

Urban and Community Forestry Grant for Government Entities



Illinois
Department of
**Natural
Resources**



General Instructions

- Grant contact: Colette Copic - grants.CRTI@morton.org (preferred) or 503-953-6930.
- Fill out each page of this application. Please fill in the application electronically; handwritten applications are difficult for our reviewers to score. If you have questions or need assistance, please contact us.
- We do not wish for this application process to be a barrier to any interested Applicant. If you would like assistance or have questions, please contact Colette Copic by February 1, 2024.
- **Please note that you are required to include a signed cover letter from your Mayor (or equivalent in organization/community other than municipality).**
- Submit your application electronically via email to grants.crti@mortonarb.org. No hard copies will be accepted unless you contact Colette Copic to make specific arrangements.

Applications are due March 1, 2024 at 5:00 p.m.

Free Application Assistance is Available!

The Morton Arboretum offers free application assistance for communities applying to this grant program. Contact Colette Copic at grants.crti@mortonarb.org for more information. The Morton Arboretum is an equal opportunity provider.

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Grant Information and Funded Program Areas

These grant funds are provided by USDA Forest Service Urban and Community Forestry allocation from the Inflation Reduction Act, and are made available through competitive sub-awards to disadvantaged communities for a variety of urban and community forestry based activities including, tree inventories, urban forest management plans, tree planting, urban wood utilization, urban food forests, and workforce development. **Schools, colleges, non-profits, and HOAs are not eligible to receive funding assistance through this grant.**

The total maximum allowable funding amount for any one organization is \$150,000. The minimum allowable funding amount is \$25,000. The grant period is approximately 4 years.

No match is required for eligible projects. 100% of work must take place in, or benefit, disadvantaged communities. The USDA Forest Service wants these funds to be used in disadvantaged communities and therefore has waived match requirements. The match waiver must be passed on to any sub-awardees as described in the General Criteria section of the RFP.

Please reference the grant's Request for Proposals (RFP) for more details on this grant. You may access the RFP at <https://chicagorti.org/grants>

Allowable Projects

Program areas funded through this proposal must include one or more of the following, as outlined in the RFP:

1. *Increasing tree canopy in disadvantaged areas of communities*
2. *Improving forest health in disadvantaged areas of communities*
3. *Creating or improving community forestry programs that will benefit disadvantaged areas of the community*

Opportunities may be combined or requested singly but must show thoughtful consideration of urban forest impact and benefit.

All projects must directly benefit disadvantaged areas of the community.

No work shall start on the project until the Applicant is awarded funding. All work shall be completed within the specified grant time period.

Section 1: Applicant Background Information

In this section, you tell us about your organization.

Organization Name	
Government Type (Municipality, County, Park District, Forest Preserve District, Township, etc.)	
Federal Tax ID (EIN)	
<p>SAM Unique Entity ID (UEI)</p> <p>The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. You must have an active SAM registration at the time of grant award. If you do not currently have a UEI, please put - “in progress” in the box to the right and visit SAM.gov and apply as soon as possible.</p>	
Award Amount Requested (\$)	
<p>Does your entity own/manage public land in disadvantaged census tracts (identified by CEJST, EJScreen, or HUD Opportunity Zones per the RFP) and thus, is eligible for funding through this grant?</p> <p>You may refer to this map to identify disadvantaged areas in your community.</p>	<p>Yes, my entity is eligible for funding. We have disadvantaged areas according to CEJST, EJScreen, or HUD Opportunity Zones.</p> <p><input type="checkbox"/> No, my entity does not have disadvantaged areas. (Not Eligible For Funding)</p>

<p>Will you perform site specific projects, community-wide, projects, or both? Refer to the RFP's Eligible Program Areas for more information on which projects are considered site-specific/community-wide</p>	<p> <input type="checkbox"/> Site specific <input type="checkbox"/> Community-Wide <input type="checkbox"/> Both </p>
<p>All projects must directly benefit disadvantaged areas according to approved federal tools. Please list the disadvantaged areas in which your project will take place and/or directly benefit.</p> <p>You may refer to this map to identify disadvantaged areas in your community. Click on any block group or tract to see its ID number.</p>	

