



Georgia ReLeaf



Introduction

In April, 2011, tornadoes struck many southern U.S. states, taking lives and destroying homes, businesses, and city infrastructure - including thriving community trees. To help restore the many environmental, economic, and social health benefits that trees provided in these storm-struck Georgia communities, The Georgia Urban Forest Council (GUFC), in cooperation with the Georgia Forestry Commission (GFC), established the Georgia ReLeaf Program to bring urban forests back to life by planting trees in public areas such as parks, schools, main streets, and business districts.

In addition to tree planting for canopy restoration, the Georgia ReLeaf program also makes funding available for tree planting projects benefitting or involving our military veterans who have served our country. Examples of projects in this category can include tree planting at facilities such as veterans hospitals, memorial parks, and rehabilitation centers or other tree planting projects that involve veterans in the project implementation.

Funding for this Program

Georgia ReLeaf is currently funded through individual contributions, corporate sponsorships and foundations.

Tax-deductible contributions go directly to the Georgia Urban Forest Council (GUFC), a 501 (c) 3 nonprofit organization, to be used specifically for tree planting in Georgia.

Georgia ReLeaf sponsors are recognized on the GUFC website and in any electronic and printed information.

Program Objectives

The objectives of the **Georgia ReLeaf** Program are to:

- 1) Restore the environmental, economic, and social health of Georgia communities
- 2) Help sustain health and diversity in Georgia's urban forests
- 3) Provide technical assistance to communities
- 4) Improve planning efforts of city administrators, municipal tree departments and tree boards
- 5) Provide opportunities and recognition for veterans who have served our country in the armed forces.

The Georgia ReLeaf Program is not intended for the purpose of beautification tree plantings.

Program Overview

Projects submitted must fall within one of these two categories:

1. Tree planting for canopy restoration in storm-struck communities.

Projects in this category must meet the following criteria:

- a. Take place within city/county limits or boundaries (parks, schools, playgrounds, greenspaces, rights-of-way, business districts, parking lots, downtown areas) and on city/county property. Personal property will not be considered.
- b. Include an assessment of tree debris, public risk/hazard, and recovery planting.
- c. Include a tree planting site plan and map using aerial photography or GIS.
- d. Be endorsed by the local government and by the Department of Transportation, if applicable.
- e. Involve a GFC representative in the application and implementation process.

2. Tree planting benefiting or involving military veterans.

Projects in this category must meet the following criteria:

- a. Take place within city/county limits or boundaries (parks, schools, playgrounds, greenspaces, rights-of-way, business districts, parking lots, downtown areas) and on city/county property. Personal property will not be considered.
- b. Improve the quality of life at a veterans' facility, recognize the contribution of military veterans and/or involve veterans in the implementation of the project.
- c. Include a tree planting site plan and map using aerial photography or GIS.
- d. Be endorsed by the local government and by the Department of Transportation, if applicable.
- e. Involve a GFC representative in the application and implementation process.

Eligible Recipients

Funds may be awarded to units of government agencies, non-profit organizations or educational institutions.

Available Funds

Funding is for the purchase of trees, staking materials (if needed) and gator bags (or equivalent) and installation costs if needed **only**. The Georgia Urban Forest Council reserves the right to reject any and all proposals or to approve partial funding for any and all proposals. Maximum grant award is **\$5,000**.

Match Requirements

There are no matching funds requirements for this grant.

Grant Timeframe

Application must be received at the GUFC P.O. Box by October 1, 2016. Recipients will be notified by October 8. Approved projects can begin only after agreements are signed by the grantee and the Georgia Urban Forest Council. Projects should be completed by December 31, 2016.

Invoices and Final Reports

An invoice for trees/materials and a final report is required of the grantee by December 31. The final report must include before and after pictures.

Payment Process

Payments will be made according to a payment schedule agreed to in advance at the signing of the grant agreement.

General Requirements

Proposals must meet the following minimum requirements to be considered.

- Proposals should follow the outline format of the Proposal Narrative (indicate the Section numbers and titles in bold). Handwritten applications will not be reviewed.
- Mail the original copy of the completed application to the address below and e-mail one copy to marylynne@gufc.org.

Mailing and Delivery Address

Georgia ReLeaf
P.O. Box 2199
Stone Mountain, GA 30086

Any questions? Call Mary Lynne Beckley at 470-210-5900.

