2025 Community tree planting Grants
DRAFT APPLICATION IN WORD

# General Information Page

1. \***Primary Contact**:
*(Drop-down list. Select the person who is the main contact through the application and review process, and must be a registered WebGrants user associated with your organization.)*
2. **Additional Grantee Contacts**:
*(Drop-down list. Select any additional contacts within your organization that will also manage this Grant, submitting claims, filing status reports. Must registered WebGrants users associated with your organization.)*
3. \***Project Title**:
*(250 characters max)*
4. \***Authorized Official**:
*(Drop-down list. Must be a registered WebGrants user associated with your organization.)*
5. \***Organization**:
*(Drop-down list of organizations associated with the WebGrants user who is starting the application form.)*

# Applicant Info Page

### Eligibility Checklist

*To be considered for funding, applicants and proposals must meet these requirements. For eligible and ineligible uses of funds, refer to Notice of Funding Availability on the 2025 Community Tree Planting Grant webpage.

(checkboxes)*

* \***Applicant is a governmental organization (either city, township, county, or regional parks implementing agency) within the 7-county Twin Cities Metropolitan Region**.
* \***Project addresses one or more of the program purposes**:
	+ Removing and planting shade trees on public land to provide environmental benefits.
	+ Replacing trees lost to forest pests, disease or storms.
	+ Establishing a more diverse community forest, better able to withstand disease and forest pests.
* \***All tree planting and/or removal will take place on public land**.

### Applicant and Primary Contact

*On this page, we are asking only for contacts who are employees of the applicant organization.*

*Primary contact MUST:*

* *Be an employee of the applicant organization,*
* *Have an account set up in WebGrants, and*
* *Be included on the previous General Information page.*
1. \***Which governmental entity is applying for and will manage this grant?**
	1. \*Applicant agency name:
	2. \*Applicant Type:
	*(dropdown list includes: City, Township, County, Regional Parks Implementing Agency)*

*Enter the information for the person who will be the primary contact during the application and evaluation phase. The primary contact can change, but it must always be an employee of the government agency submitting the application.*

* 1. \***Primary contact name**:
	2. \***Primary contact's title**:
	3. \***Email address**:
	4. \***Phone**:

*For the Applicant Organization*

* 1. \***Mailing address**:
	2. \***City**:
	3. \***County**:

*Please indicate the county(ies) where the project will take place.*

* 1. \***ZIP code**:

### Other Project Contacts

*At least ONE additional contact is required. If no one else is working on the application, this could be a Finance contact.*

*Other project contacts who you want to have access to WebGrants for working on this application, submitting claims, or reporting, must:*

* *Have an account set up in WebGrants and*
* *Be included on the previous General Information page.*
* *Please contact erin.brueggemann@metc.state.mn.us if you need assistance getting these accounts approved.*
1. **\*Other Project Contact(s)**
	1. \***Name**:
	2. \***Title**:
	3. \***Phone**:
	4. \***Email**:

###  Grant Signatory(ies)

*We will use this information when we create the grant agreement. Enter the authorizing employees(s) who will sign a grant agreement on behalf of the grantee, if a grant is awarded. Signatories do not require a WebGrants account.*

1. **\*Signatory(ies)**
	1. \***Name**:
	2. \***Title**:
	3. \***Email**:

# Budget and Grant Request

*Please enter your budget for the amount you are requesting.*

*Reviewers are looking for a project budget that:*

* *Clearly supports the proposed activities and is both realistic and feasible*
* *Demonstrates applicant readiness to take on the project of the proposed scope*
* *Demonstrates a commitment to effective tree establishment and maintenance*

***NOTE****: If you are awarded funding, the budget categories, amounts, and deliverables listed here will be included in your grant agreement. All changes to these project details need to be communicated. Adjustments between line items of up to 20% of the total budget are allowed without a formal amendment. Adjustments exceeding 20% of the total budget will require a more thorough amendment approval prior to reimbursement.*

### Budget and Grant Request

*No match is required for this grant, so we are only asking you to detail the expenses this grant would support. However, if this is part of a larger project, please describe this in your Budget Narrative (next page), along with any other support you have for this work.*

*Enter your grant request one line item at a time. This budget form will calculate your total grant request.*

