Michigan Department of Natural Resources - Forest Management Division

COMMUNITY FORESTRY GRANT PROGRAM

This information is provided by Authority of Part 5 of Act 451, P.A. 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664.

2011

APPLICATION

AND

INFORMATION PACKET

APPLICATION DEADLINE:

received by: **SEPTEMBER 16, 2011**

This document available on our website at: http://www.mi.gov/ucf

---

SUBMIT TO:

MICHIGAN DEPARTMENT OF NATURAL RESOURCES
Urban and Community Forestry Program

Mailing Address:	Street Address:
PO BOX 30452 LANSING MI 48909-7952	530 W. Allegan St., 5th Floor LANSING MI 48933

TABLE OF CONTENTS — PAGE NO.

SECTION I - APPLICATION INFORMATION

GENERAL INFORMATION 1
2011 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES: 1
ELIGIBILITY INFORMATION 2
HOW TO APPLY 2
REVIEW AND SELECTION PROCESS 4
GRANT AWARD & EXECUTION OF CONTRACT 5

SECTION II - APPLICATION

GRANT APPLICATION COVER 5
NARRATIVE INFORAMTION 7
TREE PLANTING INFORAMTION 8
BUDGET 9
APPLICATION CHECKLIST 10

GENERAL INFORMATION

The Michigan Department of Natural Resources (DNR), Urban and Community Forestry Program in cooperation with the U.S. Department of Agriculture (USDA) Forest Service has established the Community Forestry Grants program. Federal funding is provided by the USDA Forest Service, State and Private Forestry, Urban and Community Forestry Program **(CFDA 10.664).**

Cost-share funds will be available to communities and organizations on a competitive basis for urban and community forestry projects in Michigan. A total of up to $100,000 may be granted to eligible projects. This is a 1:1 cost share match program. Federal funds may not be used as part of the match. Projects must be completed by **September 1, 2012.**

The purposes of this program include:

- providing financial assistance to communities and organizations to support urban and community forestry projects
- building local community capacity to manage and care for trees through education and technical assistance
- developing long-term community forestry plans that include citizen input
- promoting projects that assist communities in developing sustainable local tree management programs
- improving public awareness and understanding of the benefits of preserving and expanding community tree cover
- implementing successful tree planting projects
- promoting volunteerism and partnership between public, private and nonprofit organizations for public tree management
- enhancing the technical skills of people involved in planning, managing or maintaining urban and community forests

2011 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES:

Based on the total pool of applications received, up to $100,000 in available funding may be distributed according to the following breakdown:

- Management and Planning projects **45**%
- Tree Planting **30**%
- Education and Training **20**%
- Arbor Day Celebration **5**%

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

For additional information, visit the DNR's Urban & Community Forestry web page at *http://www.mi.gov/ucf*, or contact:

COMMUNITY FORESTRY GRANT PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952
(517) 241-4632

ELIGIBILITY INFORMATION

NOTE - Priority consideration will be given to 1st time applicants and to those who have not received **any** DNR administered urban forestry program grants in the last year.

ELIGIBLE APPLICANTS:

Applications will be accepted from the following:

- local units of government (e.g. city, village, township, county, school district, public university, and other legal entities of local government)
- tribes
- non-profit organizations* ([501(c)(3)] or other granted legal status)

Individuals and private businesses are not eligible to apply but may partner with an eligible organization on a proposal.

***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.

SUSPENDED AND DEBARRED PARTIES:

***Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: *http://www.epls.gov*.

LIMIT ON NUMBER OF PROPOSALS:

One application per category per organization

ELIGIBLE ACTIVITIES:

Several activities will be eligible for funding under the following categories:

1. Management and Planning
2. Education and Training
3. Tree Planting

Maintenance projects (e.g., tree trimming, removal, etc.) are not eligible.

Management and Planning - Includes activities such as:

- street and park tree inventories
- community forestry management plans
- urban tree canopy (UTC) assessments
- tree ordinance development/revision
- tree protection plans
- invasive species management plans
- street/landscape/arboretum designs and plans
- purchase of tree inventory software (one time only)
- temporary staffing support (labor/admin, students/interns – 1yr max)

(*Maximum grant request: $20,000.00*)

Education and Training - Includes activities such as:

- develop/host urban forestry related workshops
- registration expenses for worker training events
- develop/host youth education programs
- develop/purchase tree ID tags, interpretive trail signage etc.

NOTE - Educational products developed may be locally focused but would ideally have statewide or regional applicability and include a mechanism for information distribution.

