

FY27 REQUEST FOR PROPOSALS



CHARLES COUNTY TREE PLANTING GRANT PROGRAM



Chesapeake Bay Trust
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www.cbtrust.org



Contact Marylin Veiman Echeverría at
mveiman@cbtrust.org or (410) 974-2941 x130

This request for proposals was released on 7/20/2026.

At a glance

Charles County Tree Planting



PURPOSE

The Charles County Tree Planting program supports projects that increase tree cover in urban and rural spaces, bringing the benefits of increased forest habitat, improved environmental health, water quality, and a natural cooling system to urban heat. The ultimate purpose the program is to enhance the health and wellbeing of human and natural communities in the County's local watersheds.

Funded project sites must place planted areas under a **protective agreement for a minimum of 30 years**



WHO SHOULD APPLY

- 501(c)3 Non-profit Organizations
- Faith-based organizations
- Community Associations
- Service and Civic Groups
- Public Agencies
- Soil/Water Conservation Districts and Resource Conservation
- Development Councils
- Public and Private Educational Institutions
- Individual private or commercial landowners
- Consultants, contractors, and other for-profit entities



ELIGIBLE LOCATIONS

Charles County



PARTNERSHIP

Charles County



WHAT THIS PROGRAM FUNDS

Project ideas:

- Planting along rivers to reduce erosion.
- Connecting or expanding existing forested areas
- Restoring abandoned land and vacant lots.
- Windbreak and shelterbreak for farms and homes.
- Urban heat reduction in priority areas like bus stops, parking lots, schools and public housing.
- Transforming school grounds
- Memorials and Heritage trees tied to local history, veterans, cultural identity, or remembrance.

Allowable Uses of Funds:

- Site preparation costs
- Purchasing native trees
- Tree planting costs
- Educational signage
- First year maintenance
- Processing a Title Report (required with the Charles County Long-Term Protective Agreement for Tree Planting)
- **For not-for-profit entities project management costs can be included.*



WHAT THIS PROGRAM DOES NOT FUND

Projects or programs that are required by a separate Federal, state, or locally issued permit, decree, or enforcement action, and projects that lead to financial benefit.

HOW TO APPLY <https://cbtrust.org/grants/charles-county-tree-planting/>

QUESTIONS? PREGUNTAS?

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Interested?



ARE THE FUNDS AND TIMELINE A GOOD FIT?

➔ **Total funding pool:** \$50,000

Typical requests are from \$5,000 and below \$20,000. Costs will be compared to the standard of \$100 - \$600 per tree planted, which includes trees, supplies, labor, maintenance costs and tree pit work when necessary. Funding is also available for complementary activities to tree planting, such as signage, environmental education and community engagement.

➔ **Project timeline:** Projects must be planting within 12 months of receiving the award and include costs and a plan for two years of maintenance (3 years total).

➔ **Deadline to apply:** Proposals for the Charles County Tree Planting are accepted on an on-going basis until funds are fully expended for the given fiscal year. Projects requesting above \$10,000 must be approved by the Trusts Board and submitted 8 weeks prior to the Board's meeting dates (Sept 17th Nov 18th 2026 & Jan 14th 2027).

IS THE SITE ELEGIBLE?

- Landowners must be able to obtain a Title Report and are in [Good Standing with the State of Maryland](#).
- The proposed site must not be forested.
- Sites can be personal private owned, commercial private, community owned, schools sites and non-profit land.
- Ideally the land is currently protected under easement or another protection, if the land is not protected the landowner must agree to put the planted area under a [Charles County Long-term Protective Agreement for Tree Planting](#) for 30 years.

Land sizes are:

➔ **Large Tracts of Land:** Size of the planted area must be larger than 0.25 acres or 10,000 sq feet with a range of 20 or more trees.

➔ **Urban Trees:** Size of the planted area is minimum 1,000 square feet with a minimum of 3 trees.

*Easements are not required; however, you may provide documentation of an existing conservation status such as:

- Standard Charles County Conservation Easement
- Maryland Environmental Trust Easement
- State or Federal

Easements are recorded at the Circuit Court for Charles County in Land Records and may be shown on the plat you received when you purchased your property. A copy of your plat, if one exists, can be found either by using plats.net or by visiting Land Records at the Charles County Circuit Court House in La Plata.

Before you begin...



The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts see our [Strategic Plan](#).

