

# The Northern Kentucky Urban & Community Forestry Council

<http://www.nkyurbanforestry.org>



## **TREES IN OUR COMMUNITIES GRANT PROGRAM**

(For Boone, Kenton, and Campbell County Urban Forestry Programs)

Application for **2009** Funding

Application Deadline: **February 27, 2009 by 4:30p.m.**

to the  
Campbell County Extension Office  
3500 Alexandria Pike  
Highland Heights, Kentucky 41076

For Assistance:

Mike Klahr, Boone County Horticulture Agent	-----	586-6101
David Koester, Campbell County Horticulture Agent	-----	572-2600
DJ Scully, Campbell County Environmental Agent	-----	572-2600
Andrea Dee, Kenton County Horticulture Agent	-----	356-3155

**NORTHERN KENTUCKY URBAN AND COMMUNITY FORESTRY COUNCIL  
TREES IN OUR COMMUNITIES GRANTS PROGRAM**

The “Trees in Our Communities” grant program is a funding opportunity sponsored by the Northern Kentucky Urban & Community Forestry Council and the Kentucky Division of Forestry with financial support from the U.S. Forest Service. The council has received \$10,000 from the Kentucky Division of Forestry to be allocated to urban forestry projects in Boone, Campbell and Kenton counties. Detailed information on this program, including objectives, eligibility requirements and application procedures are provided in the sections below.

**PROGRAM OBJECTIVES:**

Improve understanding to the benefits of preserving existing tree cover in urban areas and communities.

Encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties.

Develop tree boards and tree ordinances in local communities.

Provide educational programs and technical assistance to non-profit local organizations.

Promote the establishment of demonstration projects to illustrate the benefits of forest cover and trees.

Implement a tree-planting program.

Enhance the technical skills of individuals involved in the planning, development, and maintenance of urban and community forestry programs.

Implement the state urban forestry strategic plan, “Planning for a Greener Kentucky”.

**<http://www.forestry.ky.gov/programs/urban/>**

**ELIGIBLE GRANTEES:**

- Local units of government (city or county)
- Neighborhood Associations
- Educational Institutions
- Non-profit organizations (501-C3 Status)
- Civic Groups
- Community Tree Volunteer Groups

Grantees must comply with all federal regulations pertaining to federal grants. Please refer to the following sections of the Code of Federal Regulations and cost principles in the Office of Management and Budget (OMB) Circulars, listed below:

<u>ORGANIZATION</u>	<u>CODE OF FEDERAL REGULATION</u>	<u>OMB CIRCULAR</u>
All grantees	Section 3017	----
State or Local Government	Section 3015 & 3016	A-87
Educational Institution	Section 3015	A-21
Non-profit Organization	Section 3015	A-122

Grantees must certify that they are not debarred from this grant program, and they may not conduct business with individuals debarred from federal grant programs.

## **COST-SHARING REQUIREMENTS**

Grant funds are awarded on a 50/50 matching basis. No more than 50% of the project total can be paid with grant funds. **Grantees must match their grant funds with at least 50% nonfederal funds and/or contributions (i.e., volunteer time, donated materials, cash, etc.).**

Grantees are required to maintain project records as follows: (1) records shall comply with generally accepted accounting principles, (2) records will document allowable costs, (3) records will be supported by source documentation, such as canceled checks, paid invoices, payroll records, time and attendance records, and signed contracts, and (4) records will be maintained for three years following payment.

## **ELIGIBLE PROPOSALS:**

### **I. Local government program development or improvement**

- Tree ordinance development or revision
- Management plans
- In-house training
- Staffing
- Tree inventory equipment and software
- Tree inventories
- Master planting plans
- Tree board development
- Student internships

### **II. Demonstration or site-specific projects**

- Demonstration planting projects:

The purpose of the grant program is program development, not beautification. All tree planting proposals must include a three-year tree maintenance plan, a list of the trees to be planted and a site map showing the location of the plantings. Plantings are expected to live or be replaced for three years. **Note: Tree planting projects must have a major focus other than tree planting or they will not be considered.** Example projects include:

- Planting site analysis and selection
- Energy conservation
- Street tree specifications
- Economic development
- Storm water management
- Utility line compatibility
- Entrance enhancement
- Park tree
- Utility line tree removal and replacement with appropriate species

- Demonstration maintenance project:

- Community's match must be cash not in-kind.
- Community must hire a Certified Arborist to professionally prune publicly owned trees (park, street trees, etc.).
- Tree removal may be part of a communities match but grant funds cannot be used for removals.
- Available only to Tree City, U.S.A. communities with a population of 50,000 or less.

- Site improvement around existing trees
- Insect and disease diagnosis
- Planting plan design
- Planting site analysis

### III. Non-profit administration

- Operational overhead
- Revenue strategy development
- Volunteer training
- Student internships
- Public education and materials
- Public service materials
- Staffing
- Workshops

### IV. Information and education

- Conferences/seminars
- Public service materials
- Resource directories
- Exhibits/video/slide shows
- Arbor Day programs
- Workshops/training sessions
- Youth programs
- Volunteer training
- Brochures

### **FUNDING RANGES**

The funding range for proposals is \$500.00 - \$2500.00. Total project cost should be at least twice the grant amount requested. Grants may be awarded for less than requested. Grantee will be responsible for scaling their project in accordance with grant.

