planting Information:

Please include the following information:

1. total number of trees to be planted
2. size (caliper)
3. tree planting stock type (i.e., balled & burlap, container, bare root)
4. tree species
5. proposed location(s) of tree planting
6. tree planting diagram
7. consideration of any tree/utility issues

Important goals for tree planting projects should include:

1. species diversity
2. appropriate tree for the planting location, including distance from all utilities
3. proper planting technique
4. commitment to tree maintenance, and care
5. enhancing community canopy cover

Species diversity guidelines recommend a maximum of 20% of plantings to be from the same genus of trees and a maximum of 10% of plantings to be from the same species of tree. The table below provides the minimum number of species suggested for a given project size.

IMPORTANT: Take into consideration what species of trees currently exist when planning the project.

For example, if there are already a majority of Maples planted then it is recommended that you choose a different species such as Oak, London Plane, Tulip Tree, etc. **Visit our website, www.miarbordayalliance.org for a list of native trees.**

Total # of Trees in Planting	Minimum # of Species
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10
200+	12

Certain species, including Norway Maple, Blue Spruce, and Bradford Pear, are discouraged due to their potential or susceptibility to insects, disease, storm damage or invasiveness. **Native trees are encouraged whenever possible.**



Per state and federal EAB quarantines, no varieties of Ash (*Fraxinus*) species may be planted, or reimbursed through this program.

All planting projects should comply with minimum planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are:

1. *Nursery Stock* (ANSI Z60.1-1996);
2. *Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices* (ANSI A300-1995);
3. *Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-Safety Requirements* (ANSI Z133.1-1994).

Examples and instructions based on these standards may be found in:

- *How to Prune Trees*, USDA Forest Service, Northeastern Area, State and Private Forestry (NA-FR-01-95);
- *Tree Planting Detail* (IC 4108) Michigan DNR;
- *Tree Planting Zones* (IC 4109) Michigan DNR.

Tree Planting Stock Type/Size: Planting stock selection should be determined based on species, planting location, soils, etc...

Below is a list of standard types of tree planting stock.

Balled and Burlap: 1 ½ - 3+ inch diameter, 10-16 feet height. Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground.

Bare Root: 1 to 1¾ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.

Containerized/Potted (Sm.-Med.): Container size class less than #10 with depth 8-14 inches and top diameter 9 -11.5 inches. Trees typically 1-6' tall

Containerized/Potted (Lg.): Container size class equal or greater than #10 with depth 12-17 inches and top diameter 14.5 and 28.5 inches. Trees typically 6-10' tall

Seedlings: 8-10 inch height, 8-12 inch root length. Roots should be numerous and fibrous.

Planting stock must be obtained from a nursery stock dealer or grower certified by the originating state's department of agriculture. Nursery stock obtained from local municipal or other nurseries must meet appropriate standards (*Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931*).

Maintenance Plan: All tree planting projects **must include a detailed 3-year maintenance plan**. This maintenance plan should address watering, pruning, damage control/ management and other routine and corrective actions. The Michigan DNR's *Tree Maintenance Guidelines* (IC 4108-1) may be used as a guideline and is available online at: www.miarbordayalliance.org.

Follow Up Maintenance:

If a grant is awarded, a **review of your maintenance plan** will be sent to you during **year two**. You will be required to fill out the form given, giving updated tree status/survival, and provide the grantor with new pictures as evidence.

REVIEW AND SELECTION PROCESS

Submitted proposals will be reviewed by the ECD – Michigan Arbor Day Alliance Coordinator in consultation with representatives of the MADA State Committee. Reviewers will formulate a recommendation to either award or decline each proposal.

GRANT AWARD & EXECUTION OF CONTRACT

Following the rating, applicants will be notified of their status (award and allocation, or no award).

Every effort is made to review and notify applicants as soon as possible.

Projects meriting funding, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with ECD – Michigan Arbor Day Alliance staff prior to starting the grant to review project plans and activities.

