



URBAN AND COMMUNITY FORESTRY PROGRAM
DTE ENERGY FOUNDATION TREE PLANTING PROGRAM
GRANT APPLICATION



This information is required by Authority of Part 5 of Act 451, P.A. 1994, as amended, in order to be considered for a grant.

Form with sections: Applicant Name, Address, City, State, ZIP, Telephone, PROJECT BUDGET, PROJECT IS LOCATED WITHIN, PROJECT NARRATIVE INFORMATION (A-F), and various checkboxes and text input fields.

BUDGET INFORMATION:

A budget chart must be included (see sample budget in Grant Application Information IC-4028, page 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, up to a maximum of \$3,000. Budgets must identify match funds (cash, value of in-kind contributions etc.). Matching funds may not be federal monies and must be directly related to the tree planting project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor/services should be valued as: adults at \$16.50/hour, youths up to age 16 at \$8.25/hour. Professional or technical services contributed by businesses or companies may be estimated at commercial/professional rates that are reasonable and customary.

Project title: _____

EXPENSES	<u>TOTAL PROJECT COST</u>		<u>BUDGET DETAIL</u>
	REQUESTED GRANT FUNDS* (DTE)	MATCH (LOCAL SHARE- NON-DTE)	
Personnel/Fringes			_____
Trees			_____
Misc. supplies			_____
Volunteer			_____
Contracted			_____
Equipment			_____
Other			_____
TOTAL			_____

* Requested Grant Funds shall apply to the purchase of trees only.

SOME ACCEPTABLE SOURCES OF MATCH INCLUDE:

- Tree Maintenance (Year One only)
- Program Administration (up to 20% of requested grant funds)
- Tree Installation/Planting (in-house, volunteer labor or contract labor)
- Planting Supplies (i.e., mulch, stakes)
- Tree Delivery Costs
- Equipment (rented, purchased, in-house)

TREE PLANTING INFORMATION- Please answer the following questions and attach additional/separate pages as needed:

A. NUMBER OF TREES TO BE PLANTED:

B. SIZE: (I, CALIPER)

C. TREE PLANTING STOCK TYPE: (i.e. balled & burlapped, container, bare root, seedlings)

D. TREE SPECIES TO BE PLANTED: (Applicants are strongly encouraged to use a diverse variety of tree species in their planting project.)

E. LOCATION OF TREE PLANTING (SITE MAP) AND TREE PLANTING DIAGRAM: (please attach both)

Street right-of-way Park/Nature Center Campus Other public area _____

F. HOW ARE OVERHEAD AND UNDERGROUND UTILITIES TAKEN INTO CONSIDERATION WHEN TREE PLANTING?

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

TREE MAINTENANCE PLAN:

All planting projects must include a 3-year maintenance plan. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. The *Tree Maintenance Guidelines* (IC4108-1) may be used as a guideline. Please visit <http://www.mi.gov/dnrucf> to download a copy of this guide. Also, please indicate who will be responsible for these activities (i.e. municipal crews, residents, contractors, etc.).

Identify the legal authority, responsible department, board, committee or commission charged with the carrying out and administration of this project.

Does the legal authority support this proposal?

Yes No Pending

Written permission of landowner/municipality where planting project will occur?

Yes (Please attach) No If No, a copy must be provided before beginning project.

NON-PROFIT ORGANIZATIONS: Copy of IRS determination indicating non-profit status enclosed? Yes No

I hereby agree, as Designated Representative of above-named Applicant, to implement this project according to the Application and to abide by the provisions of the DTE Energy Foundation Tree Planting Grant Program, including compliance with all applicable federal and state laws and regulations.

Applicant Signature

Date

APPLICATIONS MUST BE RECEIVED BY DECEMBER 28, 2007.

PLEASE DO NOT ENCLOSE MATERIALS IN FOLDERS OR BINDERS.

Submit completed and signed Application, along with two copies, to:

Mailing Address:

**DTE ENERGY FOUNDATION TREE PLANTING GRANTS
FOREST, MINERAL AND FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952**

Street Address:

**DTE ENERGY FOUNDATION TREE PLANTING GRANTS
FOREST, MINERAL AND FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
530 W ALLEGAN STREET
LANSING MI 48933**