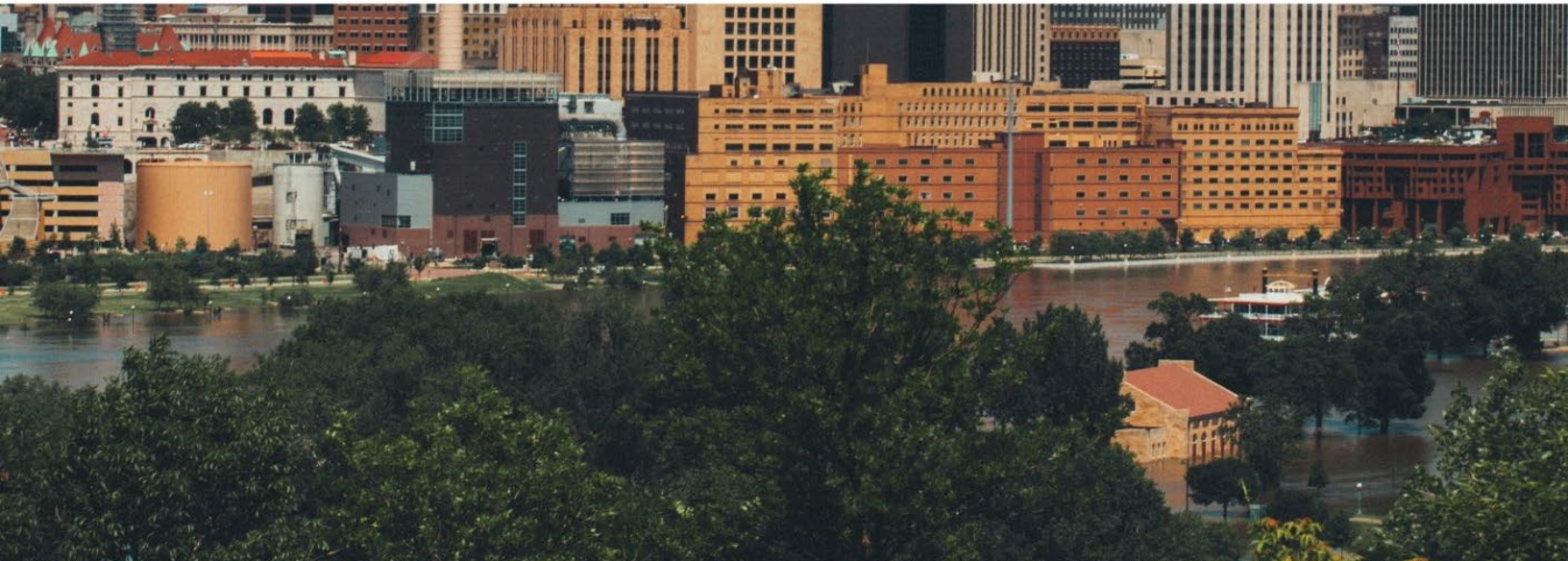


# URBAN TREES

MINI-GRANT PROGRAM

CHESAPEAKE BAY TRUST  
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# URBAN TREES MINI-GRANT PROGRAM

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## At A Glance

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The Urban Trees Mini Grant Program will support projects to plant up to 15 trees that enhance livability in underserved communities.

### Eligible Applicants:

Nonprofit organizations such as faith-based institutions, community and homeowners associations; service, youth, and civic groups

### Eligible Project Locations:

This program will fund projects in underserved communities across Maryland that meet key criteria outlined below:

<https://legiscan.com/MD/text/HB991/id/2416376/Maryland-2021-HB991-Chaptered.pdf>

Request Amounts: Up to \$5,000

### Submitting Your Application:

Follow the instructions online at:

[https://www.grantrequest.com/SID\\_1520?SA=SNA&FID=35721](https://www.grantrequest.com/SID_1520?SA=SNA&FID=35721)

### Contact:

Bridget Robey, Program Assistant, (410) 974-2941 x 117 [brobey@cbtrust.org](mailto:brobey@cbtrust.org)

## Introduction and Program Goals

Many communities benefit from having green spaces and trees to promote outdoor recreation, access to shaded areas, improved air quality, improved mental and physical health, and livability. Communities that would like to implement small (15 trees or less) tree planting projects are encouraged to seek support and funding through this opportunity. Ultimately, this initiative will empower communities that have felt disenfranchised to take ownership with the tools needed to improve access to natural resources that connect their neighborhoods to a healthy, greener environment for current and future generations.

Applicants to this opportunity will be asked to submit in writing general information about their communities and desire for trees. Trust staff will then assist applicants to put together project plans and budgets. Applicants interested in projects larger that cost more than \$5,000 or involve planting more than 15 trees should apply to the larger Urban Trees Grant Program.

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](http://www.cbtrust.org/strategic-plan) and our Diversity and Inclusion statement at <https://cbtrust.org/diversityinclusion/>.

## Eligible Project Locations

Tree planting projects proposed as part of this program must occur in urban, underserved areas.

Applicants can determine if their communities are eligible by viewing the online map here:

<https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=4258d3e39f6a47fca146b854c0f01e31> or contact the Trust at (410) 974-2941.