Applicant Contact Information			
Name		Title	
Mailing Address			
Email		Phone Number	
Project Supervisor (if different)		Title	
Email		Phone Number	

Community Questions	Please specify your answer with a check	
Do you have an inventory of your public trees?	No inventory of public trees	<input type="checkbox"/>
	Full	<input type="checkbox"/>
	Partial	<input type="checkbox"/>
If you have an inventory, is it digital? If you do not have an inventory, leave this blank.	Digital	<input type="checkbox"/>
	Paper	<input type="checkbox"/>
Has your tree inventory been updated in the last three years? Eligibility: Only trees not inventoried or updated in the last 3 years are eligible for funding for an inventory.	No, our inventory has not been updated in the last three years	<input type="checkbox"/>
	Partial - Parts of our inventory have been updated in the last three years	<input type="checkbox"/>
	Yes - Our inventory has been fully updated in the last three years	<input type="checkbox"/>
Do you have an urban forest management plan for your public trees? Eligibility: only Applicants whose management plans are older than 4 years old and/or not based on an inventory are eligible to receive funding for a management plan.	Yes, and it is fewer than 4 years old	<input type="checkbox"/>
	Yes, but it is more than 4 years old	<input type="checkbox"/>
	No, my community does not have a management plan	<input type="checkbox"/>
If you have an urban forest management plan, is it based on a tree inventory?	Yes, it is based on a tree inventory	<input type="checkbox"/>
	No. We have a plan, but it is not based on an inventory	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
Does your organization have someone legally responsible for and designated by an ordinance to care for trees on public property (i.e.: forester, city department, tree board)? If so, provide name, title, and email.	Name	
	Title	
	Email	

Section 2: Project Overview (10)

In this section, you will provide a summary of the entire project that includes the program area(s), location, key partners, and expected accomplishments.

- 1) Which Program Areas will your project cover? Select all that apply

Increasing tree canopy in disadvantaged areas of communities

- Diverse tree planting on public property (must include post planting care)

Improving forest health in disadvantaged areas of communities

- Tree Pruning
 Dead tree removals
 Ash treatment
 Pest treatment
 Invasive tree/shrub removal
 Tree mulching
 Watering

Creating or improving community forestry programs

- Conducting tree inventories and writing accompanying urban or community forest management plans. Urban forest management plans shall include community engagement that collects input to identify strategies for increasing service to disadvantaged areas and one or more components specific to increasing and or improving canopy in disadvantaged areas of the community.
- Writing of urban or community forestry management plans based on an existing current, digital inventory. Urban forest management plans shall include one or more components specific to increasing and or improving canopy in disadvantaged areas of the community.
- Urban Tree Canopy Assessment to identify low-canopied portions of the community.
- Assessing risk to forests from pests, disease, and adverse climate impacts; and formulate adaptive management strategies to improve forest resilience.
- Increasing staff professionalism through education or credentialing. Staff supported through this grant must work to enhance and/or increase canopy in disadvantaged areas.
- Contracting with a certified arborist for program development.
- Enhancing volunteer efforts such as formation of a tree board that includes representation from disadvantaged communities.
- Developing paid on-the-job training opportunities, including pre-apprenticeships and apprenticeships, to expand workforce development pathways for green careers in urban and community forestry for members of disadvantaged communities.
- Establishment of wood utilization programs.
- Aiding in planning, goal setting, and skill sharing with other professions such as urban planners, engineers, educators, recreational and public health officials that focus on improving service to disadvantaged areas.
- Improving preparation for severe storms that improve response and recovery in disadvantaged areas.
- Creation of paid on-the-job training opportunities, including pre-apprenticeships and apprenticeships, to expand workforce development pathways for green careers in urban and community forestry.

- Ordinance Development or Revision including significant and thoroughly-explained and documented community engagement (seeking input to influence decisions) that does not result in overburdening disadvantaged communities.