Grant monies awarded will be paid ONLY upon evidence of completion of project. Grantees must provide copies of purchase receipts, pictures and a detailed project narrative including lessons learned and quotes from participants.

Important: Every reasonable effort should be made to make sure the grant materials listed above are submitted no later than December 31 of the grant year. If you require an extension past this date please contact the Grant Program Coordinator.

Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of the ECD – Michigan Arbor Day Alliance Program, in any media communication or publications.

ECD – Michigan Arbor Day Alliance reserves the right to modify the review and selection criteria and to withhold award of available grant monies at any time.



MICHIGAN ARBOR DAY ALLIANCE TREE PLANTING GRANT APPLICATION

**Grant Requirements:**

1). **Applicant must match the dollar value of the grant (1:1). Match can be a combination of other cash expenses and/or in-kind services and donations such as volunteer or staff time.**

2). Tree plantings must occur by **December 31st, 2018**

Applicant Name (city, village, township, county, etc.)	Applicant's Contact Person (individual contact name)
Address	E-mail
City, State, ZIP	Telephone
County	Anticipated Project Start Date
Federal ID (Tax Exempt) Number (if applicable)	Amount Requested (Purchase of Trees Only) \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$2,000 <input type="checkbox"/>

DO YOU HAVE WRITTEN PERMISSION FROM THE SCHOOL, LIBRARY, OR MUNICIPALITY, ETC TO PLANT TREES ON THEIR PROPERTY? Yes No
 Permission Pending

IS YOUR COMMUNITY A TREE CITY USA? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A <input type="checkbox"/>	Trees must be maintained for three years after planting. Please make sure you attach a tree maintenance plan with your application.
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PROJECT DESCRIPTION:

PROJECT BUDGET (INCLUDING 1:1 MATCH AND QUOTE FROM LOCAL NURSERY)

PERSONNEL AND VOLUNTEER TIME MAY BE VALUED AS FOLLOWS: FOR STAFF – USE HOURLY WAGE; FOR VOLUNTEERS – USE \$20.00/HR. FOR ADULTS AND \$10.00/HR FOR YOUTH (UNDER 16 YEARS).

Applications must be received by: April 30, 2018 – (No Email/Fax)

Michigan Arbor Day Alliance Tree Planting Grant
 551 Courthouse Dr., Ste 3
 Charlotte, MI 48813

Questions: (517) 543-1512 x5

TREE PLANTING INFORMATION

TOTAL NUMBER OF TREES TO BE

A. PLANTED:

SIZE: (i.e., caliper
inches)

B.

C. TREE PLANTING STOCK TYPE: (Check all that apply)

Balled and Burlap

Bare Root

Container: (indicate size below)

Seedling

Small – Medium (<10 gal) Large (>10 gal)

D. TREE SPECIES TO BE PLANTED: (Applicants are strongly encouraged to use a diversity of tree species – see pg.2)

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LOCATION OF TREE PLANTING PROJECT: (Check all that apply. **A basic location/site map and planting diagram must be attached.**)

E.

Public right-of-way

Conservation

School

Other

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F. HOW HAVE OVERHEAD AND UNDERGROUND UTILITIES BEEN ADDRESSED IN THE PROPOSED TREE PLANTING PROJECT?

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CALL MISS DIG AT (800) 482-7171 BEFORE BEGINNING ANY TREE PLANTING OR DIGGING PROJECT.

X

APPLICANT'S SIGNATURE & DATE

APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

- Did you provide the required contact information (including FIN#) and answer all questions on the application?
- Did you include a site map where any tree planting projects will be taking place?
- Did you include a tree planting diagram?
- Did you include a tree maintenance plan?
- Have you obtained written approval from landowners?
- Have you obtained all of the necessary required signatures?
- Are there any letters of support that you would like to include? *(not required)*
- Have you attached a copy of your IRS Letter of Determination? *(nonprofit organizations only)*

For questions and additional information, contact Jennifer Hunnell, Michigan Arbor Day Alliance Program Coordinator, Eaton Conservation District, (517) 543-1512 x 5 or miarborday@gmail.com.