

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/>.