



Charles County Tree Planting Grant Program

FY 25 Request for Proposals



Chesapeake Bay Trust
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www.cbtrust.org

Introduction and Program Goals

This program is in partnership with Charles County. The goal of this program is to implement tree planting projects in the County that will increase tree cover in urban and rural spaces bringing the benefits of increased forest habitat, improved water quality, and providing a natural cooling system to urban heat. This will ultimately enhance the health and wellbeing of human and natural communities of the County's local watersheds.

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 to engage under-engaged groups, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>

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, is eligible to receive guidance on the application process.

For assistance in English and Spanish please contact Program Officer Marylin Veiman Echeverría at: mveiman@cbtrust.org

At a Glance:

Program Summary

The Charles County Tree Planting Grant Program is designed to increase in the number of trees planted in Charles County. Project proposals are sought from individuals, nonprofit organizations, commercial landowners, and contractors. Proposed project sites will need to have or place the planted area under a protective agreement for a minimum of 30 years.

Deadline

Applications are accepted on a rolling basis until funds for the fiscal year are exhausted.

For project requests up to \$10,000, the Trust must receive an application a minimum of eight weeks prior to the start of the proposed project.

For project requests more than \$10,000, the Trust must receive an application a minimum of eight weeks prior to the next Trust quarterly Board meeting. Please see section "Deadline" for Board meeting dates.

Eligible Project Locations

This program funds projects in Charles County, Maryland.

Request Amounts

Applicants can request funds from one of the following options:

- Project Managers - or
- Landowners

Submit Your Application

Follow the instructions online at <https://cbtrust.org/grants/charles-county-tree-planting/>

Contact

Marylin Veiman Echeverría
(410) 974-2941 x 130
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Key Questions for Applicants

Is My Project Eligible?

- Eligible Land Size:
 - a. Large Tracts of Land: Minimum 0.25 acres (10,000 sq. ft.) with over 20 trees planted.
Examples: Farmland, areas alongside streams, expanding forested regions.
 - b. Urban Tree Planting: Minimum 1,000 sq. ft. with 3 or more trees planted.
Examples: Streets, parking areas, institutional grounds, open spaces.

What Is the Funding Availability?

- Total Available: Approximately \$23,500 for FY25 (July 1, 2024 - July 1, 2025).
- Funding Requests: Generally, under \$20,000.
- Cost Consideration: \$100 - \$600 per tree, including maintenance for two years.

What Is the Project Timeline?

- Projects must be completed within 12 months of receiving the award and maintained for two years.
- Extensions may be considered on a case-by-case basis.

What Is the Application Deadline?

- Proposals are accepted on a rolling basis until funds are exhausted.
- For requests over \$10,000, submit at least 8 weeks before the Trust's Board meetings (Feb 19, 2025).

How Is the Application Reviewed?

- Applications are scored by technical experts and reviewed by a committee based on set evaluation criteria.
- Award notifications will inform applicants of the funding decision and conditions.

What Are the Budget Guidelines?

- Eligible Budget Items:
 - Site preparation, plant material, planting costs, educational signage, two-year maintenance, and community engagement.
- Ineligible Items:
 - Indirect costs, projects required by permits, or those leading to financial benefits like mitigation banks.

How Should I Prepare My Budget?

- Use the Chesapeake Bay Trust's Financial Management Spreadsheet (FMS) for budget uploads.
- Include a descriptive budget narrative justifying costs and indicating reliance on other funding if applicable.

Eligible Applicants

Charles County and the Trust welcome requests from:

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

This opportunity is open to:

1. **Project Managers:** Applicants must be established organizations capable of managing and leading the project through its implementation phase. Eligible organizations include nonprofits, commercial landowners, consultant firms, contractors, and similar entities.
2. **Landowners:** Applicants, such as individual landowners or small homeowners’ associations, who have project site ideas for tree planting but are unable to serve as project managers, may submit their proposals. The Trust will coordinate with Charles County, the local State Forester, or another relevant entity to arrange for a contractor who can manage and lead the project through its implementation.

