

TEXAS FOREST SERVICE

The Texas A&M University System

Urban Forestry Partnership Grant Program

2007 Application Guide

***Application Deadline:
July 26, 2007 @ 5:00 p.m.***



In Cooperation with
USDA Forest Service
Texas Urban Forestry Council



Program Executive Summary

- ★ The goal of the Urban Forestry **Partnership** Grant Program is to develop self-sustaining urban forestry programs in communities across Texas.
- ★ Applicants may include any unit of local or state government, educational institutions, non-profit organizations, and other federally tax-exempt groups. Individuals, businesses, and federal agencies are not eligible for this program.
- ★ The minimum grant for any project is \$1,000 and the maximum is \$10,000. An exception is a first-time application for a professional staff position, which will be considered for up to \$30,000.
- ★ Completed applications are due on **Thursday, July 26, 2007, by 5:00 p.m.** at the Texas Forest Service headquarters in College Station.
- ★ Grants shall be awarded and paid on a 50/50 matching basis and distributed as reimbursement for eligible project expenditures. Grantees will have up to 12 months to meet all technical and financial requirements of the project.

Recent Program Changes

- ✓ For 2007, successful Partnership grant projects will focus on public tree management, particularly in the areas of professional staffing, inventory and planning, tree ordinance development, and tree board or non-profit development. The application instructions for Part III (Organizational Goals) ask for a brief discussion of these four “core elements” of urban forestry in your community and how your project relates to them. (Page 3, 7, 10)
- ✓ First-time applications for professional forester positions will be eligible for a grant up to \$30,000. Organizations seeking staff position funding for the second time may apply for up to \$20,000. If selected in a third year, the maximum grant award for continuing a staff position will be \$10,000. However, no commitment can be made to guarantee multiple-year funding for a project. Applicants are strongly encouraged to identify and secure other future sources of funding to maintain staff positions created through this program! (Pages 4, 5, & 10)
- ✓ In 2007, funds will be awarded without regard to the region of the state from which the proposal originates. (Page 7)
- ✓ No priority will be given to “NeighborWoods” tree planting projects. (Page 5)
- ✓ For calculating the value of matching contributions, volunteer labor should be valued at the 2006 National Volunteer Rate of \$18.77/hour. (Page 6, 10)
- ✓ A limit of one application per entity will be considered for funding. (Page 5)

Grant Project Success Stories

The first question many people ask upon receiving this application guide is often, “What sorts of things can you do with an **Urban Forestry Partnership** grant?” Certainly, the answer to this question depends on the type of organization you belong to, what your mission is, and what tree problems your community faces. A few specific examples of completed projects are described below and more information about eligible proposals can be found in Section II, starting on page 3.

- A basic problem for many communities is knowing the kinds and numbers of trees they’ve got to begin with. So the **City of Denton** teamed up with the staff at **Keep Denton Beautiful** to get a grant for an inventory of all the trees on public property and write a plan that addresses tree removal, tree health, and new tree planting recommendations. Similar projects have been completed in other communities and by non-profit groups like **Trees For Houston**. Coastal communities from **Beaumont** to **South Padre Island** could use this program to develop disaster preparation and response plans to reduce the tree damage caused by hurricanes.
- Several cities, including **Plano, Euless, West University Place, Odessa, Arlington, Round Rock, Pflugerville, Corpus Christi, and Brownsville**, have obtained grants to hire a new urban forester or related professional to lead their municipal tree program. Non-profit groups like the **Dallas Trees & Parks Foundation, TreeFolks, The Park People, and Trees For Houston** have added office support, interns, executive directors, and even professional foresters to fulfill their staffing needs.
- **Keep Houston Beautiful** developed a strategy for corridor clean up and beautification along a busy stretch of the Old Spanish Trail. Using a broad panel of experts—and a \$10,000 grant—KHB was successful in developing a planting guide and installing a demonstration planting for esplanades. The guide explains to local businesses the process for rejuvenating these traffic islands using trees, shrubs, and native ground covers. Other tree planting guides have been produced for regions surrounding **Houston, Corpus Christi, the Rio Grande Valley, Waco, Abilene, Dallas, El Paso, Austin, San Antonio, and Nacogdoches**.
- In Harlingen, **Valley Proud Environmental Council** leads an annual celebration they call “Arboles de Amistad/All Valley Arbor Week,” which promotes tree awareness and Arbor Day ceremonies in 30 cities by saturating the airwaves with public service announcements about the importance of trees. The city of **Euless** created the “largest Arbor Day celebration in the world,” called “Arbor Daze” to promote trees in a festival atmosphere.
- In the Permian Basin, **Keep Midland Beautiful** started “TreeKeepers,” a volunteer tree care force that helps stretch public dollars by pruning, mulching, and weeding trees on public property. This program was modeled after the very successful volunteer training program of the **Dallas Trees & Parks Foundation** called “ShadeKeepers,” and a similar program in Fort Worth is run by the **Cross Timbers Urban Forestry Council** under the name “Citizen Foresters.”
- Many communities start their tree program by installing a demonstration planting to illustrate to the public the value of urban trees, proper planting techniques, and suitable species selections. **New Boston, Woodville, Palestine, Floydada, Galveston, Brownwood, and Eagle Pass** have all taken advantage of grants for this purpose. As a model for many other communities, **Keep Odessa Beautiful** established a neighborhood tree-planting program they call “ShadeMakers.”