(*Maximum grant request: $10,000.00*)

Tree Planting – Includes the following activities only:

- Tree planting on public property*

  **parks, rights-of-way, streets, botanical gardens, schools, and neighborhood common spaces.*

NOTE - Reimbursement will be made towards the purchase of trees only. Planting costs are not reimbursable, but may be used towards the match obligation. See tree planting information details below for eligible amounts and allowed reimbursement rates.

(*Maximum grant request: $4,000.00*)

Arbor Day Celebrations – Includes activities such as:

- Tree planting on public property
- Arbor Day celebration supplies/materials (brochures, pencils, stickers, awards etc.).
- Library books/materials related to regional natural resource issues. All materials must be approved by the Grant Supervisor.

(*Maximum grant request: $500.00*)

HOW TO APPLY

Submit one original application **and two copies** by the deadline listed. Late and/or faxed applications will not be accepted. Application materials are available on the DNR's website at *http://www.mi.gov/ucf* or may be sent via mail upon request.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget
3. Tree Planting Information (*as applicable*)
4. Attachments (e.g. site map, IRS determination, etc.)

Narrative Information:

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved/responsible with project as listed on the *Community Forestry Grant Application (pg 6)*.

Budgetary Information:

Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). Federal monies may not be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, equipment usage, donation of goods, services, etc. should be identified.

Volunteer labor/services should be valued as follows: Adults - $**20/hr**; Youths (up to age 16) - $**10/hr**. Professional or technical services contributed by persons, or businesses may be valued at commercial/ professional rates that are reasonable and customary, but must be documented in writing by the applicant.

Applicants that have an approved overhead/indirect rate from a cognizant federal agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested, based on DNR directives.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Some acceptable sources of match include:

- salaries/wages and fringes
- contractor / consulting fees
- equipment (purchase or rental)
- tree maintenance costs (1st year only)
- supplies (*i.e., trees, books, brochures, mulch, stakes, etc.*)
- travel (*current federal rate of $.555/mile*)
- delivery costs

The project budget breakdown should include the following information in a similar format:

Example:

Project Title: Citywide Tree Inventory

Total Project Cost: $41,500

Requested grant funds: $20,000

Anticipated matching funds: $21,500

	Grant Funds	Local Match
Personnel/fringes		$3,000
Contracted	$20,000	$11,000
Supplies		$7,500
Other		

Budget Detail:

Personnel – 150 hrs.@$20/hr;
Contracted - consultant fees for inventory;
Supplies – 3 computers, software and misc. other

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to 3 years and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

Tree Planting Project Category Information:

To encourage communities to build local urban forestry programs, the tree planting portion of the grant program has been divided into a tiered-award system. Local units of government, **specifically cities, villages, townships, and counties,** must indicate and provide evidence of whether they have any or all of the following components of a sustainable urban forestry program:

- tree/landscaping ordinance
- tree board or advisory group
- tree inventory (e.g. street/park/woodlot)
- urban forestry management plan
- professional urban forestry staff (e.g., city forester, consulting arborist etc.)

The following items will be accepted as evidence of meeting the above listed components:

- copy of ordinance
- summary report of inventory (1-2 page max.)
- copy or executive summary of management plan
- list of current tree board members and contact info.
- Title and name of professional staff/consultant (*should have background in forestry, natural resources or urban planning etc.*)

*A copy of some of these documents may already be on file for your community with the DNR. Please contact Kevin Sayers at 517-241-4632 or sayersk@mi.gov for assistance.

Depending on the number of components your community has, you may qualify for funding at the following levels:

- $1,000 max - no components
- $2,000 max - one component
- $3,000 max - two components
- $4,000 max - three or more components

Nonprofit organizations and other applicants who would not be expected to develop an urban forestry program may apply for a maximum of $2,000 in tree planting assistance.

The tree planting section should describe the procedures for planting trees on the project. It should be based on an overall vision of sustaining and enhancing the community as a livable place with an extensive, thriving urban forest that provides multiple aesthetic and ecological benefits.

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. location of tree planting (general area site map)
6. tree planting diagram
7. consideration of any 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

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* (IC4108) 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. Trees will be reimbursed up to the listed amount depending on tree size and actual cost. ***No tree shall be reimbursed more than $125***.

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.
Maximum reimbursement: $125 per tree.

Bare Root: 1 to 1¾ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.
Maximum reimbursement: $50 per tree.

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
Maximum reimbursement: $45 per tree.

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
Maximum reimbursement: $75 per tree.

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* (IC4108-1) may be used as a guideline and is available online at: www.mi.gov/ucf

REVIEW AND SELECTION PROCESS

Proposals submitted in response to this request will be reviewed by ad hoc grant review committee

Reviewers will rate and formulate a recommendation to either award or decline each proposal. Awarded proposals may be funded at the requested amount or less at the recommendation of the committee. The Grant Supervisor assigned to manage the review process will consider the advice of the committee and will make final award determinations.