### **GRANT APPLICATION REVIEW**

All proposals will be graded and ranked by the grants subcommittee of the Northern Kentucky Urban and Community Forestry Council. The criteria on which proposals will be graded are as follows:

	<b>POINTS</b>
• Certified Arborist involvement	10
• Local support, involvement of volunteers and cooperators, partnerships developed	20
• Technical merit (appropriate time frame for project completion, three-year maintenance plan, appropriate species to site match, etc.)	20
• Innovative approach and educational value	20
• Goal orientated	10
• Cost-effective, demonstrated need	10
• Continuing effect, ability for follow through	10
• Visibility, public impact	<u>10</u>
<b>Total Points</b>	<b>110</b>

**DEADLINES:**

Applications, including **original and five copies**, must be **received** at the Campbell County Extension Service office, 3500 Alexandria Pike, Highland Heights, KY 41076 by **4:30 p.m. on February 27, 2009**.

Grant applications received after February 27, 2009 will not be accepted.

Faxed or E-mailed copies will not be accepted.

Grantees will be notified of funding approval by April 1, 2009.

Grantees must have projects completed and all required reimbursement documentation and final report summary to the Northern Kentucky Urban & Community Forestry Council by November 1, 2009. Forms for grant documentation and reporting will be provided at grant acceptance.

**INELIGIBLE PROPOSALS**

This grants program is for programs, projects or activities not currently being funded, and is not intended to substitute for existing funding levels. The focus of this program is to support new initiatives that would not otherwise occur without grant funds.

**Note: Tree planting projects must have a major focus other than tree planting or they will not be considered.**

**PAYMENT PROCESS**

- All planting projects must be field inspected and examined for accuracy.
- All costs and in-kind match must be documented before reimbursement is made.
- Grantees are paid on a reimbursement basis after the project is completed.

No partial reimbursements or payments are permitted.

Reimbursement will be made following project and report completion (completion report guidelines provided in award correspondence).

**TECHNICAL ASSISTANCE**

Interested applicants are encouraged to seek assistance early in the grant application process. For assistance, please contact your County Extension Agent, as follows:

- Mike Klahr, Boone County Extension Service -----586-6101
- David Koester, Campbell County Extension Service -----572-2600
- DJ. Scully, Campbell County Extension Service -----572-2600
- Andrea Dee, Kenton County Extension Service ----- 356-3155

**2009 PROPOSAL APPLICATION FORM  
NORTHERN KENTUCKY URBAN & COMMUNITY FORESTRY COUNCIL  
TREES IN OUR COMMUNITIES PROGRAM  
(For Boone, Kenton, and Campbell County Urban Forestry Programs)**

Please type all application materials so they are neat and legible.

Project Title: \_\_\_\_\_

Location (City and County): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Is this project currently funded? \_\_\_\_ Yes \_\_\_\_ No

**BUDGET SUMMARY**

Total Project Budget	\$ _____
In-Kind Items and/or Cash Donations Match	\$ _____
In-Kind Time Value Match	\$ _____
Grant Funds Requested	\$ _____

Project starting date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Volunteer Involvement – Name of Groups(s): \_\_\_\_\_

Name and Title of Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

Date: \_\_\_\_\_

( CONTINUED )

# INCLUDE THE FOLLOWING SECTIONS FOR YOUR APPLICATION

(Please Type)

## 1) PROJECT NARRATIVE (not to exceed two pages) in this section, clearly:

- State the purpose and objectives of the project.
- Explain how the project will impact long-range goals in urban/community forestry.
- Detail how the project will be accomplished by addressing: participants (personnel, volunteers, business or civic sponsors, etc.), facilities and equipment, timetable administration of project and end products/results.

## 2) BUDGET DETAIL (one page) the budget detail must include:

- Anticipated In-Kind value of donated items and cash matches (materials, contractor fees, etc.)
- Anticipated In-Kind value of all time matches (volunteers, administration, employees, etc.)
- Projected expenditures and total project cost.
- Amount of NKUCFC *Trees In Our Communities* grant funds requested.

## 3) WORK ELEMENTS OF THE PROJECT (one page) in this section, briefly outline the key tasks of the project and procedures for accomplishing them. Identify who will accomplish each task, i.e. contractor, volunteer, public employees, etc.

## 4) TREE PLANTING PROJECTS These projects must include:

- A site map with a legend and scale.
- A detailed three-year maintenance plan specifying who is responsible for maintenance.
- List of trees, caliper size, price per unit and total price per species.
- A resolution of endorsement from the appropriate government agency if the planting is on city, county, or state property.

### ⇒ IMPORTANT:

**Planting is only to be done for education or demonstration.  
This grant program is NOT for beautification projects.**

Mail, or deliver, **Original and Five Copies** of your completed application packet to:

**TREES IN OUR COMMUNITIES  
c/o Campbell County Extension Service  
3500 Alexandria Pike  
Highland Heights, KY 41076**

**All applications must be received by 4:30 P. M. EST on February 27, 2009 at the above address. Applications received after this time/date will not be accepted.**

**NO faxed or e-mailed copies are permitted.**