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. New applicants, younger organizations, small organizations, or any group that is experiencing capacity challenges or other barriers to applying, are eligible to receive guidance on the application process.

BEFORE YOU BEGIN, GO THROUGH THIS APPLICANT READINESS CHECKLIST:

Before preparing your application, review the questions below. If you answer "No" to any of these questions, you may need to obtain additional information or documentation before submission.

General Preparation

- Have you read the entire Request for Proposals (RFP), including the Online Application Form, Evaluation Criteria, and Narrative Questions?
- Have you determined whether your project qualifies as:
 - Option A: Large Tract of Land, or
 - Option B: Urban Tree Planting?
- Have you identified the appropriate applicant type (e.g., Project Manager or Landowner)?
- Have you identified both a Project Leader and an Executive Officer, as described in the Applicant Information section?

Contractor Selection

- If you plan to use a contractor, can you provide either:
 - a written justification for your contractor selection, or
 - at least three contractor quotes?

Site Access and Permissions

- Do you own the property where the trees will be planted?
 - If **No**, can you provide written permission from the property owner?
 - If planting within a public park or public right-of-way, can you provide written authorization from the appropriate jurisdiction?
- Have you determined whether any local, state, or other permits are required for your project? If permits are required, can you obtain them?
- Have you contacted Miss Utility (Maryland Law, Title XI) to identify underground utilities and confirm that the proposed planting areas can be safely excavated?
- Have you obtained a map of the project area and current site photographs?

Before you begin...



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BEFORE YOU BEGIN, GO THROUGH THIS APPLICANT READINESS CHECKLIST:

CONTINUED -

Before preparing your application, review the questions below. If you answer "No" to any of these questions, you may need to obtain additional information or documentation before submission.

Property Ownership Documentation

- Can you obtain a Preliminary Title Report for submission to the Charles County Planning Division? This report is required for County review, County Commissioner signature, and recording in the Charles County Land Records before grant funds can be released.
- If the property is owned by a corporation, partnership, nonprofit, or other legal entity, can you provide documentation identifying the individual authorized to sign on behalf of the entity?
- If applying as a business or other legal entity, is the entity currently in [Good Standing with the State of Maryland](#)?

Easements and Long-Term Protection

- Is the project property currently subject to a conservation easement or other protective agreement?
- If Yes, can you describe the type and status of the agreement (for example, a Charles County Forest Conservation Easement, Maryland Environmental Trust Easement, or another state or federal easement)?
- If No, are you willing to execute the [Charles County Long-Term Protective Agreement for Tree Planting](#)? This agreement must be signed by all property owner(s).

*Note: Easements are recorded at the Circuit Court for Charles County in Land Records and may be shown on the plat you received when you purchased your property. A copy of your plat, if one exists, can be found either by using [plats.net](#) or by visiting Land Records at the [Charles County Circuit Court House in La Plata](#).

Ready to apply?



The Trust uses an online system for the application process, and if awarded, this will be the system you use for project management. By submitting an application to this program, applicants acknowledge that:

1) they are compliant with federal employment and non-discrimination laws; 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all products, from application to final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

STEP 1. CREATE YOUR ONLINE APPLICATION ACCOUNT



- Click “Manage a Grant” on our website <https://cbtrust.org/grants/charles-county-tree-planting/>
- Log in to the application portal using an existing account or create a New account
- If you forgot your password use the “Forgot Password” feature.

WHAT TO EXPECT

- You will complete the application online. No email submissions are accepted.
- You may save your progress and return later.
- All supporting documents must be uploaded electronically in the application portal.

STEP 2. GATHER THE APPLICANT INFORMATION



- Both an Executive Officer and a Project Leader, two separate individuals, must be identified. If you are an individual homeowner, please list your own information in both fields.
- In the case of organizations, the Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- Email, physical address, latitude and longitude using [google.com/maps](https://www.google.com/maps)
- Project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project. If possible, include a letter of commitment for the project from each partner describing the partner's role or contribution to the project.

DEFINITIONS:

The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. Exclusively for this program, an Executive Director may be a homeowner. The Executive Officer information is tied directly to all the organization's applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer.

The Program Leader is the individual will be responsible for all project coordination and is the primary correspondence with the Trust for the duration of the project. Therefore, the email address used to log into the online system and the email entered MUST be of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

Ready to apply?



