



Wyoming State Forestry Division

THE FOREST RESOURCE AGENCY OF WYOMING



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Matthew H. Mead
Governor

Bill Crapser
State Forester

November 14, 2011

MEMO TO: Wyoming Communities and Organizations

FROM: Mark Hughes, Wyoming State Forestry Division

RE: Community Forestry Grants

Enclosed is an application package for the 2012 Community Forestry Cost-Share Grants for your consideration. The Wyoming State Forestry Division in cooperation with the USDA Forest Service is making this funding available to assist in improving community forests throughout the state. These grants are for large scale tree planting or community forestry development projects.

In the packet is an application for the community tree planting grant category and a separate application for community forestry education and program development grants. There will be a total of \$50,000 available for the two grant categories in 2012. Although this year's funding is limited, we encourage applications for new projects that will enhance your community forestry program.

If your community or organization is interested in competing for the community forestry funds, complete the application and return it by February 15, 2012. Grants must be matched with local, non-federal funds and volunteers must be involved. A grant selection committee will review applications in late February 2012 and you will be notified of funding status at that time. These grants are intended to increase community forestry development and tree planting in Wyoming communities, **but not replace existing local funds**. Details are included with the application.

If you have any questions about the Urban and Community Forestry grants please contact Mark Hughes or Mark Ellison at (307) 777-7586. The grant information and applications are also available on the internet at <http://slf-web.state.wy.us/forestrydivision/forestryprograms/UCFGrants.pdf>

2012

OFFICE OF STATE LANDS AND INVESTMENTS
WYOMING STATE FORESTRY DIVISION

URBAN AND COMMUNITY FORESTRY COST-SHARE GRANTS

CATEGORY: COMMUNITY TREE PLANTING



Deadline: February 15, 2012



2012 WYOMING URBAN AND COMMUNITY FORESTRY PROGRAM

TREE PLANTING

COST-SHARE GRANT APPLICATION GUIDELINES

INTRODUCTION The Wyoming State Forestry Division in cooperation with the USDA Forest Service has developed these guidelines for distributing available funds for tree planting. Money allocated for the grant program is from federal funds provided by the National Urban and Community Forestry program. This is the seventeenth consecutive year of this cost-share assistance program. The grants are intended to assist local communities, non-profit groups, conservation organizations, and others improve the quality of the state's urban and community forests. The grant program is for projects not currently being funded, and is not intended to substitute for existing funding levels. Approximately \$50,000 will be available statewide in 2012.

APPLICATION DEADLINE – FEBRUARY 15, 2012

Complete applications **MUST BE RECEIVED** at Wyoming State Forestry Division by the deadline. The current 2012 application form must be used. Early receipt of application by Wyoming State Forestry Division allows time to review for completeness and time for corrections if necessary. Late or incomplete applications **CANNOT** be considered. The funds will be awarded through a competitive grant allocation process. Applicants will be notified of funding status in late February 2012.

PROJECT DESCRIPTION - Provide a description of the project, what problem it will solve or explain its purpose. Any additional attachments that you wish to include with the one page application are welcome.

VOLUNTEERS - The use of volunteers, both individual citizens and organizations, is an important part of the Urban & Community Forestry (U&CF) program. In order to qualify for tree planting funds you **MUST** have volunteers involved in the project. Some examples are: FFA Chapters, 4-H Clubs, Master Gardeners, student organizations, garden clubs, tree boards, civic organizations, non-profit groups, etc.

FUNDS – This is a 50/50 cost share grant. Grant funds must be matched equally, or exceeded, with non-federal cash funds. **For example, if you are requesting \$2000, you must match that \$2000 with an additional \$2000 in cash funds, for a total project expenditure of \$4000.** The minimum that can be requested is \$2,000 and the maximum request is \$5,000. A successful grant recipient **must expend the total amount listed on the application in order to receive U&CF grant funds.** Requests for payments less than the amount applied for cannot be accepted. Local matching funds for tree planting grants must be a **cash match**. Plan your project funding carefully. Materials for mulching, protective fencing, staking, and drip irrigation can be included in the total project cost.

MAINTENANCE - You will be required to provide extra care and maintenance to ensure proper establishment of the trees for a **minimum of 3 years**. Watering, mulching, monitoring for insect and disease problems, and protection from wildlife damage and lawn equipment damage are necessary to insure a successful planting. This includes keeping an area around the base of the tree free of competing grass and weeds. List on the application who or what agency will be responsible for three years of project maintenance.