Other

- Please specify* _____

2) In 2-3 sentences, tell us where in your community you will do this work and why.

3) In a few sentences, provide a summary of the project. Include who your key partners are, and expected accomplishments.

4) In 2-3 sentences, describe the key outcomes for disadvantaged areas in your community.

For example, improved professionalism and dedication of staff resulting in improved tree health or size which will ensure more benefits in disadvantaged communities. You may choose to consider topics covered in the [Benefits of Trees for Livable Sustainable Communities](#).

Section 3: Purpose and Need (20)

In this section, you will describe your entity’s current forestry program and how the proposed projects address a financial or capacity need in your community.

- 1) In 2-3 sentences, describe your current staff capacity and budget for forestry programming.

- 2) In 2-3 sentences, describe your community’s current challenges (e.g. canopy loss, staff capacity and training, etc.) and reasons why this grant is needed to address these specific challenges in disadvantaged areas of the community.

- 3) In 3-5 sentences, describe how the project will address the specific needs of disadvantaged areas in your community.

This grant focuses on areas of your community that are considered disadvantaged by federal tools. [You can view all eligible areas on this map](#), which combines all approved tools to determine eligibility (CJEST, HUD Opportunity Zones, and EJScreen). If you wish, other equity indicators (for example the [CRTI Priority Map](#), American Forest [Tree Equity Score](#)) to talk about the challenges faced by disadvantaged areas of your community. You could e.g. describe how part of your community has high particulate matter per EJScreen and how tree planting would help reduce that. You may choose to consider topics covered in the [Benefits of Trees for Livable Sustainable Communities](#).

- 4) In 3-5 sentences, explain how your project(s) address goals of the [Justice40 Initiative](#), [Illinois Forest Action Plan](#) (especially Appendix A), the [Ten-Year National Urban and Community Forestry Plan](#), or other applicable plans.

Section 4: Scope of Work (15)

In this section, you will provide details about the activities and methods proposed to accomplish your project.

- 1) In 3-5 sentences, tell us the quantifiable scope of your project.
For example, list the number of trees planted, maintained, or inventoried, the type of management plan to be created, the number of staff trained, etc.

- 2) In 2-3 sentences, explain your community's expertise to address technical elements of the project or how you will seek out contractors with adequate expertise.
For example, tell us about your staff qualifications related to trees (e.g. Certified Arborists, etc.) or if you plan to contract out parts of your project how you plan to identify qualified contractors.

- 3) In 3-5 sentences, describe the role, training, and qualifications of any partner organizations, potential volunteers or related groups in disadvantaged areas.
Partner organizations from disadvantaged communities must be full partners in the project. A letter of commitment is required to be submitted by each contributing partner organization. A sample letter can be found in Appendix D.

- 4) In 2-3 sentences explain how your project is designed to increase resiliency to the effects of climate change and other ecosystem stressors.
For example, you could describe how a plan you will write addresses these issues, or how diverse tree planting would help your canopy's reliance in the future.

Section 5: Leveraged Benefits (20)

In this section, you will summarize how the project will provide ongoing environmental benefits and outcomes for disadvantaged areas of your community after the end of this grant.

- 1) In 3-5 sentences, describe how this project goes above and beyond what your community is normally able to achieve.
Projects must be additive, meaning these funds cannot just replace money you would normally spend on urban and community forestry projects.

- 2) In 5-8 sentences, describe how this project helps you build capacity and contribute to a strong forestry program beyond the grant period.

For example, describe how the new or existing programs (volunteer, wood utilization, etc.) funded by this grant will be sustained past the grant period, how new staff, or staff training funded by this program, will contribute to a healthier urban forest in disadvantaged communities past the grant period, or how newly planted trees will be cared for and monitored after the grant period has ended, if you are hiring or training staff, describe strategies you will use for employee retention during and after the grant period.

- 3) In 3-5 sentences, describe how this project fits into your community's long-term goals.