STEP 3. PREPARE YOUR NARRATIVE



- Familiarize yourself with the On-line Application Form and Evaluation Criteria sections of this RFP
- Copy and fill in the Narrative Questions in the Narrative Questions section of this RFP.
- The Narrative Questions section is divided into Option A: Large Tracts of Land and Option B: Urban Trees. If you are doing both we suggest you fill out each separately as photos, maps, missutility and permits will be unique to each site.
- Prepare and upload a Microsoft Word or PDF file that contains your answers.

STEP 4. PREPARE YOUR BUDGET



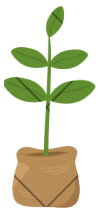
- Consider how much you will request
- Prepare an application budget
- Prepare an Additional Budget Justification: A descriptive budget narrative to justify and explain costs.
- Consider if the success of the work is contingent upon other funding being awarded and make it clear in your budget justification.

*Note: See more detailed instructions in Budget Instructions sections of the RFP.

WHAT TO EXPECT

- You will complete the budget online. No email submissions are accepted.
- You may save your progress and return later.
- Budget items fall into categories of personnel, supplies, contractual, travel, field trip fees, equipment, other and indirect, which is no more than 10% of the direct costs.
- Personnel time is broken down by salary per hour and number of hours to be invested.

STEP 5. SUPPORTING DOCUMENTS



- Upload additional supporting documents such as the Preliminary Title Report, [Charles County Long-term Protective Agreement for Tree Planting](#), confirmation of [Good Standing with the State of Maryland](#) and confirmation of checking with [Miss Utility](#), map, photos, contractors etc. *Check RFP for full details.

*Note: If you are selected to receive a grant or contract, you will be asked to upload your W-9.

STEP 6. AGREE TO THE TERMS AND CONDITIONS

- Agree to the specified terms and conditions for the program for which you are applying.

HOW TO APPLY <https://cbtrust.org/grants/charles-county-tree-planting/>

QUESTIONS? **PREGUNTAS?**

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Required Narrative Questions

Project Abstract *(What is the project?)*

Provide a brief summary (approximately 250 to 400 words) of the proposed project. Why is this project needed, where is it located and the overall goals of the project.

Site Information

1. If the land is already under a protective agreement describe the status and type of agreement. Types of agreement could be a Charles County Forest Conservation Easement, Maryland Environmental Trust Easement or other State and Federal Easements.
2. If permits are required for the project, describe the status of those permits (i.e., permits pending award, permits secured, etc.).
3. If soil amendment is needed describe the preparation. Soil amendments can include organic and inorganic nutrients, improved soil tilth, improved organic matter, and improved water holding capacity.
4. If the project includes removing invasives, discuss the species, location, quantity of invasives and method of removal.

Project Methodology *(How will you do it?)*

1. Include a timeline with each activity and approximate dates for beginning and ending.
2. Include a planting plan, with the layout of trees related to property boundaries, paved areas, buildings, and overhead and underground utilities. Photos may be included.
3. Include a native plant species list, with size and quantities of each. *You may find a lists of eligible trees and characteristics appropriate for you site at the [Maryland State Archives Tree List](#).*
4. You must include a monitoring and maintenance plan for the first two years. This may include a table of the applicable area, the maintenance task, and which month(s) the task is to be performed. Ongoing tasks should also be provided. If you are hiring a contractor, request they supply a maintenance guide and plan.

Applicant Capacity *(Can you do it?)*

1. **For Project Managers:** Please describe whether you or your organization has completed similar projects and your ability to provide project leadership and management on the following tasks:
 - Planting activities, including procuring contractual or volunteer services.
 - Monitoring and providing maintenance in the first two years to ensure a survivorship rate.
 - Working with the planting contractor and/or supplier to replace any trees as required under the plant warranty.
 - Maintaining insurance coverage during the planting and maintenance of the project.
2. **For Landowners:** Please describe your capacity to:
 - Select and hire a contractor.
 - Serve as the liaison between the contractor and the grant.
 - Submit all grant reporting requirements.
 - Support the project through the first 2 years of maintenance

Contractors/Suppliers *(If applicable, who will implement the work?)*

If contracting additional services, provide three quotes from contractors or a letter stating you will obtain at least three estimates for any work to be performed by contractors such as planting, maintenance, site preparation and other services.