***Note:** Both Project Manager and Landowner can apply for any land size, whether it's large tracts or urban trees. The difference lies in the type of applicant, but both land sizes (tracts) are eligible to apply. All applicants are encouraged to contact Trust staff for guidance.

Applicant	Project Manager	Landowners (Apply to request Technical Assistance for Project Management)	Comments
501©3 Private Nonprofit Organizations	X	X	These applicant types can apply for either, depending on the capacity of the organization to lead the implementation of the project.
Faith-based organizations	X	X	
Community Associations	X	X	
Service and Civic Groups	X	X	
Public Agencies	X	X	
Soil/Water Conservation Districts & Resource Conservation and Development Councils	X	X	
Public and Private Educational Institutions	X	X	
Individual private or commercial landowners	X	X	
Consultants, contractors, and other for-profit entities	X		For-profit entities <u>must</u> apply as Project Managers

Eligible Site Types:

Best eligibility	Eligible	Not eligible
Not Forested: Proposed sites must not be currently forested.	Not Forested: Proposed sites must not be currently forested.	Forested: Projects to protect already forested land & tree planting to meet a permit requirement or enforcement action of any kind cannot be considered.
Personal Private, Commercial Private, Community owned, School sites & non-profit land	Personal Private, Commercial Private, Community owned, School sites & non-profit land	Federal and state land cannot be considered
Land is currently protected under easement or other protection and/or the landowner is willing to agree to put the planted area under a "Charles County long term Protective Agreement for Tree Planting"	Land is not protected but the landowner is <u>willing</u> to agree to a "Charles County long term Protective Agreement for Tree Planting"	Land is not protected under any easement type and landowner is <u>not able or willing</u> to agree to a "Charles County long term Protective Agreement for Tree Planting"
Landowner can obtain a Tittle Report and is in good standing with the State	Landowner can obtain a Title Report and is in good standing with the State	Landowner is <u>not able</u> to give or hire for long term maintenance of the tree project, cannot obtain a Title Report and or is not in good standing with the State.
<p>Land size: Option A: Large Tracts of Land: Size of the planted area is larger than 0.25 acres or 10,000 square feet with a range of 20 or more trees. Option B: Urban Trees: Size of the planted area is minimum 1,000 square feet with ~ 3 trees</p>	<p><u>Land size:</u> <u>Option A:</u> Large Tracts of Land: Size of the planted area is larger than 0.25 acres or 10,000 square feet with a range of 20 or more trees. <u>Option B:</u> Urban Trees: Size of the planted area is minimum 1,000 square feet with ~ 3 trees</p>	<p><u>Land size:</u> Size of the planted area is much smaller than the minimum required space in this Request for Proposal (RFP).</p>

***Note:** Easements are not required; however, you may provide documentation of an existing conservation status such as a standard Charles County Conservation Easement a Maryland Environmental Trust Easement or other State and Federal Easements. 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 home. 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.

See [Appendix B](#) for the link to the “Charles County Long-term Protective Agreement for Tree Planting” (this document is required). This Agreement is required to be executed by the property owner(s) and submitted along with a Preliminary Title Report to the Charles County Planning Division for review and processing for County Commissioner signature and filing in the Circuit Court for Charles County in Land Records prior to release of grant funds. If the property is owned by an entity, documentation must be provided as to who has authority to sign on behalf of the entity and the entity must be in good standing with the State of Maryland.

Check the following link to determine standing: <https://egov.maryland.gov/BusinessExpress/EntitySearch/Search>

Eligible Land Size:

This Request for Proposal (RFP) outlines two distinct land sizes related to tree planting:

Large Tracts of Land: Land size should be of a minimum of 0.25 acres or 10,000 square feet, with plantings above 20 (twenty) trees. These plantings may occur on sites including but not limited to:

1. Farmland in rural areas.
2. Alongside streams to prevent erosion.
3. Connecting or expanding existing forested areas.
4. Other suitable large land tracts.