*Note: Total grants requests must be between $10,000 and $500,000.*

*For each category or line, you will enter the following:*

1. **\*Budget Line Item entry**

***Budget table for drafting purposes
(this is how your budget will display, after entering expenses/categories line-by-line)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget category** *(drop-down list, options below)* | **Request amount** | **Expense detail***Could include units @ price, or other calculations to arrive at this number. (100 characters max)* | **Deliverable description***Could include units @ price, or other calculations to arrive at this number. (100 characters max)* |
| ***Materials****:* ***Trees*** | $ | *ex: 27 trees @ $XX each plus tax and delivery, or 150 contractor hours @ $XX/hr* | *ex: plant 27 trees* |
| ***Materials: Planting supplies*** *(ex: water bags, grow tubes, bark protections, compost, etc.)* | $ |  |  |
| ***Equipment rental or purchase*** *needed for tree planting (purchase not to exceed $5,000)* | $ |  |  |
| ***Internal labor*** *directly involved in site prep, planting, removal, establishment and maintenance* | $ |  |  |
| ***External labor*** *directly involved in site prep, planting, removal, establishment and maintenance* | $ |  |  |
| *TOTAL* | [calculated] |  |  |

# Budget Narrative

*Reviewers are looking for a project budget that:*

* *Clearly supports the proposed activities and is both realistic and feasible*
* *Demonstrates applicant readiness to take on the project of the proposed scope*
* *Demonstrates a commitment to effective tree establishment and maintenance*

**1. \*Budget Note: Provide additional remarks to clarify the budget request.** *(1,500 characters max)*

* *Explain how you arrived at numbers and how certain they are (Did they come from quotes or bids, recent similar work, etc.).*
* *Explain any costs that may raise questions, for example longer tree warranties may mean tree prices are higher than others.*
* *If this is part of a larger project, explain the project scope and include other funding sources. If applicable, explain how you are funding portions of your project that are not eligible for this grant, or extend beyond this grant.*
* *Explain how you will fund maintenance beyond the term of this grant to ensure the healthy establishment of trees in the first 3-5 years.*

# Project Description

*In addition to relevant information from other sections (project timeline, budget, 3-year maintenance plan), your responses on this page will help reviewers in evaluating:*

* *Project clarity and feasibility*
* *Demonstrated readiness to take on the project of the proposed scope*
* *Demonstrated expertise and capacity to achieve the desired outcomes*
* *Demonstrated commitment to and an effective plan for tree establishment and maintenance*
* *Demonstrated plan to thoughtfully communicate with residents throughout project timeline*
* *Degree to which applicant is collaborating with relevant community partners and stakeholders*

***NOTE****: There is an expectation that tree selection, planting, care, and maintenance are done by qualified personnel or contractors to ensure safe projects that result in healthy, established, resilient tree canopies.*

### Project Overview Go to Application Forms

**1. \*Brief project intro** *(250 characters max)*

*A short summary, used to introduce your project to reviewers and in your grant agreement.*

**2. \*Project Description** *(2,500 characters max)*

*Provide a summary of what your project will include. Please describe:*

* *Project deliverables, activities and location(s)*
* *Your goals or desired outcomes*
* *The importance of the project(s) to your community*

### Project Partners and Collaboration

**3. \*Describe roles, responsibilities, and expertise on your project team.** *(2,000 characters max)*

*Describe the duties internal personnel will conduct, and any work that will be contracted out, or the partnerships you will leverage to ensure this project’s success. List any known entities that you plan to work with. For each, describe their roles or responsibilities and what value or expertise they bring to the project.*

*In particular, please describe who has expertise around tree selection, planting, removal, establishment and maintenance, or what specific qualifications you will require of contractors.*

### Communications

**4.\* Communication Strategies** *(1,000 characters max)*

*Briefly describe the methods you will use to conduct outreach to impacted residents about this grant project, including communications plans related to project activities/outcomes and community forest practices.*

# Project Locations: Community Needs

*In addition to these narrative responses, you will upload supporting documents on the Required Attachments page, including your Project Site spreadsheet, and your Project Map(s).*

*Consult the* ***Scoring Factors Map*** *and* ***Project Site Spreadsheet*** *found in the APPLY section on the program webpage for help in answering these questions.*

### Community Vulnerability

*This section will help determine which tier your application will be reviewed in, based on program priorities. (See the* ***Criteria and Scoring Explanation*** *for more details.)*

*Additionally, your responses in this section will help reviewers evaluate:*

* *Degree to which the project is focused on census block groups prioritized by the Supplemental Demographic Index*
* *Demonstrated project outcomes are informed by and will benefit vulnerable communities*

**1. \*Does the project serve residents in census block groups with a Social Demographic Index (SDI) score in the 70th percentile or higher in the state of Minnesota?** YES / NO

*If yes, answer question 1a.*

**1a. \*Approximately what percentage of your total grant request is focused on serving census block groups with an SDI>70%?** *(Round to the nearest 5%)*

