

Appendix F: Application Narrative Questions and Supporting Documents

You will be asked to upload an MS Word or PDF file (7-page limit, excluding material such as letters of permission and/or commitment, planting plans, and maintenance plans) addressing the following questions. Include any relevant information as described in the sections above that supports your project.

To ensure that you address all questions, please copy and paste the questions and use them as an outline for your narrative. Additional file attachments can be uploaded, not to exceed a total of four file attachments per application. Use the additional “Upload” option in the online grant system.

1. DETAILED PROJECT DESCRIPTION

Provide a description of your project that includes as many of the following details as possible:

- Project goals
- Planting location
- Address/project map
- Landowner of the site
- How the community feels about trees
- When you plan to plant
- How you plan to plant (e.g., volunteers, contractors, organization staff)
- Tree species that you would like to plant
- Plan to provide the required two years of maintenance for the trees (see Appendix B: Maintenance Requirements and the Example Maintenance Plan for details)

2. COMMUNITY CONTEXT AND DEMOGRAPHIC INFORMATION

Describe the communities (neighbors, residents, businesses, etc.) who will benefit from this project and any plans for engaging individuals, organizations, or businesses located in underserved areas to implement and maintain tree planting projects in their communities.

- What community groups (e.g., neighboring faith-based organizations or civic associations) will be engaged in this project?
- Provide your organization’s experience working within the specific communities you plan to engage. If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).

3. REQUEST FOR COSTS THAT SUPPORT COMMUNITY GREENING (UP TO \$250) (OPTIONAL)

Are you requesting funds to support community greening for your project?

- Funds in this category can be used to support expenses that are not directly related to tree planting but are activities related to the community needs associated with the spaces that cannot be supported by State funds (see “Costs Associated with Community Needs that Indirectly Support Greening Activities” on p.5 in the Request for Proposals).
- Please include your request as a line item on your application budget in the Financial Management Spreadsheet as well (e.g., Community costs: Food for planting events).

4. SUPPORTING DOCUMENTS (OPTIONAL AT THIS STAGE; WILL BE REQUIRED BEFORE AN AWARD IS MADE. SEE APPLICATION RESOURCES FOR EXAMPLES)

- **Planting Plan:** a vicinity map with address, indicate the location, species, sizes, area, and spacing for the trees.
- **Letter(s) of Landowner Permission and/or Partner Commitments:** For projects planned on property(ies) other those that owned by the applicant, a letter stating landowner permission; proof of permission to plant the trees by the landowner(s) except for street tree/neighborhood planting projects with multiple landowners/residents/stakeholders in which an engagement/outreach phase is needed. If working with local partners on elements of the project, include letters of commitment detailing their roles.
- **Two-Year Maintenance Plan** signed by the entity responsible for maintenance and the landowner, if different. See [Appendix B Maintenance Requirements](#) for specific elements that must be included in the maintenance plan.