For example, is this project an established goal for your community? Is it tied to a comprehensive, climate, strategic, or other plan in your community?

- 4) In 3-5 sentences, describe how you will sustain community engagement from this project after the grant period?

Section 6: Tree Protection Ordinance Creation or Update (10)

In this section, you will explain your work plan regarding the required tree protection ordinance update.

Prior to final reimbursement of funding, a tree protection ordinance related to your community’s public trees shall be approved by the municipality’s, county’s, or township’s governing body (e.g. city council) that shall meet all the requirements detailed in the grant RFP. Awarded Park Districts and Forest Preserve Districts shall submit board-approved policies that stipulate natural resource protection with specific urban and community forest management guidance similar to these criteria. **A pre-existing ordinance is not required to apply.**

Communities who do not have a tree protection ordinance, or have one that does not meet the minimum criteria will receive priority. Communities that commit to going above and beyond the minimum requirements, (e.g. implementing additional components such as permits, required tree replacement, or species lists, etc.) will receive priority. For examples of additional components, please visit the [21st Century Ordinance Builder for Tree Protection](#).

Awarded applicants are eligible to receive assistance free of charge from The Morton Arboretum to develop an ordinance or board/commission approved policy. Communities in the 7-county Chicago region are always eligible for ordinance/policy assistance, regardless of award, through the Chicago Region Trees Initiative. Contact Colette Copic at ccopic@mortonarb.org with any questions.

Do you have a tree protection ordinance (or policy) that meets the minimum criteria in the grant RFP? (Mark with an X)	
Yes	Website/link to ordinance: _____
No , we will create/update one and we would like assistance from The Morton Arboretum.	<input type="checkbox"/>
No , we will create/update one but we don't need assistance.	<input type="checkbox"/>

- 1) In 2-3 sentences, describe what the current status of your ordinance is, and whether you think it already fulfills the requirements of the grant or needs to be updated.

Note: a preexisting ordinance is NOT required to apply. Tell us about your current ordinance or desire to create one.

- 2) In 2-3 sentences, describe who will be responsible for communicating with The Morton Arboretum regarding the ordinance update and who will be responsible for coordinating with your board/commission/council to ensure the tree protection ordinance requirement is met during the grant period.

- 3) OPTIONAL - Do you wish to go above and beyond the minimum requirements with your ordinance update/creation? If yes, please explain in 2-3 sentences.

Section 7: Budget Details (15)

In this section, you will submit, and explain, a proposed budget as part of this application.

All funded work must take place in, or benefit, disadvantaged communities and, therefore, match is waived.

Please take your time to fill in this table correctly and completely. The dollar amounts you indicate in this table will be a determining factor in how much your project is awarded. For free assistance in filling out this section, you can contact Colette Copic at grants.crti@mortonarb.org

IF YOUR APPLICATION CONTAINS A COMMUNITY-WIDE PROJECT:

As described in the RFP, a grant funded, on-the-ground implementation action (tree planting, maintenance, risk mitigation, etc.) in a disadvantaged area of your community is required for all community-wide projects. **A portion of your grant funds must be allocated to carry out this implementation action item if you include a community-wide project in your application.** *For example, you could implement a portion of a grant funded management plan's recommendations after the plan has been created.*

Applicants with community-wide projects are required to submit a detailed budget that clearly outlines their funding needs for both the community-wide project and the associated on-the-ground action they would like to perform in a disadvantaged census tract, such as tree planting or risk reduction (e.g. pruning, dead tree removal, etc.).

While we understand that the specifics of the project may evolve as a result of the planning process, it is important to provide a reasonable estimate of expected outcomes at the time of application. This includes quantifiable metrics, such as the estimated number of trees to be planted, which should be based on your current understanding of costs, needs, and other existing information.