Ecological value *(Why does it matter ecologically?)*

Discuss the anticipated ecological benefits of this project. For example, will it create a buffer along a body of water, reduce erosion on a slope, provide shade to a heat island, benefit endangered or rare species, increase connectivity between forest patches, or extend or buffer a protected area?

Community Engagement, Partnerships and Benefits *(Who is involved and who benefits?)*

Describe how the project will engage and benefit the surrounding community. Please address the following, as applicable:

○ Community engagement *(How are you involving people?)*

Describe any community engagement, education, outreach, consultation, or collaboration that has been or will be undertaken to support the project and encourage its long-term success. For Urban Tree projects, describe how nearby residents, organizations, or other stakeholders have been or will be involved in planning and implementation.

○ Partnerships *(Who is helping you?)*

Describe any organizations, community groups, schools, municipalities, faith-based organizations, homeowner associations, or other partners involved in the project. Include each partner's role and contribution to the project.

Applicants are encouraged to provide a letter of commitment from each project partner describing their role or contribution to the project. Strong letters of commitment may strengthen an application. If not submitted with the application, letters of commitment may be required prior to the release of awarded funding.

○ Community benefits *(Who benefits from the project?)*

In light of the Trust's commitment to the advancement of diversity in its award-making: Describe the community or population that will benefit from the project. If the project is intended to serve a specific or underserved population, describe how the project addresses the needs of that community. If applicable, describe your organization's experience working with the community or population you intend to serve, or explain how partnerships with local organizations or community leaders will help ensure meaningful engagement and successful project implementation. The Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).

Describe how the project will benefit the surrounding community. For example, will it improve recreation areas or trails, provide environmental education opportunities, increase shade, reduce urban heat, improve aesthetics, reduce noise, or provide other public benefits?

Describe how this project complements existing watershed stewardship, environmental, or community initiatives in the area.

Long-Term Stewardship *(Will it succeed over time?)*

Describe how the project will continue to provide ecological benefits beyond the grant period. What factors could affect the long-term success of the project, and how will those challenges be addressed? Describe your approach to monitoring and maintaining the planting during the first two years, and explain how the project will be sustained over the long term. If ongoing financial resources or maintenance will be required after the grant period, provide a brief plan describing how the project will be maintained. If you have hired a contractor, have they supplied you with a maintenance plan that you can execute? If your site is not under an existing easement, have you agreed to the Charles County Long-Term Protective Agreement?

Required Supporting Documents

1. If you wish to plant trees on property that you do not own, you must provide a letter from the landowner granting permission for the planting.
2. Provide the [Charles County long term Protective Agreement for Tree Planting](#)
3. Provide a Preliminary Title Report (this can be funded through this grant program).

Note: Both the Agreement and Title Report will need to be submitted to the County's Planning Division for review and processing for County Commissioner signature and filing in the County's Land Records, preferably prior to release of grant funds.

4. Check that the property is in good standing with the State. To determine standing, check: <https://egov.maryland.gov/BusinessExpress/EntitySearch/Business>
5. Provide photos of the site.
6. Obtain a map of the vicinity that includes the property address, location of the project and boundaries of the full parcel.
7. If the selected planting site has underground utilities such as cable, water & sewer, gas lines; provide a note that you have contacted Miss Utility. Maryland Law Title XII requires that any project intended to perform excavation or digging must contact Miss Utility to ensure your planting project can proceed and/or map out specific areas to avoid. For more information about Title XII and Miss Utility visit: <https://www.missutility.net/>.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Fill in zeros (0) or skip items that are not relevant to your project. All Trust applications require the Narrative Questions and most require supporting documentation. Refer to the RFP and online application for details.

- Eligibility Quiz

This three-question quiz will assist you in checking three basic requirements to apply to a grant program. The Charles County Tree Planting program also includes the requirement that the property must be in good standing with the State of MD in order to execute a long-term Protective Agreement. Please read through the RFP for other requirements.

- Applicant Information Tab
 - Provide the organization's name, mailing address, phone number, organization type, mission, EIN number. If you are an individual homeowner, please include your name, mailing address and phone number.
 - Provide the Executive Officer and Project Leader's name, title, address, phone, and email address.
 - Both an Executive Officer and a Project Leader, two separate individuals, must be identified.
 - If you are an individual homeowner, please list your own information in both fields.
 - In the case of organizations, the Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or

other approved position recognized by the organization but not a contractor of the application.