LAND OWNERSHIP - All tree planting grant funded projects must be on nonfederal publicly owned property. Some examples are community gateways, greenways, around public buildings, and along streets on public right-of-ways. **(Be cautious of utilities and widening of streets in the last example).**

TREES - Trees purchased and used under this matching grant must have a shape and form of that species and be a **minimum of 1 ½ inches in caliper** (evergreens must be a minimum of 4 feet in height). While grant funds must be used for single stem trees, a portion of the local match may be used for shrubs. Only high quality nursery stock should be used and trees purchased shall meet the specifications of the ANSI Z60.1-2004 American Standard for Nursery Stock. A copy of the American Standard for Nursery Stock can be obtained by contacting the Wyoming State Forestry Division or by going to the American Nursery and Landscape Association website at <http://www.anla.org/index.cfm?area=&page=Content&categoryID=260>

PLANTING - All trees must be planted in accordance with proper modern tree planting techniques. Proper irrigation and mulching is critical to insure good health and survival of new plantings. When selecting your planting areas consider the type of soil in relation to the tree's growing requirements. Proper planting and maintenance specifications will be provided to applicants that receive funding. All trees must be mulched in order to ensure healthy root growth and to protect the new trees from mower and weed trimmer damage. The mulch layer should consist of wood chips or similar material. The mulch should be between 2 and 4 inches deep and extend to at least a 3 foot diameter around the base of the tree.

PHOTOS - You are required to submit **color photographs** of the project site with the application. **Photos should be high quality, not larger than 4x6, and printed on photo paper.** If your application is approved for funding, color photographs of the actual planting will also be required. For additional information on pictures see the PHOTO REQUIREMENTS sheet. These photos are an important component of a report that is distributed to all those responsible for continued funding of this program.

PROJECT COMPLETION - If a project is funded, a **PROJECT REPORT / REQUEST FOR PAYMENT** form with color photographs taken during the planting or of the completed project must be submitted to the Wyoming State Forestry Division for payment. This form will be provided to applicants who receive grant funding. Grant funds will be dispersed on a reimbursement basis upon receipt of this documentation. All projects must be completed and the Request for Payment form **MUST** be received by **September 30, 2012**.

SOME EVALUATION CRITERIA INCLUDES

- How the project will have a positive impact on the community
- How the project benefits the overall community forest
- How the project benefits the public
- Involvement of the community in the development or implementation of the project
- Development of partnerships or the leveraging of funds
- Demonstration of commitment to long term tree care
- Feasibility of project budget for proposed activities
- Appropriateness of the site conditions for tree planting
- How well the applicant has maintained previous grant projects
- New and innovative planting projects that increase public awareness of community trees

Additional consideration may also be given to:

- Applicants who have not received a Community Forestry grant in the past
- Communities that are currently Tree City USA certified
- Communities that have a local tree board or similar organization

INFORMATION

If you have any questions please contact Mark Hughes, Wyoming State Forestry Division, at (307) 777-7586 or email at mark.hughes@wyo.gov or Mark Ellison at (307) 777-7586 or mark.ellison@wyo.gov .

As required by federal regulations, sub-recipients are required to have an audit done in accordance with the provisions of OMB Circular A-133 should they expend more than \$500,000 in total of federal assistance from any funding or pass-through agency.

TREE PLANTING PHOTO REQUIREMENTS

Each year as part of your grant application and request for reimbursement, you are asked to submit pictures of your project. These photos are then used to prepare a detailed report which we submit to those involved with continued funding of this program. In order to have quality reproduction of your photos, please follow these guidelines:

- 1) **USE ONLY 35MM COLOR PRINT FILM OR HIGH QUALITY DIGITAL PHOTOS**
 - These photos will reproduce better than Polaroid
 - Digital photos may be used if they are high quality, no larger than 4x6, and printed on photo quality paper or saved on a disk.
- 2) **DO NOT STAPLE THE PHOTOS**
- 3) **DO NOT GLUE THE PHOTOS DOWN**
 - Many photos are damaged when we try to remove them. If you wish to mount the photos, use ONE piece of transparent tape (not double sided), or use photo corners.
- 5) **DO NOT FOLD THE PHOTOS OR THE DIGITAL PHOTO PAPER**
- 4) **DO NOT WRITE ON THE FRONT OF THE PICTURES OR PLACE LABELS OR STICKERS ON THEM**
 - If you choose to mark the back of the photos, please use adhesive labels or a permanent ink felt tip pen (i.e. "Sharpie"). Make sure the ink is dry before stacking the photos to avoid smearing. If you wish to point something out on the photo, make a Xerox copy of the photo and mark it.
- 5) **TAKE YOUR BEFORE AND AFTER PHOTOS FROM THE SAME LOCATION**
 - Face the same direction whenever possible to better illustrate the full impact of the planting.
- 6) **PLEASE TAKE PICTURES OF THE VOLUNTEERS PLANTING THE TREES**
- 7) **TAKE YOUR PICTURES FROM THE OUTSIDE OF YOUR VEHICLE**
 - The glare of car windows, mirrors, and door frames detract from the pictures.
- 8) **BEWARE OF YOUR SHADOW**
 - Human shadows can detract from the quality of the photo. Keep the sun to your back if possible, but try not to get any human shadows in the photo.