Please note that once grant awards are made, the funding allocation is fixed and cannot be changed. However, we understand that the community-wide project may uncover new insights, challenges, or opportunities that could necessitate adjustments to the on-the-ground action. In such cases, we encourage open communication with our grant administration team to discuss any necessary modifications to the project's outcomes. **Any modification must be proposed and approved in writing.**

The goal of this approach is to ensure that grant recipients have a clear plan and budget in place while allowing for flexibility and adaptation based on the evolving needs and discoveries that may arise during the project.

Budget Table

<p style="text-align: center;">Item</p>	<p style="text-align: center;">Grant Funds Requested</p> <p style="text-align: center;"><i>Total grant funds must be between \$25,000 - \$150,000</i></p>	<p style="text-align: center;">For each section, provide a brief (1-2 sentence or bulleted list) explanation of requested funding</p> <p style="text-align: center;"><i>For example which staff members will be paid using Personnel funds, what are the supplies you wish to purchase, etc.</i></p>
<p>Personnel / Staff Labor Costs</p> <p><i>Include all requested personnel (salary) costs for new and existing staff working on deliverables for this grant.</i></p>		
<p>Fringe Benefits</p> <p><i>Include all fringe costs for new or existing staff working on deliverables for this grant (fringe costs are benefits related to employment, e.g. insurance, etc.)</i></p>		
<p>Contracted Services</p> <p><i>This is funding you plan to give to a vendor or contractor to complete a service as part of the project.</i></p> <p><i>You are encouraged to attach any estimates you've received to your application.</i></p>		

<p style="text-align: center;">Item</p>	<p style="text-align: center;">Grant Funds Requested <i>Total grant funds must be between \$25,000 - \$150,000</i></p>	<p style="text-align: center;">For each section, provide a brief (1-2 sentence or bulleted list) explanation of requested funding <i>For example which staff members will be paid using Personnel funds, what are the supplies you wish to purchase, etc.</i></p>
<p>Supplies <i>Include any trees, soil, mulch, watering bags, etc.</i></p> <p>Note: Equipment is NOT allowed. <i>Equipment is nonexpendable, tangible personal property with an acquisition cost greater than \$5,000 per unit and a useful lifespan of more than 1 year.</i></p>		
<p>Other, Including Subawards <i>Subawards are funding you plan to give to a partner organization to complete part of the project.</i></p> <p><i>Applicants that pass-through funding (sub-award) for work in disadvantaged communities must pass the match waiver to sub-awardees performing the work.</i></p> <p><i>Please identify/explain any other expenses.</i></p>		

<p style="text-align: center;">Item</p>	<p style="text-align: center;">Grant Funds Requested <i>Total grant funds must be between \$25,000 - \$150,000</i></p>	<p style="text-align: center;">For each section, provide a brief (1-2 sentence or bulleted list) explanation of requested funding <i>For example which staff members will be paid using Personnel funds, what are the supplies you wish to purchase, etc.</i></p>
<p>Grant Request Total</p>		

1) In 3-5 sentences, provide an explanation on how you arrived at project costs (e.g., quotes, previous projects).

2) If you have funding requests in the "Other" Category above, please explain those expenses here in 3-5 sentences.

Section 8: Community Engagement and Sharing Knowledge and Outcomes (10)

In this section, you will identify the strategies and methods you will take to create sustained, and meaningful participation and engagement from community members in disadvantaged areas.

Commitment letters from participating partner organizations must be attached and should describe that entity's commitment to and role in this project. A sample letter of commitment can be found in [Appendix D](#).

- 1) In 3-5 sentences describe how you will include community involvement before, during, and after the project.

- 2) In 2-3 sentences, explain how you will share what you learn during the project with your broader community
For example, will you plan on having educational sessions that talk about the results of your new inventory, or classes on the importance of trees recently planted in your community?

- 3) In 5-8 sentences, explain how you plan to implement thoughtful and intentional action steps to work with disadvantaged communities for sustained engagement.

For example, how will you work with community members to ask their opinion, encourage them to co-create with you, and develop buy-in from your residents/visitors? How will you incorporate the information you receive into your decision making?

- 4) In many communities, there are potential barriers to community engagement. In 3-5 sentences, what intentional efforts to address potential barriers to engagement in disadvantaged areas are you considering?

