

PRINCE GEORGE'S COUNTY TREE ReLEAF GRANT APPLICATION



Return this completed document to:

Department of the Environment
Sustainability Division
1801 McCormick Drive, Suite 500
Largo, Maryland 20774
ATTN: Carole Barth
cabarth@co.pg.md.us

FOR INTERNAL USE ONLY
ID: _____

The following information is required of all applicants prior to funding. Additional sheets may be attached. Applications must be submitted on 8½" x 11" white paper. Planting maps should be at a scale that is readable and legible. Submit one copy of the grant application and supporting materials. More information is available in the Sustainability Division section on the Department of Environment Website: <http://www.princegeorgescountymd.gov/457/Tree-ReLeaf-Grant-Program>.

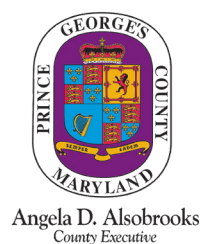
Date: _____ **Grant Amount Requested:** _____

Date of Proposed Planting*: _____ **Rain Date*:** _____

Name of Organization or Municipality: _____

Official Address: _____

Official Contact Name	E-mail address	Daytime Phone Number
Project Coordinator/Primary Contact	E-mail address	Daytime Phone Number
Planting Supervisor	E-mail address	Daytime Phone Number
Party Responsible for Maintenance	E-mail address	Daytime Phone Number
Nursery Supplier	E-mail address	Daytime Phone Number



* Trees must be planted between October 1 and May 1.



1 PROJECT SUMMARY

State the address and describe the location(s) where the tree planting will take place and how many trees will be planted. Please include a vicinity map showing the location within the community or municipality and a diagram of where you plan to plant the trees obtained through this grant. At a minimum, the diagram should show the general location of the trees by type.**

List the species, size, type (balled & burlapped or containerized) and quantity using the table below as an example of the format to follow. Information can be provided on a separate sheet. Trees and shrubs must be native. This table can be combined with the itemized tree budget (see #7).

QUANTITY AND TREE TYPE

QUANTITY	SPECIES TO BE PLANTED	SIZE (diameter)	TYPE

2 MAINTENANCE PLAN

Provide a plan for watering, pruning, tree wrap removal and dead tree replacement. The maintenance plan must be implemented for a minimum of two (2) years.

3 MISS UTILITY

Has MISS UTILITY been contacted? YES NO

4 PROJECT OBJECTIVES

Clearly state project objectives. For example, state the purpose of the planting and the benefits of the project. (Please include as separate attachment)

5 ARE ANY PERMIT(S) REQUIRED AS PART OF THIS PROJECT?

YES NO If yes, please provide the status of such permits.

6 WRITTEN COST ESTIMATE

The applicant must submit a written cost estimate from a landscape nursery for the plant material and installation (if applicable). DoE suggests getting estimates from three companies. Each estimate must be signed by an authorized representative. All bids should include a one (1) year guarantee, furnished by the supplier, on all trees and shrubs. NOTE: Trees and shrubs must be native plants.

7 ITEMIZED TREE BUDGET

Provide an itemized tree budget which includes the species, the size and type (balled & burlapped or containerized). Please indicate whether any of the trees will be used as a match. Information should be provided on a separate sheet. See the example provided at the end of the application.

** Trees will be planted according to the Prince George's County Landscape Manual.



8 VOLUNTEER HOURS

Provide a list of volunteer services that includes number of volunteers, hours and the service they are providing. Please include this information as a separate attachment. Volunteer time is valued at \$25 per hour.

9 OVERALL ITEMIZED BUDGET

List the expenditures and match in an itemized budget and include it as a separate attachment. The overall itemized budget must include the total number of trees from your itemized tree budget.

Grant requests for civic, community and homeowner associations may not exceed \$5,000 per project. Grant requests for municipalities may not exceed \$10,000 per project. Funds may be spent on trees, shrubs, soil preparation, protective fencing and mulch. Costs per plant including soil amendment, gator bags and other expenditures cannot exceed \$150 for a 5 foot tall/ 5 gallon tree. For larger stock, consult program manager for allowable cost. Funds will be disbursed to the applicant after project completion and in accordance with an approved application. Funds are available on a first-come basis. Receipts and proof of payment are required as supporting documentation for the disbursement of grant funds.

Financial assistance is in the form of a 50-50 match grant. This means that for every Tree ReLEAF grant dollar an equal match (cash or in-kind) must be provided by the applicant. The total project value is 100 percent with 50 percent from grant dollars and 50 percent from match (applicant). Match dollars can be in the form of cash and/or the cash value of donated goods and services. Budget examples are provided at the end of this application.

Applications for Tree ReLEAF funds must be signed by the landowner where the trees are to be planted. Homeowner associations must provide proof of ownership. By signing below you are authorizing approval. The applicant agrees to:

- Implement the above-described project consistent with this agreement and the County Tree ReLEAF Grant Application criteria.
- Allow the County to inspect the plantings and assess tree survivability within a year of the planting and then every three years thereafter.

Applicants are stongly encouraged to use the PGCTreeTRAK App to document the location of each tree that is planted.

Note: Prince George's County assumes no responsibility or liability for claims, suits, damages, costs, replacements, losses or expenses which arise from or are connected with the organization's or municipality's tree planting program.

Applicant Signature

Title

Date

Program Coordinator | Department of the Environment

Andrea L. Crooms, Director | Department of the Environment



BUDGET TABLE EXAMPLES

EXAMPLE - ITEMIZED TREE BUDGET

QUANTITY	SPECIES	SIZE	TYPE	COST/TREE	GRANT REQUEST	MATCH FUNDS	TOTAL COST
10	Red Maples	2 inch caliper	balled	\$100	\$1,000		\$1,000
6	Redbud	1 inch caliper	container	\$65.50		\$393	\$393
TOTAL: 16				\$165.50	\$1,000	\$393	\$1,393

EXAMPLE - ITEMIZED VOLUNTEER HOURS

SERVICE	NUMBER OF VOLUNTEERS	HOURS	MATCH
Planting	5	20	\$500
Two years of maintenance	2	280	\$7,000
TOTAL	7	300	\$7,500

EXAMPLE - OVERALL ITEMIZED BUDGET

ITEM	QUANTITY	COST PER UNIT	GRANT REQUEST	MATCH FUNDS	TOTAL COST	COMMENT
Trees	16	\$87.06	\$1,000	\$393	\$1,393	Total from itemized Tree Budget
Mulch	10 cubic yards	\$8.48	\$84.80		\$84.80	
Gator Bag	32	\$17	\$544		\$544	
Volunteer Hours	300	\$25/hr	N/A	\$7,500	\$7,500	Total from Volunteer Budget
TOTAL			\$1,628	\$7,893	\$9,521	