Urban Tree Planting: Land size should be a minimum of 1,000 square feet, with plantings of approximately 3 (three) trees or more. These plantings may occur on sites including but not limited to:

1. Streets and Right of Way projects (Street Tree Projects).
2. Parking areas and vacant lots within urban areas.
3. Institutional grounds (e.g., faith institutions, educational campuses, health institutions).
4. Other public or private properties designated as open space.

General Requirements for Both Options:

1. Trees must not be planted as mitigation for new developments, regulatory offsets, or for any regulatory purposes. Funding partners may elect to fund optional portions of required projects that are more than regulatory requirements.
2. Each project should be organized and summarized clearly in the proposal to address the specific requirements and potential locations as outlined.

By clearly delineating the two options and their respective requirements and locations, potential grant applicants will have a clear understanding of the scope and expectations for each project under this RFP.

Funding Availability, and Timeline

Funding Availability: The funding partners, Chesapeake Bay Trust and Charles County Government, anticipate that approximately \$23,500 will be available for this grant program in this Fiscal Year July 1st, 2024, to July 1st, 2025 (FY25). Funding availability in subsequent years will be updated.

Project Timeline: Projects must be planted within 12 months upon receipt of the award and then maintained for two years. Requests to extend a project completion period will be reviewed and considered on a case-by-case basis.

Request Level: Requests for funding from this program will generally be less than \$20,000. Costs will be compared to the standard of \$100- \$600 per tree planted, which includes the trees, supplies, labor, one year of maintenance costs (two years are required), and tree pit work when necessary. Funding is also available for complementary activities to tree planting such as signage, environmental education and community engagement regarding tree planting and benefits. Applicants are strongly encouraged to contact Trust staff to discuss request level prior to submitting proposals.

Deadline

Proposals for the Charles County Forestry Grant Program are accepted on an on-going basis until funds are fully expended for the given fiscal year; check our website and sign up for our [grantee newsletter](#) for the most up to date information about the status of this rolling program.

Please note this is a rolling grant program; however, grant decisions for requests over \$10,000 must be approved by the Trust's Board of Directors. The Trust's quarterly Board meetings for FY25 are September 19th, 2024, and February 19th, 2025. Please submit your proposal at least 8 weeks before the upcoming Board meeting date to allow for application review time. In addition, the Trust is unable to provide reimbursement funding; this means that project start dates must occur after the date of decision (Board meeting date).

For project requests up to \$10,000, the Trust must receive all proposals at least EIGHT weeks prior to the start of the proposed project. The Trust cannot make exceptions to this policy.

Application Review Process

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 above.

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

Awards and Notifications

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the payments in phases 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.

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.

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.

Financial Management Spreadsheet – Application Budget Upload

You will be asked to upload your budget using the “Application Budget” worksheet of the Chesapeake Bay Trust’s **Financial Management Spreadsheet (FMS)**, an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can also watch a video with instructions on how to complete the FMS.

Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

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 relation to tree planting and benefits.
- Two-year maintenance costs,
- Title Report (required with the Charles County Long-Term Protective Agreement for Tree Planting) and
- 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 more than 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.

Narrative Questions

Project Overview and Goals: Please describe how and why the project site was selected, the current property use, the area to be planted, any site preparation work needed, and the total number and species of trees expected to be planted and the first two years of maintenance in detail and ongoing maintenance necessary to ensure long-term survival of the trees.

NOTE: Trees must be native, you may find a lists of eligible trees and characteristic appropriate for you site at the Maryland State Archives Tree List which features a wide range of trees native to the State of Maryland, this resource includes tree profiles and colorful images. For more information visit:

<https://msa.maryland.gov/msa/mdmanual/01qlance/html/trees.html>.