Section I. – Program Overview

Authority, Purpose, and Administration

The **Texas Forest Service (TFS)**, in cooperation with the USDA Forest Service (USFS) and the Texas Urban Forestry Council, Inc. (TUFC), has established a statewide **Urban Forestry Partnership Grant Program** as part of its overall goal of developing self-sustaining urban forestry programs in communities across Texas. This program is funded by an Urban & Community Forestry (U&CF) grant to Texas from the USFS and its major objectives are the following:

- Improve public understanding of the benefits of preserving existing tree cover
- Encourage property owners to maintain trees and expand forest cover
- Provide educational and technical assistance to state and local organizations
- Implement tree planting programs to improve air quality, conserve energy, and provide a range of environmental benefits
- Enhance the technical skills of individuals involved in the planning, development, or maintenance of urban forests
- Promote the establishment of urban forestry demonstration projects

Grant funds shall be awarded on a competitive basis to eligible communities and organizations. The program is administered by the Texas Forest Service, a member of the Texas A&M University System, headquartered in College Station, Texas. The program administrator, Pete Smith, can be reached by calling (979) 458-6650 or by e-mail, at *psmith@tfs.tamu.edu*.

In addition, a TFS service forester—who has responsibility for all technical aspects of these grant projects—manages the program locally in each of eleven geographic regions of Texas. Program duties include making recommendations to local cooperators and promoting community forestry projects.

Consultation with a TFS forester is strongly encouraged when developing a project.

Section II. – Types of **Partnership** Projects

Developing a Project

Organizations considering an application for **Partnership** grant funds should first make an assessment of their needs, which should include a review of their overall mission, their organizational structure, constituent groups, and long-range goals for urban forestry in the community. Based upon this assessment, the grant application should communicate how the project meets the goals of this program, your group's mission, and the needs of the community.

2007 Priority Projects

Successful **Partnership** grant projects will focus on public tree management, particularly in the areas of professional staffing, inventory and planning, tree ordinance development, and tree board or non-profit development. Proposals that combine more than one of these elements will receive priority funding. An example would be a proposal to hire a city forester who would be responsible for revising the public tree care ordinance, conducting a survey of public trees, and writing a community tree management plan.

Eligible Proposals

The focus of this program is to support new initiatives or to expand existing programs, activities that would not occur without grant funds. It is not intended to substitute for existing budget funding levels.

Partnership grants can be viewed as "seed money" to help establish local urban forestry programs, but long-term funding ultimately should come from other sources.

◇ *Note:* **Current grant recipients may submit proposals to continue a project in consecutive years, but no commitment will be made to guarantee multiple-year funding. There will be a three-year limit on grant awards for the same project.**

Partnership grant proposals will fall into one or more of the following categories: (1) the development or improvement of a local government or non-profit group tree management program; (2) information and education initiatives; and/or (3) the demonstration of proper planting or tree care activities.

Examples of eligible projects include, but are not limited to:

Program Development (Local Government entity or Non-Profit group)

- Staffing for program development, student internships
- Staff development or training
- Public tree care or tree protection ordinance development or revision
- Hazard tree assessment for public property
- Tree inventories and management plans
- Establishment of a community tree planting program
- Tree board development

Information and Education

- Workshops and conferences
- Volunteer training sessions
- Public service materials (PSA's)
- Brochures/exhibits/videos/slide shows
- Arbor Day programs

Demonstration or Site-Specific Projects (low priority)

- Planting plan design, street tree planting plans
- Tree planting, tree pruning or other maintenance projects

Cultural Diversity

Applicants should be sensitive to the cultural diversity of the communities they serve. Projects that seek to educate should be designed to take into consideration different languages and the needs of people with disabilities. Printed documents that will be distributed to the public could be over-printed in Braille or printed in both English and Spanish. Video production could be closed-captioned, and trail construction should be designed to allow wheelchair access.

This program uses federal financial assistance, therefore discrimination on the basis of race, color, religion, sex, age, disability, or national origin is prohibited. Print and video products produced through a **Partnership** grant must contain a statement of non-discrimination. If you believe that you or others are the victims of discrimination, you may file a complaint with the TFS or the USDA. Information on filing a complaint may be found at: <http://www.usda.gov/>.

Tree Planting

The purpose of the **Partnership** grant program is to encourage lasting urban forestry programs in communities across the state. Its purpose is not simply to pay for trees to plant in communities. Proposals that involve tree planting must show that they can continue in the community beyond the grant period. No priority will be given to “NeighborWoods”-style tree planting programs.