For example, you may be planning to work with a local community group to help build trust with residents in your community and gain insights into their priorities and values.

Section 9: Timeline (10)

In this section, you will provide an approximate schedule of intermediate steps and major milestones.

The timeline you specify in this application will be used to track your grant progress. Communities will be expected to stick to this timeline as much as possible, so please carefully consider realistic timeframes and potential barriers. Your timeline should help the reviewers to understand:

- clear start and end dates for different phases or milestones of the project,
- that your timeline is realistic and achievable given the resources and time available,
- measurable milestones or checkpoints that will allow for progress tracking, evaluation, and reimbursement,
- your sustained community engagement, especially in disadvantaged areas, and
- who will be responsible for each part of the project, including internal approvals.

A template for your timeline is available [here](#). Please complete your timeline in Microsoft Word or similar program and attach it to your application submission as either a Word Document or PDF.

Suggested topics to cover in your timeline include but are not limited to:

- Planning/prep meetings
 - Who from your organization will be involved
 - When will these meetings will take place
- At what point will community engagement occur and how
- Which steps/actions need to be approved by your Board/Council
- Ordinance/policy review, development, and adoption
 - Who will participate
 - Timeline for Board/Council review
 - Board or Council meetings (as appropriate) to approve items including an ordinance if applicable
- Major project milestones
 - When will you request bids, hire consultants, plant trees, do maintenance, etc.
 - How long will individual project components take (e.g. inventory completion milestones as listed in the RFP, plan writing, implementation action, etc.)
- Finalizing the project & beyond
 - Reporting/invoicing frequency, final report preparation

Below is an example format for your timeline This format must be used, and a [template](#) is available for you to download, edit, and submit with your application.

Grant Activities	2024		2025				2026				2027				2028
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
[Activity 1 and responsible person(s)/required approvals]		X	X	X											
Major Task 1 – [insert Major Task]		X													
Major Task 2 – [insert Major Task]			X												
Major Task 3 – [insert Major Task]				X											
[Activity 2 and responsible person(s)/required approvals]															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
[Activity 3 and responsible person(s)/required approvals]															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
[Activity 4 and responsible person(s)/required approvals]															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
[Activity 5 and responsible person(s)/required approvals]															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
[Activity 6 and responsible person(s)/required approvals]															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															

A template is available [here](#). Attach your timeline as a Word Document or PDF to your application package.

Section 10: Bonus Points (4 points)

In this section, you score Bonus Points!

Extra points will be awarded for applications that go above and beyond the minimum requirements. Bonuses will require a signed commitment from your Mayor, Executive Director, Board Chair, or other Chief Executive of your governmental entity, to be submitted with the application. This signed commitment can be found at the end of the bonus list.

Some of these bonuses will add additional required deliverables to your grant agreement. **For these bonuses, you must complete the additional requirement to be eligible for reimbursement.**

<p>BONUS: Municipal Applicant commits to becoming a 2023 and 2024 Tree City USA community if not presently recognized or commits to receiving a 2024 and 2025 Tree City USA Growth Award if presently a Tree City USA community.</p> <p>If your municipality has been recognized as a Tree City USA Growth recipient for 10+ years you may submit proof and will also receive this bonus.</p> <p>(Requires a signed commitment from the Mayor or Village President to be submitted with the application).</p> <p>(2 points)</p>	<p><input type="checkbox"/> Check this box to add this bonus to your project</p>
<p>BONUS: Applicant formally adds a requirement to form a tree board or other advisory group. See Appendix B of the RFP for a description of this added commitment.</p> <p>(Requires a signed commitment from the Mayor or Chief Executive to be submitted with the application).</p> <p>(2 points)</p>	<p><input type="checkbox"/> Check this box to add this bonus to your project</p>

Commitment to add additional grant deliverables: I certify that, according to the above, my organization will comply with our self-selected bonus requirements listed in section 10 of this application. (requires signature of Mayor or Chief Executive). *This page may be electronically signed, or printed, signed, and attached to the application.*