Applications will be rated based on the following criteria:

- project/program goals
- project quality
- budget accuracy

Project/program goals include responsiveness to stated Community Forestry Grant Program objectives.

Project quality includes completeness of application, project outcomes, short and long-term impacts, cost effectiveness, and proposed methods for continuation or maintenance of project beyond the grant period.

Budget accuracy will consider eligibility of requested funds (based on project category), adequate match and source, and correct use of reimbursement rates for tree planting projects.

In addition, several items related to statewide program administration may be considered when determining grant awards including:

- likelihood that the proposed project will yield products that could benefit the broader Michigan UCF community
- likelihood that the proposed project will result in a community/organization/utility achieving or working towards designation as a Tree City/Campus/Line USA
- geographic location
- length of time since last grant award (if any)
- applicant past performance on grants

The DNR reserves the right to refine or alter the criteria at any time.

GRANT AWARD & EXECUTION OF CONTRACT

Grants will be awarded to the highest rated proposals, as determined by the review committee and the Grant Supervisor, based on application comparisons and other considerations, such as past performance of applicant. Following the rating, each applicant 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. However, official notifications typically are not made for up to 2 months after the application closing date.

Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with DNR Urban and Community Forestry program staff prior to starting the grant to review project plans and activities.

Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the DNR Grant Supervisor. Grant monies awarded will be paid ONLY upon evidence of completion of project. Project must be completed by **September 1, 2012**.

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

Projects receiving funds must acknowledge the support of the DNR, Urban and Community Forestry Program, and the USDA Forest Service, State and Private Forestry Program.

The DNR, FMD reserves the right to withhold award of available grant monies.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest Management, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, Telephone 517-373-1275.

This publication is available in alternative formats upon request.

APPLICATIONS FOR THE 2011 GRANT PROGRAM MUST BE RECEIVED BY SEPTEMBER 16, 2011.
NO FACSIMILES WILL BE ACCEPTED.

Print Form

Michigan Department of Natural Resources – Forest Management Division

URBAN AND COMMUNITY FORESTRY PROGRAM
2011 COMMUNITY FORESTRY GRANT
APPLICATION

This information is required by Authority of Part 5 of Act 451, P.A., 1994, as amended, and the U. S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, in order to be considered for a grant.

Organization Name (Community or Organization)	Contact Person (Person responsible for all project correspondence)
Address	Email
City, State, Zip	County
Telephone ( )	Federal Employer Identification Number (FEIN): **(This 9 Digit Number Must be Provided)**

TO BETTER HELP US IN DETERMINING APPLICANT'S CAPACITY AND/OR LEVEL OF ASSISTANCE NEEDED TO DELIVER URBAN FORESTRY PROJECTS, PLEASE INDICATE WHICH OF THE FOLLOWING URBAN & COMMUNITY FORESTRY PROGRAM COMPONENTS YOUR COMMUNITY CURRENTLY HAS IN PLACE. (check all that apply)

- ☐ **Not Applicable** (*e.g. non-profit organization, educational institution, tribe, etc.*)
- ☐ **Urban Forestry Management Plan** (*Enclose summary page, copy of full plan, or provide website link*)
- ☐ **Current Community Tree Inventory** (*Enclose a summary or sample page*)
- ☐ **Tree/Landscaping Ordinance** (*Enclose copy or provide website link*)
- ☐ **Tree Board** (*Enclose a list of current members and contact information*)
- ☐ **Professional Staffing** (*Should be relevant to urban forestry, planning or natural resources. May include hired consultants*)
  TITLE: _____

PROJECT BUDGET SUMMARY

GRANT AMOUNT REQUESTED
(no more than 50% of total project cost) $

MATCH AMOUNT
(must be at least 50% of the total project cost) $

TOTAL PROJECT COST $

Estimated project starting date

Estimated projection completion date:
(**must be completed by 9/1/2012**)

PROJECT TYPE (Check ONLY one project type)

- ☐ **Management & Planning** ($20,000 or less)
- ☐ **Education & Training** ($10,000 or less)
- ☐ **Tree Planting** (up to $4,000 based on number of components achieved. Those checking N/A are eligible for a max. of $2,000)
  - ☐ $1,000 (No urban forestry components in place)
  - ☐ $2,000 (N/A /one or more components in place)
  - ☐ $3,000 (Two or more components in place)
  - ☐ $4,000 (Three or more components in place)
- ☐ **Arbor Day Celebrations** ($500 or less)

TYPE OF APPLICANT (Check one)

- ☐ Local Unit of Government
- ☐ Non-Profit organization
- ☐ Educational Institution
- ☐ Tribe
- ☐ Other (specify)

Is your community/organization currently certified as a Tree City/Campus/Line USA? ☐ Yes ☐ No ☐ N/A

PROJECT NARRATIVE

Answer the following questions as concisely as possible in the space provided **OR** attach a maximum of 3 separate pages

A. Describe the purpose and objectives of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

B. Describe specific project anticipated outcomes and deliverables (i.e. what will be the major accomplishments from this project?)