Option A: Large Tracts of Land:

- a. 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.
- b. Provide the Charles County long term Protective Agreement for Tree Planting found here: <https://www.charlescountymd.gov/home/showpublisheddocument/26405/638622734724770000>
Provide a Preliminary Title Report (this can be funded through this grant program)

***Note:** Both, 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 County's Land Records. Preferable prior to release of grant funds.

- c. Check the property is in good standing with the State, check the following link to determine standing: <https://egov.maryland.gov/BusinessExpress/EntitySearch/Search>
- d. If 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 a Maryland Environmental Trust Easement or other State and Federal Easements
- e. If permits are required for the project, describe the status of those permits (i.e., permits pending award, permits secured, etc.)
- f. 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.
- g. If the project includes removing invasives, discuss the species, location, quantity of invasives and method of removal.
- h. Provide photos of the site
- i. Obtain a map of the vicinity that includes the property address, location of the project and boundaries of the full parcel.

Option B: Urban Tree Planting

- a. If you are interested in planting trees on a property that you do not own, you will need to submit a letter stating that the landowner allows the trees. For example, if you are a community organization wanting to plant trees on a local faith-based neighbor's grounds, you would need a letter from that faith entity. If you are planting trees in the right-of-way or public park, you would need permission from the jurisdiction.
- b. Provide the "Charles County long term Protective Agreement for Tree Planting" found here: <https://www.charlescountymd.gov/home/showpublisheddocument/26405/638622734724770000>
- c. Provide a Preliminary Title Report (this can be funded through this grant program).

***NOTE:** Both, 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 County's Land Records, preferably prior to release of grant funds.

- d. Check the property is in good standing with the State, check the following link to determine standing: <https://egov.maryland.gov/BusinessExpress/EntitySearch/Search>
- e. If permits are required for the project, describe the status of those permits (i.e., permits pending award, permits secured, etc.) –Permits are needed when local governments or utilities have rights of way. To determine whether this is the case, contact the department or planning and/or public works in the jurisdiction in which the project is located (either for the city/town if the project is located in an incorporated area within a county or the county if not)
- f. If selected planting site has underground utilities such as cable, water & sewer, gas lines describe in-ground precautions. 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/>
- g. If planting trees less than 6 feet from paved areas, describe how the soil will be loosened and amended. Planting areas are encouraged to be flush with adjacent pavement and have curbing if needed for protection. No canopy trees should be proposed closer than 20 feet to a building.
- h. If the project includes removing invasives, discuss the species, location, quantity of invasives and method of removal.
- i. If the project involves community engagement, education, awareness, consultation, and collaboration with local organizations or non-profits, please briefly outline what has been or will be undertaken.
- j. If the site is highly visible or visited by the public often, educational signage is highly encouraged and can be funded through this grant program if the County and Trust logos are included.
- k. Provide photos
- l. Obtain a map of the vicinity that includes the property address, location of the project and boundaries of the full parcel.

2. **Project Eligibility:** Funding partners are unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action, such as critical area buffer establishment. 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 more than regulatory requirements. Please state 1) whether any part of your project is required under any existing or pending permit, decree, or enforcement action, and if so, 2) how and whether your proposal exceeds the regulatory requirements.

3. **Project Methodology and Applicant Capacity**

Methodology: Please provide the following:

- i. Project timeline to include each step and approximate dates for beginning and ending.
- ii. Planting plan, to include layout of trees relative to property boundaries, paved areas, buildings, and overhead and underground utilities. Photos may be included.
- iii. Species list (native species only) to include size and quantities of each.
- iv. When 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.

- v. Monitoring and maintenance plan for the first two years to 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.