## Eligible Applicants

Requests are encouraged from non-profit organizations such as schools; community associations; service, youth, and civic groups; faith-based groups; neighborhood/community associations and more.

## Contacts

**Contact the Trust for assistance at any point in your application!** Applicants to the Urban Tree Grant Program are **strongly encouraged** to contact the Program Assistant early in proposal development.

Program Assistant: Bridget Robey, at (410) 974-2941 x 117 or [brobey@cbtrust.org](mailto:brobey@cbtrust.org).

## Application and Project Process

You will be asked to provide information about your project site, project goals, project cost, and community background. If you know details such as the types (species) of trees you'd like to plant and where you'd like to plant them and the costs, you may provide that information in your application. If you do not know those details, provide as much information as you can, and Trust staff will help you create a planting plan, select tree species, craft a maintenance plan (you will have to commit to maintaining the trees for at least two years), and create a project budget. Final approval of projects will occur after those elements are finalized.

## Funding Availability and Deadline

**Funding Availability:** The Trust has \$300,000 available for this program through June 30, 2023. Applicants will be accepted on a rolling basis. The program will close when funds are exhausted.

## Award Notifications and Requirements of Successful Grantees

All applicants will receive a letter stating the decision on the grant request. An application may be conditionally awarded pending completion of the elements above (planting plan, tree list, maintenance plan, budget, etc.) or fully awarded if all of those elements are submitted at the time of application, partially awarded, or declined.

If and when a project is fully awarded, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. Most awardees will receive 90% of their funds up front, mailed to the requesting organization and 10% of the total award after the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report 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 other costs. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

## Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. If you need help using this system, please contact the Trust.

To apply for an award, go to: [https://www.grantrequest.com/SID\\_1520?SA=SNA&FID=35721](https://www.grantrequest.com/SID_1520?SA=SNA&FID=35721) and click on "Get Started" to begin a new application. A new window will open 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 and 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).

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

You will be asked to provide the following minimum information on the online application form.

#### **A. Eligibility Quiz (required)**

This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.

#### **B. Applicant Information Tab (required)**

- Provide the organization's name, mailing address, phone number, organization type, mission, Employer Identification Number (EIN), and System for Award Management (SAM) Unique Entity Identifier (UEI) 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 for all applications.
  - 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.
  - 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. 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 in order to reduce the variation in the Executive Officer across applications.
  - The Project Leader 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.

- To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

### **C. Project Information Tab (required)**

You will be asked on this tab to provide:

- a project title;
- project summary (one paragraph), in which you identify the main purpose of your tree planting project, the community(ies) and locations in which you intend to plant trees, and who will benefit from the tree planting project. Include the number of trees to be planted.
- the county in which the project is located

### **D. Timeline Tab (required)**

Add you proposed project start and end date (required). Optional: If you know the details of when you aim to accomplish key project steps (e.g., community meetings to get buy-in, buying trees, planting the trees, community events, maintenance, etc.), add those into the timeline section.

### **E. Deliverables Tab (required – at a minimum, input the number of trees to be planted)**

Provide estimated metrics for your proposed project such as number of trees and project participants. Leave those not relevant to your project blank.

### **F. Volunteers Tab (optional)**

Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.

### **G. Project Partnerships (optional)**

List any 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](http://www.cbtrust.org/forms).

### **H. Narrative and Supporting Documents - Project Narrative (required)**

You will be asked to upload a MS Word or PDF file addressing the following questions.

1) *Project Description (required)*

Provide a description of your project, including the goals, general planting location, who owns the property(ies), how the community feels about trees. In addition, if you know any of the following information, feel free to provide it now. If you don't know the information now, and your project is selected to move to the next step, the Trust will help identify this information:

- address/project map
- When you plan to plant (spring 2023, fall 2023, or spring 2024)
- How you plan to plant (volunteers to plant the trees vs. contractors vs. staff of your organization)
- the species of trees that you would like to plant, the number of trees of each species, and where the trees will be planted.

Communities and organizations who receive grants to plant trees will have to take care of them for at least two years. Please describe how you will care for/maintain the trees. The Trust has a minimum set of activities that grantees will have to take on in terms of tree care (insert link); this document can help guide you as you consider how to care for the trees. You can request and be awarded funds for the maintenance activities.

## 2) *Community Context and Demographic Information (required)*

- Please describe the communities (neighbors, residents, businesses, etc.) who will benefit from this project.
- 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. 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).

3) Landowner Letter of Permission (optional at this stage; will be required before an award is made): If you are interested in planting trees on a property that you do not own, you will ultimately 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. You are not required to submit the letter(s) at this stage, but will be required to obtain them before funds are dispersed.

## **J. Budget (optional at this stage; will be required before funds are dispersed)**

### 1) *Financial Management Spreadsheet – Application Budget Upload (optional)*

You are welcome, at this stage, to complete a budget if you know enough about the project to estimate costs. However, you are not required to do so at this stage, but rather may simply provide an estimate. Requests cannot exceed \$5,000.

If you choose to submit a budget, we encourage you to use 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. 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.

*2) Additional Budget Justification (optional)*

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs.

**K. Terms and Conditions Tab**

- Agree to the specified terms and conditions