- **Project Information Tab**
 - Provide a project title; brief 3 to 4 sentence summary of the project, including details such as the type of project, location and main objectives. The project summary should be a succinct description or the project outputs based on the intended outcomes.
 - Enter the watershed, county, legislative district in which the project is located; and the latitude and longitude coordinates of the project location. To find your latitude and longitude you may use Google maps, right-click on the place on the map, this will open a pop-up window, the information will be in decimal format at the top.
 - Enter the project Start Date and Project End Date.
 - Enter the major tasks and their associated start and end dates.
- **Deliverables Tab**
 - Provide estimated metrics for your proposed project such as number of trees planted, project participants and outreach and restoration outcomes.
- **Volunteers Tab**
 - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- **Project Partnerships**
 - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
 - Applicants are encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong letter(s) of commitment often receive higher scores. If not submitted with the application, letter(s) of commitment may be required prior to the release of any awarded funding. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: www.cbtrust.org/forms.
- **Narrative & Supporting Documents Tab**
 - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed/required.
- **Budget Tab**
 - Enter items into the various budget categories. The totals will be automatically calculated on the page. The plus sign (+) under each category will allow you to add more lines under that category. Please provide additional budget justification. Additional guidance on the budget can be found at <https://cbtrust.org/login>.
- **Terms and Conditions Tab**
 - Agree to the specified terms and conditions for the program for which you are applying.

Budget Instructions

Funding in this program is restricted to costs required to implement tree planting projects. Requests for any other purpose will not be funded. The funding partners will evaluate each proposal on a case-by-case basis. The partners reserve the right to fund projects and budget items that advance their missions and meet their specific funding priorities and criteria.

Application Budget

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the Application Budget.

Eligible budget items for requests:

- Site preparation costs (soil amendment, invasive species removal)
- Plant material
- Planting costs
- Educational signage (County and Trust logos must be included)
- Community engagement, education, awareness, consultation, and collaboration with local organizations or non-profits in addition to tree planting and in relation to tree benefits
- Two-year maintenance costs
- Processing of the Title Report (required with the Charles County Long-Term Protective Agreement for Tree Planting)
- For not-for-profit entities, project management costs

Ineligible budget items include, but are not limited to:

- Indirect costs.
- Funding partners are unable to fund projects or programs that are required by a separate Federal, state, or locally issued permit, decree, or enforcement action. In addition, funding partners cannot support projects that lead to financial benefit, such as the creation of a mitigation bank. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements.

Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Evaluation Criteria

The following criteria will be used to evaluate applications. We recommend reviewing your proposal or having a colleague review your proposal against these criteria before you finalize it to ensure that you have addressed all the relevant criteria.

Criteria	Project Manager	Landowner
General Proposal (1-20 points)	Is the application complete? Has the applicant described why this project needed, where it is located and the overall goals of the project. Has the applicant answered all the applicable Required Narrative Questions? Are all Required Supporting Documents included (e.g., letters of commitment, certificate of good standing, long-term agreement, photos, maps, landowner permits)?	Is the application complete? Has the applicant described why this project needed, where it is located and the overall goals of the project. Has the applicant answered all the applicable Required Narrative Questions? Are all Required Supporting Documents included (e.g., letters of commitment, certificate of good standing, long-term agreement, photos, maps, landowner permits)?
Project Methodology and Applicant Capacity (1-20 points)	What is the likelihood of success if selected for funding? Success includes the applicant capacity to apply the project methodology proposed (timeline and planting plan). Do the applicant's qualifications include a history of completing similar projects? Is the project likely to proceed in a timely manner? Are species native, diverse, and from known sources?	What is the likelihood of success if selected for funding? Are there three contractors selected to provide the work or a letter of intent to provide three quotes? Do the contractors selected or proposed have a history of completing similar projects?
Ecological Value (1-10 points)	Has the applicant described why this matters ecologically? Does the planting provide shade to a heat island, increase connectivity, reduce erosion, or other benefits?	Has the applicant described why this matters ecologically? Does the planting provide shade to a heat island, increase connectivity, reduce erosion, or other benefits?
Community Engagement, Partnerships and Benefits (1-20 points)	Has the applicant identified appropriate project partners, where applicable, and clearly described their roles? Are meaningful partnerships or letters of commitment provided to support successful project implementation? Has the applicant described meaningful community engagement, outreach, education, or collaboration appropriate to the project? Does the project complement existing community, environmental, or watershed stewardship initiatives? Will the project provide meaningful environmental, educational, recreational, or	The landowner must present a letter of commitment and property agreement where applicable? Does the selected contractor demonstrate capacity to support successful implementation? Does the project demonstrate coordination with existing watershed stewardship or community initiatives? Will the project provide meaningful environmental, educational, recreational, or other public benefits to the surrounding community? For Urban Tree projects, has the applicant