Applicant Capacity:

- a. **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:
 - i. Planting activities, including procuring contractual or volunteer services.
 - ii. Monitoring and providing maintenance in the first two years to ensure a survivorship rate.
 - iii. Working with the planting contractor and/or supplier to replace any trees as required under the plant warranty.
 - iv. Maintaining insurance coverage during the planting and maintenance of the project.
 - b. **For landowners:** Please describe your capacity to:
 - i. Select and hire a contractor.
 - ii. Serve as the liaison between the contractor and the grant.
 - iii. Submit all grant reporting requirements.
 - iv. Support the project through the first 2 years of maintenance
4. **Demographic Information:** In light of the Trust's commitment to the advancement of diversity in its award-making, provide demographic information about the community or population involved in or served by the project. In the case of Project Managers, please provide your organization's experience working within the specific communities that you will be prioritizing. 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).
5. **Ecological value:** Discuss the possible ecological benefit of this project. For example, is it creating a buffer along a body of water, is it reducing erosion on a slope, are there endangered or rare species nearby, is it creating connectivity with other forest patches, and/or extending or buffering a protected area? (See the Evaluation Criteria questions for more detail on ecological value)
 - i. Discuss the future for the work for which you are requesting funds. What factors may affect its long-term value and how will you ensure its value is maximized? If the project or program needs ongoing financial resources to maintain its value, provide an abbreviated plan describing how the project will be maintained beyond the term of the proposed funding request.
6. **Community context:** The best projects will involve some level of community engagement, education, awareness consultation and or/collaboration with other existing community watershed stewardship efforts.
 - i. Indicate how this project fits into other watershed stewardship activities occurring in the community. For example, are neighboring faith-based organizations or homeowner's associations who may already be undertaking environmental activities going to be engaged in this project?
 - ii. Indicate how this project benefits the nearby community. For example, will the reforested area enhance an existing trail or recreation area, be used for environmental education programs, provide shading of paved areas, and/or does it help reduce noise from a nearby road?
 - iii. If applicable: Indicate if community engagement, education awareness, consultation and community collaboration that has been or will be undertaken to ensure the sustainability of the project, especially for Urban Trees.
 - iv. Indicate if efforts have been or will be undertaken to engage the community, create

awareness, consult perspectives or concerns, especially regarding urban tree planting.

7. **Contractors/Suppliers:** If hiring a contractor, applicants are encouraged to either have already obtained cost estimates or quotes from at least three service providers prior to completing the application or, indicate in the proposal that at least three estimates or quotes will be obtained.
 - i. Has/will a contractor be hired and has a contractor been selected?
 - ii. Describe your contractor selection process, including justification and background of the selected contractor. If using a bid process, describe the process.

8. **Attachments:** Please include, preferably in the narrative file but in a separate file, if necessary, the documentation required.

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 Quality of Proposal (1-15 points)	What is the level of completeness and attention to detail? Has the applicant answered all appropriate narrative questions? Are all required supporting documents included (e.g., letters of commitment, certificate of good standing, long-term agreement, photos, maps)? Are permits required, pending, or secured? Are landowner commitment letters included?	What is the level of completeness and attention to detail? Has the applicant answered all appropriate narrative questions? Are all required supporting documents included (e.g., letters of commitment, certificate of good standing, long-term agreement, photos, maps)? Are permits required, pending, or secured? Are landowner commitment letters included?
Stakeholder or Community Involvement (1-10 points)	Applicants without landowner permission (e.g., letter of commitment) will receive zero points. Has the applicant described efforts to engage the community and create awareness, particularly for urban tree planting?	The landowner must present a letter of commitment and property agreement where applicable.
Likelihood of Success (1-10 points)	What is the likelihood of success if selected for funding? Success includes achieving proposed outcomes and tree survivorship. 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? Are species free from diseases or are cultivars used to enhance survivorship?	What is the likelihood of success if selected for funding? Success includes achieving proposed outcomes and tree survivorship. Are there three contractors selected to provide the work? Do they have a history of completing similar projects?

