

PRINCE GEORGE'S COUNTY
TREE ReLEAF
GRANT
APPLICATION



Return this completed document to:

Department of the Environment
 Sustainable Initiatives Division
 1801 McCormick Drive, Suite 500
 Largo, Maryland 20774
ATTN: Moji Banjoko

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 material.

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

Date of Proposed Planting*: _____

Name of Organization or Municipality: _____

Official Address: _____

Project Coordinator/Primary Contact _____ **Daytime Phone Number** _____

Planting Supervisor _____ **Daytime Phone Number** _____

Event Coordinator _____ **Daytime Phone Number** _____

Party Responsible for Maintenance _____ **Daytime Phone Number** _____

Nursery Supplier _____ **Daytime Phone Number** _____

Treasurer/Finance Officer _____ **Daytime Phone Number** _____

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



Rushern L. Baker, III
 County Executive





1 PROJECT SUMMARY

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
5	Black Gum	5 inches	Balled

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 one (1) year.

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 BUDGET

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

The grant request per project for civic, community and homeowner associations may not exceed \$5,000 and \$10,000 for municipalities. 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 per tree. 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 are required as supporting documentation for 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 must reflect cash, volunteer hours or goods. Please review an example of the budget format on the next page.

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



EXAMPLE - 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 (below)
Mulch	10 cubic yards	\$8.48	\$84.80		\$84.80	
Gator Bag	32	\$17	\$544		\$544	
Volunteer Hours	160	\$25/hr	N/A	\$4,000	\$4,000	Total from Volunteer Budget (below)
TOTAL			\$1,628	\$4,393	\$6,021.80	

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 below.

EXAMPLE - ITEMIZED TREE BUDGET

QUANTITY	SPECIES	SIZE (height)	TYPE	COST/TREE	GRANT REQUEST	MATCH FUNDS	TOTAL COST
10	Red Maples		Balled	\$100	\$1,000		\$1,000
6	Redbud		Balled	\$65.50		\$393	\$393
TOTAL: 16				\$165.50	\$1,000	\$393	\$1,393

8 WRITTEN COST ESTIMATE

The applicant must submit three written cost estimates from landscape nurseries for the plant material. 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.



9 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.

EXAMPLE - ITEMIZED VOLUNTEER HOURS

SERVICE	NUMBER OF VOLUNTEERS	HOURS	MATCH
Planting	5	20	\$500
First year maintenance	2	140	\$3,500
TOTAL	7	160	\$4,000

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.

The applicant agrees to implement the above-described project consistent with this agreement and the County ReLeaf Grant Application criteria.

Signature (Project Coordinator/Primary Contact)

Title

Date

Adam Ortiz, Director | Department of the Environment