	other public benefits? Has the applicant identified the community or population that will benefit from the project and described how the project addresses local needs? If the project serves a specific or underserved community, has the applicant demonstrated the experience, partnerships, or approach needed to engage that community? For Urban Tree projects, has the applicant demonstrated appropriate engagement with nearby residents or stakeholders?	demonstrated engagement with nearby residents or stakeholders?
Long-Term Stewardship (1-20 points)	Has the applicant proposed a robust monitoring and maintenance plan for the first two years post-planting? Is there a commitment to the Charles County Long-Term Protective Agreement?	Has the applicant's contractor (if hired) proposed a robust monitoring and maintenance plan for the first two years post-planting or will they replace any trees as required under the plant warranty? Is there a commitment to the Charles County Long-Term Protective Agreement? Is the landowner willing to provide maintenance as necessary? Does the landowner count with a plan from their contractor to follow for maintenance?
Cost Effectiveness/ Budget (1-10 points)	Is the budget appropriate and cost-effective? Are the line items justified in the project narrative? Are costs consistent with RFP requirements?	Is the budget appropriate and cost-effective? Are the line items justified in the project narrative? Are costs consistent with RFP requirements?

Tips

GRANT REVIEWERS CONSISTENTLY LIKE TO KNOW...



HOW WILL YOU MEASURE THE RESULTS OF YOUR PROJECT?

- Trees planted
- Acres restored
- Number of surviving trees after the first year
- Shade or cooling provided in areas of excess heat like bus stops, schools, parking lots etc.
- People engaged in the planting
- Number of signs placed



WILL THIS SPACE BE APPRECIATED BY THE COMMUNITY?

Use only native species and if possible enhance the project with add-on's like:

- Native plant rain gardens
- Benches
- Walking paths
- Public Art



HOW WILL THIS BENEFIT THE NATURAL AND HUMAN COMMUNITY?

- Air quality improvement
- Public health benefits
- Temperature reduction
- Energy savings
- Wildlife returns or a unique species
- Invasive species removal
- Community engagement (volunteers, school partnerships, workshops)
- Green Jobs



WHO ARE YOUR PARTNERS AND WHY DO YOU NEED THEM?

- Partnerships and letters of support are expected for collaborative or multi-organization proposals.
- Individual landowners applying independently are not required to identify partners or provide letters of support.
- To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: www.cbtrust.org/forms..

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DO YOU HAVE A MAINTENANCE PLAN FOR TWO YEARS?

- Watering schedules
- Mulching
- Pruning
- Replacing dead trees
- Volunteers or other caretakers



QUESTIONS? PREGUNTAS?

Contact Marilyn Veiman Echeverría at
mveiman@cbtrust.org or (410) 974-2941 x 130



Submitted! Now what?



HOW WILL YOUR PROPOSAL WILL BE REVIEWED?

All submitted applications are scored by technical experts in the field supported by this RFP and discussed by a review committee. Reviewers score all applications based on the evaluation criteria listed in the “Evaluation Criteria” section in this RFP.

Due to this review process and notification of awards proposals requesting above \$10,000 must be approved by the board and submitted 8 weeks prior to the Trust’s Board meeting dates (Sept 17th Nov 18th 2026 & Jan 14th 2027).

The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

HOW WILL YOU BE NOTIFIED OF YOUR AWARD?

- All applicants will receive a letter through email and through the portal application/management system stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the award agreement will include:
 - Award conditions and due dates of status, progress, and final reports.
 - Notification of your payments and how they will be phased.
 - The Trust will make phased payments as agreed in the award letter or contract.
 - The trust usually requests progress reports or other requirements as the project progresses, if reports are not met by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

YOUR AWARD LETTER IS YOUR MAP TO SUCCESS! FOLLOW IT CLOSELY AND CHECK IT OFTEN

- When the project is complete, awardees are required to complete final reports that may include but are not limited to submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award).
- All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent.
- Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