<p>Sustainability (1-30 points)</p>	<p>Has the applicant proposed a robust monitoring and maintenance plan for the first two years post-planting? Is there a commitment to a long-term Protective Agreement?</p>	<p>Has the applicant’s contractor (if hired) proposed a robust monitoring and maintenance plan for the first two years post-planting? Is there a commitment to a long-term Protective Agreement? Is the landowner willing to provide maintenance as necessary?</p>
<p>Cost Effectiveness/ Budget (1-10 points)</p>	<p>Is the budget appropriate and cost-effective? Are the line items justified in the project narrative? Are costs consistent with RFP requirements?</p>	<p>Is the budget appropriate and cost-effective? Are the line items justified in the project narrative? Are costs consistent with RFP requirements?</p>

Are you ready to apply?

Before submitting your application, ensure you have the following:

Completed Documents:

- Application Budget: Use the Chesapeake Bay Trust’s Financial Management Spreadsheet (FMS) for budgeting.
- Project Proposal: Copy and paste the Narrative Questions and address them in your proposal.
- Long-Term Protective Agreement: Required for tree planting projects.
- Certificate of Good Standing: Check if this is required for your project site.
- Title Report: Check if this is required for your project site.

Permits

- Did you check if your project site needs landowner permission?
- If you are planting trees in the right-of-way or public park, do you have permission from the jurisdiction?

Review the following:

- Evaluation Criteria: Have you reviewed the evaluation criteria? Familiarize yourself with how your application will be scored to enhance your chances of funding.
- Application Submission Instructions and the Online Application Form: Have you checked all the steps in the application process? Familiarize yourself with all the detailed instruction in [Appendix A](#).

Appendix A: Online Application Submission Instructions

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/grants/charles-county-tree-planting/> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

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.

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. Refer to the 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 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.

Watch our video on how to apply and submit an application using our online system at: <https://cbtrust.org/grants/>.

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 to reduce the variation in the Executive Officer across applications.

The Program Leader is the individual will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that 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.

- 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; project abstract; the watershed, county, and 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.
- Timeline Tab
 - Add the project start and end date. Provide a project timeline that includes 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
 - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust’s Financial Management Spreadsheet and fill out the “Application Budget” worksheet. Refer to the Budget Instructions of this RFP.
- Terms and Conditions Tab
 - Agree to the specified terms and conditions for the program for which you are applying.

Appendix B: Charles County Long-Term Protective Agreement for Tree Planting (Required)

PRESS CTRL AND CLICK: [638622734724770000 \(charlescountymd.gov\)](https://www.charlescountymd.gov)

Appendix C: Performance Standards for Restoration Projects

Size	Number Required per Acre	Approximate Spacing (feet on center)	Survivability Requirement (at the end of the second growing season)	
			Survivability Requirement	Number of Trees
Bare Root Seedlings or Whips	700	8 x 8	55%	385
Container Grown Seedling Tubes (minimum cavity width 1.5 in.)	450	10 x 10	65%	290
Container Grown (1, 2, 3 gallon)	350	12 x 12	75%	260
Container Grown (5, 7 gallon or 1 in. caliper B & B)	200	15 x 15	85%	170
Container Grown (15, 25 gallon or 1.5 to 2 in. caliper B & B)	100	20 x 20	100%	100

Notes:

- 1) These stocking and survival requirements are the minimum numbers estimated to meet the definition of forest from bare land.
- 2) In certain circumstances, any combination of the above-mentioned stocking options, dry seeding, tree shelters, transplants, and/or natural regeneration may be more appropriate strategies. They will be evaluated on a case-by-case basis by the approving authority.
- 3) Spacing does not imply that trees must be planted in a grid pattern, randomizing is preferred.
- 4) Requests for funding from this program will generally be less than \$20,000. Large land tracts should be approximately \$4,500 per acre, costs for urban trees will be compared to the standard of \$100- \$600 per tree planted, to include the trees, supplies, labor and maintenance.