Request for Proposals Form

Georgia ReLeaf

Please type

This page must be the first page of your application packet.

| Project Information | | | | | | | | | |
|---|----------|--|--------------------|---|--|---------------|--|-------------|--|
| Project Title (10 words or less): | | | | | | | | | |
| Project Description (3 sentences or less): | | | | | | | | | |
| Applicant Information | | | | | | | | | |
| Organization Name: | | | | | | | | | |
| FEI Number: | | | | 501(c)3 status: <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| Project Manager (All correspondence will be directed to this contact.) | | | | | | | | | |
| First Name: | | | | Last Name: | | | | | |
| Title: | | | | | | | | | |
| Mailing Address: | | | | | | | | | |
| City: | | | County : | | | State: | | Zip: | |
| Daytime Phone: | | | Fax Number: | | | | | | |
| E-Mail Address: | | | | | | | | | |
| Web Site: | | | | | | | | | |
| Financial Information | | | | | | | | | |
| | | | | | | | | | |
| Funds Requested | \$ _____ | | | | | | | | |
| Total Amount of Project | \$ _____ | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Signature of Agreement | | | | | | | | | |
| | | | | | | | | | |
| _____ | | | | | | | | | |
| Signature of Authorized Representative | | | | | | | | | |
| Date _____ | | | | | | | | | |
| | | | | | | | | | |
| _____ | | | | | | | | | |
| Name and Title of Authorized Representative (Please print or type) | | | | | | | | | |

Proposal Narrative

Narratives must be attached to the Application Form and should be concise responses to the questions and statements below. Include the Project Title and page number at the top of each page. **The narrative should be written using the outline format below. Include the number and heading for each section.**

I. Introduction and Purpose

- A. Provide a brief introduction to your community or organization in 100 words or less.
- B. Indicate the project category and explain the Purpose of your project in one or two sentences.

II. Objective

In 300 words or less, describe your project's objective and how it addresses the Georgia ReLeaf Program Objectives. Make is specific and measurable.

III. Project Detail

Provide a detailed description of how the project will be accomplished. Include:

- A. **Timeline** - Indicate the Project Start Date, a Project End Date, and Timeline of proposed completion dates by project milestone.
- B. **Partnerships and Participants** – Specifically identify current project personnel and their qualifications. Will volunteers be involved in the project? How many? Who will be involved?
- C. **Fundraising** – Do you plan to raise additional funds locally for maintenance, additional tree planting and/or other aspects of the project?
- D. **Media** - Describe any media you plan to use to support your program implementation. Examples are:
 - Radio (commercials, on-air interviews)
 - Newspapers (articles, columns)
 - Television/cable (news coverage, talk shows, on-air interviews)
 - Press releases, photographs
 - Magazines/newsletters
 - Internet/website and links to other sites
 - Trade publications
- E. **A tree planting site plan** indicating total area, intended species, and locations of tree plantings. The site plan should include pictures and a sketch or map of the project location. List **deliverables** to be accomplished with funds (i.e. number of trees planted)

- F. **A minimum three-year maintenance plan** that specifies the entity responsible for maintenance, frequency of maintenance, and scope of maintenance. Plan must address how plantings will be maintained if outdoor watering restrictions are in place.
- G. **A letter of endorsement** from the local government if planting on city or county property.
- H. **A letter certifying compliance with Department of Transportation** regulations if planting is done on state rights-of-way.
- I. **A signed liability waiver** (included at end of application) releasing the Georgia Urban Forest Council and the Georgia Forestry Commission from any liability associated with contractors, volunteers, or local government employees working on the project.

IV. Budget

- A. Indicate how funding will be used per line item using this form. Please round to the nearest whole dollar.

| Cost Category | Grant Funds Requested |
|---------------------------|-----------------------|
| PLANT MATERIALS | |
| WATERING SUPPLIES | |
| INSTALLATION COSTS | |
| STAKING MATERIALS | |
| Total | \$ |

Additional Resources

Potential applicants are encouraged to contact their local representative from the Georgia Forestry Commission or the Georgia Urban Forest Council as appropriate to obtain assistance or information from local and state resources.