2012

OFFICE OF STATE LANDS AND INVESTMENTS
WYOMING STATE FORESTRY DIVISION

URBAN AND COMMUNITY FORESTRY COST-SHARE GRANTS

CATEGORY: EDUCATION/PROGRAM DEVELOPMENT



Deadline: February 15, 2012



2012 WYOMING URBAN AND COMMUNITY FORESTRY PROGRAM

EDUCATION / PROGRAM DEVELOPMENT COST-SHARE GRANT GUIDELINES

The Wyoming State Forestry Division in conjunction with the USDA Forest Service has developed these guidelines for distributing available funds for education and program development projects. Some examples of projects include a community tree care workshops, publication of brochures on recommended trees or proper tree care, interpretive signs for an arboretum, a tree inventory, a community forestry management plan, development of training materials, media projects, community forestry interns, etc.

APPLICATION DEADLINE – FEBRUARY 15, 2012

Complete applications **MUST BE RECEIVED** at Wyoming State Forestry Division by the deadline. Early receipt of application by WSFD allows time to review for completeness and time for corrections if necessary. Late or incomplete applications **CANNOT** be considered. Applicants will be notified of funding status in February.

PROJECT SUMMARY - Provide a brief summary of the project, what problem it will solve or benefits it will provide, and explain its purpose. "To educate the public" is too brief. Any additional attachments that you wish to include with the one page application are welcome.

VOLUNTEERS - The use of volunteers, both individual citizens and organizations, is an important part of the Urban & Community Forestry (U&CF) program. In order to qualify for education and program development funds you **MUST** have volunteers involved in some aspect of the project. Some examples are: Boy Scouts, Girl Scouts, 4-H, Master Gardeners, student organizations, garden clubs, tree boards, civic organizations, etc.

FUNDS - This is a 50/50 cost share grant. The match must equal or exceed the amount requested. For example, if you request \$2,000 it must be matched with at least \$2,000 in local funds for a total expenditure of at least \$4,000. The match for *Education/Program Development* category can be cash, in-kind services, or a combination of both. The minimum request that can be considered is \$2000.00. The maximum request is \$5,000.00 per project. A successful grant recipient **must expend the total amount listed on the application in order to receive the U&CF grant funds**. If you are awarded a grant, requests for payments of less than the amount applied for cannot be accepted. Plan your project funding carefully.

PROJECT COMPLETION – ALL FUNDED PROJECTS MUST BE COMPLETED AND PROJECT REPORT/ REQUESTS FOR PAYMENT **RECEIVED BY SEPTEMBER 30, 2012**.

PROJECT REPORT/REQUEST FOR PAYMENT - After the project is completed a **PROJECT REPORT / REQUEST FOR PAYMENT** form, along with color photographs taken during the project or samples of the completed project must be submitted to the Wyoming State Forestry Division for payment. This form will be provided to applicants who receive grant funding. Grant funds will be dispersed on a reimbursement basis upon receipt of this documentation.

INFORMATION

If you have any questions please contact Mark Hughes, Wyoming State Forestry Division, at (307) 777-7586 or email mark.hughes@wyo.gov or Mark Ellison at (307)777-7586 email: mark.ellison@wyo.gov .

As required by federal regulations, sub-recipients are required to have an audit done in accordance with the provisions of OMB Circular A-133 should they expend more than \$500,000 in total of federal assistance from any funding or pass-through agency.

**2012 WYOMING URBAN AND COMMUNITY FORESTRY PROGRAM
APPLICATION FOR
EDUCATION / PROGRAM DEVELOPMENT
COST-SHARE GRANT FUNDS**

1. NAME OF PROJECT: _____
2. PROJECT LOCATION or COMMUNITY: _____
3. SPONSORING AUTHORITY OR ORGANIZATION: _____
4. PROJECT COORDINATOR: _____
5. ADDRESS: _____ 6. PHONE: _____

7. PLANNED DATE OF PROJECT COMPLETION: _____
8. NAMES OF VOLUNTEER GROUPS or ORGANIZATIONS INVOLVED IN THIS PROJECT:

9. WHO WILL BENEFIT FROM THIS PROJECT AND IN WHAT WAY? _____

10. PROJECT FUNDING:
 - a. Requested Urban & Community Forestry Grant Funds \$ _____
(Minimum amount \$2000.00 - Maximum amount \$5,000.00)
 - b. Local Matching Funds
 - Cash Match \$ _____
 - In-kind Match \$ _____
 - c. Total Project Expense (a + b) \$ _____
11. IN THE SPACE REMAINING ON THIS PAGE, PLEASE PROVIDE A BRIEF SUMMARY OF THE PROJECT. IF YOU NEED ADDITIONAL SPACE PLEASE ATTACH ANOTHER PAGE.

12. SIGNATURE OF RESPONSIBLE PARTY _____
DATE _____

RETURN COMPLETED APPLICATION TO:
**U&CF GRANTS
WYOMING STATE FORESTRY DIVISION
1100 WEST 22ND STREET
CHEYENNE, WY 82002**

FAXED OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.
APPLICATION DEADLINE IS FEBRUARY 15, 2012