Name: _____

Title: _____

Organization: _____

Signature _____

Date _____

Final Instructions

Please be sure to include all of the following in your application. Incomplete applications will not be scored. Once you have completed and collected all of these items, submit it electronically, as one email, it to grants.crti@mortonarb.org with the subject line “[your community’s name] Urban and Community Forestry Grant for Government Entities Grant Application”

Application Checklist	
Cover Letter signed by the Mayor or chief executive	<input type="checkbox"/>
Section 1: Applicant Background Information	<input type="checkbox"/>
Section 2: Project Overview	<input type="checkbox"/>
Section 3: Purpose and Need	<input type="checkbox"/>
Section 4: Scope of Work	<input type="checkbox"/>
Section 5: Leveraged Benefits	<input type="checkbox"/>
Section 6: Tree Protection Ordinance Update	<input type="checkbox"/>
Section 7: Budget Details	<input type="checkbox"/>
Section 8: Community Engagement and Sharing Knowledge and Outcomes	<input type="checkbox"/>
Section 9: Timeline	<input type="checkbox"/>
Section 10: Bonus Points (optional) signed by Mayor or Chief Executive	<input type="checkbox"/>
Tree Inventory Maintenance Agreement (if applicable) Appendix A	<input type="checkbox"/>
Tree Planting List (if applicable) Appendix B	<input type="checkbox"/>
Tree Maintenance Agreement (if applicable) Appendix C	<input type="checkbox"/>
Letters of Commitment (from partners who you will work with to carry out this project).	<input type="checkbox"/>

Appendix A. Tree Inventory Maintenance Agreement

Required for projects that include tree inventory work.

This Tree Inventory Maintenance Agreement between The Morton Arboretum and the Applicant certifies that regular and effective updates and maintenance will be performed for a period of five years after initial inventory completion, and will comply with the following requirements:

- The tree inventory shall be updated regularly to ensure that it reflects current conditions in the community. Tree data should be updated during cyclical pruning, or on another continuous basis.
- Inventory updates shall reflect new plantings, removals, replacements, pruning/trimming, condition updates, and maintenance recommendations.
- This work may be done in-house, by contractors, or by volunteers. However, everyone who is working on the update, whether as a paid or volunteer service, shall be qualified/certified or adequately trained to do so.
- Tree inventory updates shall result in timely, periodic updates to prioritization and other action items in an accompanying Urban Forest Management Plan, if applicable.

I certify that, according to the above, my organization will comply with tree inventory maintenance requirements. (requires signature of Forestry Department Director or equivalent)

Name: _____

Title: _____

Organization: _____

Signature

Date

Description of Proposed Planting Locations (attach map if applicable)



Statement of Tree Diversity

In 5-7 sentences, describe how the species you plan to plant will help increase the overall species diversity of your urban forest. If the information is available, discuss your current species diversity and how this project will affect it.



Appendix C. Community Partner Commitment and Tree Maintenance Agreement

Required for projects that include tree planting.

Community Partner Commitments and Tree Maintenance Agreements are required for tree planting projects.

Community Partner Commitment Agreement

This is an agreement between The Morton Arboretum (Arboretum) and a community partner, tree, or grant recipient (Partner) for the completion of a tree planting project and ongoing care of trees provided or purchased through this grant.

The following outlines the responsibilities of the designated Partner:

1. Select species diversity to meet grant requirements.
2. Select species from nurseries that are licensed by the State of Illinois.
3. Contact JULIE (Joint Utility Locating Information for Excavators) (all locations other than the City of Chicago or DIGGER for locations within the City of Chicago) two weeks before the planting event. These organizations check utilities before any digging occurs (811). For sites in the city of Chicago call 811 or 312-744-7000. For sites outside of the city of Chicago call 811 or 1-800-892-0123.
 - a. The landowner must call for utility locates to ensure the proposed planting sites are clear of utility lines.
 - b. Mark the proposed tree locations prior to the JULIE/DIGGER visit.
4. Care of the trees before, during, and post planting is the responsibility of the Partner.
 - a. Ensure that trees are protected during the delivery process so they are adequately covered in transit and watered to ensure the trees do not get dried out.
 - b. Inspect trees upon arrival to make sure stem to root attachment is solid and no damage to bark, branches or roots has taken place. Refuse trees that do not meet these requirements.
 - c. Store the trees in a protected location until they are planted.
 - d. All trees must be watered appropriately, before, during, and after they are planted. The Partner will determine the water source and provide the water for the new trees on the day of planting and thereafter for a minimum of three years.

Tree Maintenance Agreement

This Tree Maintenance Agreement between The Morton Arboretum (Arboretum) and the Community Partner and/or Tree or Grant Recipient (Partner) certifies that the Partner will provide customary and reasonable tree care and maintenance for three years post planting.

The Partner is responsible for mulching and watering the trees appropriately for three years to enable trees to become fully established and thrive. Following are the Partner's responsibilities:

1. During the growing season approximately 10-15 gallons of water or 1" of water should be applied once weekly to the root ball of newly planted trees unless adequate soil moisture is present.
2. A 3" – 4" layer of organic, wood chip mulch will be maintained in a circular area around the base of the tree that is at least 3 feet in diameter, taking care that the mulch does not touch the trunk of the tree.
3. All tags, rope, and wire will be removed.
4. Trunk wrap may remain in place for the first winter season if necessary for thin-barked trees.
5. If trees are staked, stakes will only be used in windy locations and will be removed after one year.
6. All trees will be monitored for pests or other signs of stress, and conditions will be remedied when appropriate and possible.

I certify that, according to the above Community Partner Commitment Agreement and Tree Maintenance Agreement, I will comply with these requirements. (requires signature of Forestry Department Director or equivalent)

Name: _____

Title: _____

Organization: _____

Signature

Date

If you would like tree care tips or tree related information please provide your email below:

Appendix D. Sample Partner Commitment Letter

This template can be used by your partners to show their commitment to participating in your project. Partners should use their Organization's Letterhead, and edit any text in brackets, and edit any part of this template to fit your project scope and needs.

[Date]

[Recipient Organization's Name]

[Recipient Organization's Address]

Re: Commitment to Support [Project Name] Grant Application in Disadvantaged Communities

Dear [Applicant Organization's Name],

We are delighted to extend our commitment to collaborate with [Your Organization's Name] in supporting the [Project Name] grant application, particularly with a focus on benefiting disadvantaged communities. As a dedicated partner, [Your Organization's Name] is committed to contributing [specific details of support, e.g., financial resources, expertise, in-kind contributions, etc.] to ensure the successful implementation of this impactful project that seeks to address the unique needs of underprivileged populations.

Our organization recognizes the profound impact the [Project Name] is poised to have on [mention the disadvantaged communities, beneficiaries, or relevant stakeholders], and we share your commitment to creating positive change in these areas. We firmly believe that our collaborative efforts will play a crucial role in addressing the challenges faced by these communities and fostering sustainable development. In alignment with our commitment, [Your Organization's Name] pledges to provide the following support:

[Specify the nature and extent of financial support, if applicable, detail any in-kind contributions or resources being offered, and highlight any expertise, technical assistance, or personnel support that will be provided]

This commitment is made with the understanding that our organizations will work closely together to achieve the mutual objectives outlined in the [Project Name], with a specific emphasis on promoting equity and well-being in disadvantaged communities. We are committed to conducting our collaborative efforts with sensitivity to the unique needs, challenges, and strengths of these communities.

We look forward to the opportunity to contribute to the success of the [Project Name] and to make a meaningful impact on the lives of those in disadvantaged communities. Please feel free to reach out to us if you have any questions or require further clarification regarding our commitment.

Thank you for considering our organization as a partner in this endeavor. We are enthusiastic about the prospect of working together to address the specific needs of disadvantaged communities and create lasting positive change.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]