Georgia Urban Forest Council

www.gufc.org

Georgia Forestry Commission

GaTrees.org

International Society of Arboriculture

www.isa-arbor.com

Arbor Day Foundation Tree City USA Program

www.ArborDay.org

Checklist

- _____ Proposal Form – must be the first page. Form must be signed.
- _____ Proposal Narrative (I-VI) – done in outline format and includes section numbers and headings.
- _____ Budget Information (VII)
- _____ Liability Waiver

Liability Waiver

_____ hereby releases
(Organization name)

The Georgia Urban Forest Council and the Georgia Forestry Commission from any liability associated with contractors, volunteers, local government employees or other persons working on a project funded by the Georgia ReLeaf Program.

Printed Name
of Authorized
Representative: _____

Signature: _____

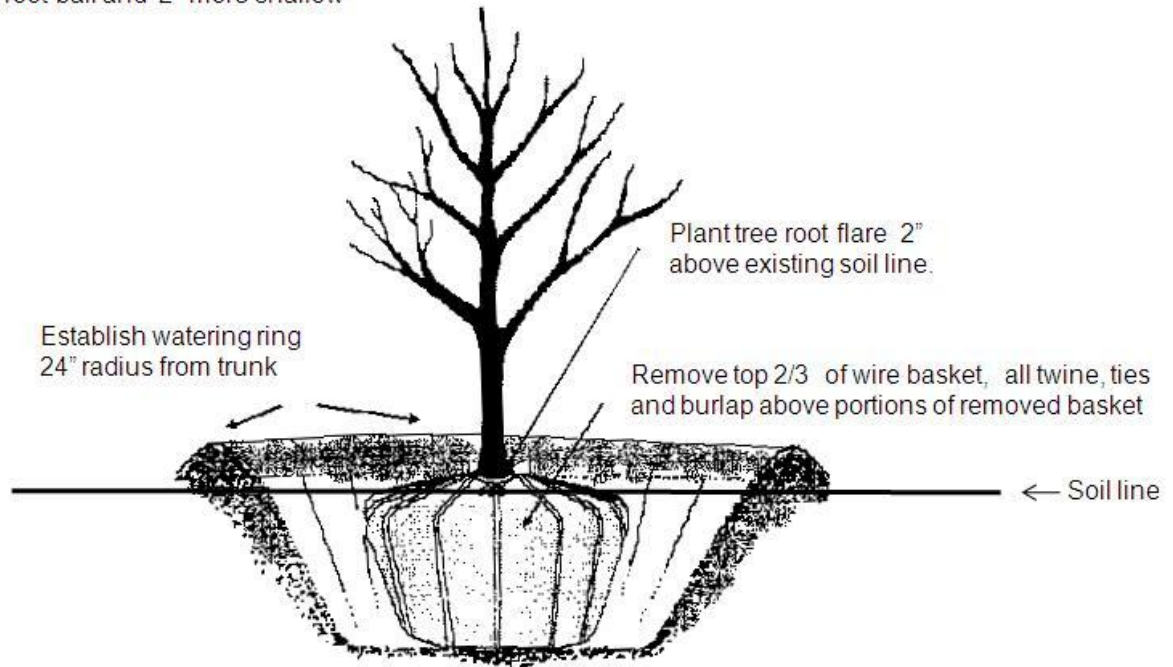
Title: _____

Date: _____

Tree Selection, Planting, and Establishment Specifications

1. All plant material will be 1 3/4" to 3" caliper in size and conform to the American Standard for Nursery Stock.
2. All trees will be installed according to the following planting detail:

Tree planting hole diameter shall be 4 times the diameter of the root ball and 2" more shallow



3. Trees damaged as a result of poor installation practices or mishandling during shipment will not be accepted.
4. All backfill will consist entirely of native soil. No soil amendments will be added.
5. Trees will not be staked unless in excess of 10 feet in height. All trees installed under these specifications will be warranted for 1 year.
6. As part of the 1 year warranty tree maintenance will include regular watering, mulching, removal of damaged branches, and insect control according to the following schedule:
 - a. Mulching with composted wood chips over the entire planting area to a depth of 2" with no mulch placed within 6" of trunk. Mulch inspection will take place quarterly for proper coverage and mulch shall be renewed in spring and fall.
 - b. Inspection and removal of damaged branches will take place quarterly.
 - c. Inspection and treatment for insect infestations will take place quarterly.