C. Describe your strategy/timeline for completing the project. Be sure to include specific steps and preplanning info.(e.g preliminary designs, quotes, estimates etc.).

D. Please list the names and responsibilities of individuals and organizations involved with the project

E. Upon completion of your project, what plans do you have (if any) to continue, maintain, update or assess it?

TREE PLANTING INFORMATION (*AS APPLICABLE*)

A. TOTAL NUMBER OF TREES TO BE PLANTED:

B. SIZE: (i.e., caliper inches)

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

☐ Balled and Burlap ☐ Bare Root ☐ Container: (indicate size below)

☐ 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.4)

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

☐ Public right-of-way ☐ Park/Nature Center ☐ Campus ☐ Other

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

CALL MISS DIG AT (800) 482-7171 OR 811 THREE DAYS BEFORE BEGINNING ANY TREE PLANTING OR DIGGING PROJECT.

TREE MAINTENANCE PLAN (if applicable):

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**

Indicate who will be responsible for the maintenance activities (i.e., municipality crews, residents, contractors, etc.)

*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own.
Please visit *http://www.mi.gov/ucf* - MI UCF Resource Library section

BUDGET INFORMATION

A budget chart must be included (see sample budget on pg. 3). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request can be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal monies and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor/services should be valued as: adults at $20/hour, youths up to age 16 at $10/hour. Professional or technical services contributed by consultants, businesses or companies may be estimated at commercial/professional rates that are reasonable and customary, but must be documented.

Some acceptable sources of match may include:

- Labor (in-house, volunteer, contract)
- Program administration (up to 20% of requested grant funds)
- Equipment (rented, in-house, purchased)
- Tree Maintenance (1st year only)
- Supplies (i.e., books, brochures, tools, mulch, food, etc.)
- Facility rental fees
- Travel / Delivery costs
- Donations

EXAMPLE BUDGET CHART *(attach separate budget sheet as needed)*

Project Title: _____ Total Project Cost: $ _____

Expenses	Requested Grant Funds	Match	Budget Detail
Personnel/Fringe	$	$	
Overhead	$	$	
Volunteer		$	
Trees	$	$	
Travel	$	$	
Equipment	$	$	
Supplies	$	$	
Contractual Services	$	$	
Other	$	$	
TOTAL	$	$	

Have you received written permission from the landowner (if applicable)? ☐ Yes, provide copy ☐ No, copy must be supplied before project begins

*Non-Profit Organizations: Have you attached a copy of IRS determination indicating non-profit status? ☐ Yes ☐ No

Are you currently debarred or suspended from participation in Federal Assistance Programs? (See *pg 2*) ☐ Yes ☐ No

As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the Community Forestry Grant Program, including compliance with all applicable federal and state laws and regulations.

Applicant's Designated Representative (please print) _____ Signature _____ Date _____

APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 16, 2011

DO NOT ENCLOSE MATERIALS IN FOLDERS OR BINDERS.

Please return completed application (original and two signed copies) to:

Mailing Address:

COMMUNITY FORESTRY GRANT PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952

Street Address:

COMMUNITY FORESTRY GRANT PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
530 W ALLEGAN STREET
LANSING MI 48933

APPLICATION CHECKLIST

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

- ☐ Have you included a total of three copies of the application (one original, two copies)?
- ☐ Did you provide the required contact information (including FIN#) and answer all questions on the application?
- ☐ Did you include copies of any quotes or bids you received for the project (*as applicable*)
- ☐ Have you verified your budget figures and correctly calculated the required matching funds?
- ☐ Did you provide copies of any Urban Forestry Program components as described on page 1? (*as applicable*)
- ☐ Did you include a site map where the project will be taking place? (*Tree planting grants only*)
- ☐ Did you include a tree planting diagram? (*Tree planting grants only*)
- ☐ Did you include a tree maintenance plan? (*Tree planting grants only*)
- ☐ Have you obtained written approval from landowners? *(as applicable)*
- ☐ 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 Kevin Sayers, Urban Forestry Coordinator, Michigan DNR, (517) 241-4632 or sayersk@mi.gov