*This could include expenses in any category associated with planting trees in high SDI census block groups.*

**2. \*Describe the community(ies) that will be served by this project.** *(1,500 characters max)*

*Describe:*

* *Social/demographic vulnerabilities experienced near your project sites*
* *How project outcomes are informed by and will benefit residents in areas with high community vulnerability*

*Complete this question even if your project does not serve census block groups in the 70th percentile or higher on the SDI. SDI is a measure approximating community vulnerability that includes five factors: income, persons with disabilities, education level, English speaking level, and life expectancy. You may choose to discuss additional vulnerabilities faced by residents near your project sites.*

### Extreme Heat

*Your responses in this section (in addition to your project map and site spreadsheet) will help reviewers evaluate:*

* *Degree to which the project is focused on census block groups experiencing extreme heat, as measured by Land Surface Temperature*
* *Demonstrated project outcomes are informed by and will benefit residents experiencing extreme heat*

**3. \*Does the project serve residents experiencing extreme heat as defined by census block groups with a Land Surface Temperature in the 70th percentile or higher in the region?**YES / NO
*If yes, answer question 3a.*

**3a. \*Approximately what percentage of your total project budget is focused on census block groups with an land surface temperature>70%?** *(Round to the nearest 5%)*

*This could include expenses in any category associated with planting trees in census blocks with >70% Land Surface Temperature.*

**4. \*Describe how the project outcomes are informed by and will impact residents in your community, particularly those living in areas with extreme heat.** *(1,500 characters max)*

*Complete this question even if your project does not serve Census Block Groups that are in the 70th percentile or higher for land surface temperature.*

# Tree Canopy Health and Resilience

*In addition to these narrative responses, you will upload supporting documents on the Required Attachments page, including your Intended Tree Species List, and your 3-Year Maintenance Plan worksheet. Your responses on this page will help reviewers evaluate:*

* *Degree to which the project emphasizes addressing ash trees posing public safety concerns*
* *Demonstrated consideration of species diversity and canopy health in project design and species selection*

*Your responses about ash trees will also help determine which tier your application will be reviewed in, based on program priorities. (See the Notice of Funding Availability for more details.)*

### Ash Trees

**1. \*Does the project include removing and/or replacing ash trees that pose significant public safety concerns?** YES / NO

*If yes, answer question 1a.*

**1a. \*Approximately what percent of your total project budget is associated with the removal and replacement of ash trees?** *(Round to the nearest 5%.)*

*This could be expenses in any category associated with the removal and replacement of ash trees.*

### Tree Canopy

**2. \*Describe how the project improves the overall health and resilience of your *community’s tree canopy.*** *(1,500 characters max)*

*Please describe:*

* *Current challenges for your community’s tree canopy*
* *How this project addresses these challenges*
* *Any removal and replacement of ash trees*
* *How this project will increase your tree species diversity*

# Required Attachments

*Attachment instructions, templates and detailed information on application requirements are available under the APPLY section on the*[*Community Tree Planting Grants program webpage*](https://metrocouncil.org/Planning/Climate/Community-Tree-Planting-Grants.aspx)*.

All REQUIRED file attachments are limited to a 4-page maximum. Any detail maps will be limited to a 10-page maximum. Pages extending beyond these limits will not be reviewed.

Save all files as PDFs, with the exception of your Project Site Spreadsheet which should be uploaded as an Excel file.

Use this file naming format: [Applicant Name - Attachment Name].
For example, a Project Map for Hopkins would look like "Hopkins - Project Map".
DO NOT use any special characters or commas in your file names.

Contact Erin Brueggemann at**erin.brueggemann@metc.state.mn.us**if you have any questions about how to save or attach any of the required documents.*

1. **\*3-Year Maintenance Plan (PDF)***- Use worksheet provided.*
2. **\*Project Timeline (PDF)***- Use template provided, save and upload as a PDF.*
3. **\*Project Site(s) Spreadsheet (Excel)***- Use the Project Site Spreadsheet provided to detail planned activities across census block groups in your community.*
4. **\*Intended Trees Species List (PDF)** *- Use worksheet provided.*
5. **\*Project Map(s) (PDF)***- Use the Scoring Factors Map to show the approximate location(s) of your planned project sites in relation to the census block groups.*
6. **OPTIONAL: Project Detail Map(s) (PDF)***- OPTIONAL: Further detail of project sites. Max 10 pages.*

# Certification

**\*By checking this box you agree that you, the named applicant, have read the information presented in the application and that all information is correct to the best of your knowledge. As the named applicant you are responsible for the information presented in the application and agree that the application will be evaluated on the information you present.**

*(checkbox)*