Section III. – Administrative Requirements

Eligibility Criteria for Applicants

Applicants may include any unit of local or state government, including municipalities, counties, other local government entities, school districts, non-profit 501(c)(3) organizations, and other tax-exempt organizations. Individuals, businesses, and federal agencies are not eligible for this program.

Project Authority

Projects must be coordinated by a single entity, and all work conducted on public property or right-of-way must be coordinated with the appropriate government entity. All grant recipients must provide an official resolution, passed by the organization's governing body, that sanctions the project, commits the organization to the local match contribution as listed on the application, and designates an individual who will execute the agreements.

✧ *Note:* Authorizing resolutions do not need to be submitted until project funding is approved, but they must be on file before the contract will be signed or grant payments will be made.

Cost-Sharing Requirements

The maximum **Partnership** grant to most projects is \$10,000 and the minimum is \$1,000. A limit of one application per entity will be considered for funding.

✧ *Exceptions:* First-time applications for professional staff positions will be eligible for a grant up to \$30,000. Organizations seeking funding for the second time may apply for up to \$20,000 to continue a position the following year. The maximum grant award for continuing any staff position in year three will be \$10,000, based on funding availability and the annual grant application process. **Applicants are strongly encouraged to identify and secure other future sources of funding to maintain staff positions!**

Each grant shall be awarded and paid on a matching basis and shall equal the smaller of: the out-of-pocket, grant-eligible expenses; or, fifty percent (50%) of the total project cost; or, the amount originally approved for funding. Grantees must pledge and document matching contributions representing 50% or more of the total cost of the project. Grantees will have up to 12 months to complete the project and meet all matching requirements, and 60 days to prepare a financial report.

This *grant period* will begin **October 1, 2007**, and end **September 30, 2008**. Grant payments will be made upon review of financial documentation and upon passing TFS review (see **Section V – Project Inspection & Reporting**).

Grantees must maintain project records in accordance with all applicable federal regulations. These include the following: (1) records shall comply with generally accepted accounting principles; (2) records will document allowable costs and will be supported by source documentation such as cancelled checks, paid invoices, time and attendance records, and signed contracts; and (3) records will be maintained for three years following payment.

Allowable Grant Expenditures

Grant funds may be used to purchase supplies and services, including staff salaries and benefits. Capital equipment (over \$5,000, such as vehicles) may be obtained using federal funds only through a lease arrangement. Grant or matching funds may not be used to purchase food or beverages associated with project activities. Grant funds may not be used for indirect or "overhead" expenses.

All purchases of materials involving grant funds must conform to federal procurement procedures (generally, this means using a competitive bid process), and minority-owned, women-owned, and other historically underutilized businesses should be encouraged to bid on these jobs. Contracted professional services must be awarded based on competitive proposals and staff positions funded by these grants must conform to federal, state, and local hiring practices.

Matching Contributions

The Grantee's matching support may be in the form of *cash purchases* or *in-kind services*, and all of these contributions must come from non-federal sources. Costs for this project cannot be used as a match for any other federal cost-share project and federal funding from other sources may not be used as the match for this grant. The TFS must concur with the values placed on in-kind services and materials contributed by all donors.

✧ *Cash purchases* are direct, out-of-pocket expenditures for eligible project activities that are supported by invoices, cancelled checks, signed cash receipts, or official payroll records.

✧ *In-kind* contributions include: on-hand supplies, third-party donations of supplies or equipment, and the value of time (including fringe benefits) spent by the Grantee's employees or volunteers on eligible project activities.

Matching contributions include purchases or in-kind contributions of the following: labor (including fringe benefits) and equipment for project activities, other consultant services, and miscellaneous supplies. Volunteer labor should be valued at the 2006 National Volunteer Rate of \$18.77/hour.

Income generated by project activities, including third-party cash donations, may not count towards the matching requirement. Only project *costs* are eligible as matching contributions. The project may not include any value attributed to land value, purchase, or payment charges.

Assistance by federal, Texas Forest Service, or Texas Cooperative Extension (TCE) employees may not be included as part of the applicant's match for the project because salaries for these positions are funded in whole or in part by federal funds.

"*Prior Approval*" rule: the costs eligible for reimbursement under the grant may not begin to accrue before **October 1, 2007**, unless prior approval has been granted by the TFS program administrator. Specifically, the cost of preparing the grant application may not count towards the local match.

Section IV. – Procedures for Awarding Grants

Allocation of Funds

Partnership grant funds will be awarded based on ratings and rankings of eligible proposals, from highest to lowest, with a minimum total score of 50 points out of 100. Once the initial funding period has passed, the Texas Forest Service reserves the right to allocate any remaining grant funds to new projects that may arise at any time within the grant period without notice.

Funding Evaluation Criteria

- Type of Project: projects have relative merit based on their ability to achieve the overall goals of the U&CF program and the four “core elements” of community forestry (professional staff, inventory & plan, ordinance/policy, and local advocacy). (20 points)
- Sponsor Suitability: projects that fit within the overall mission of an organization and strengthen that group's ability to deliver a community forestry program will receive priority. (10 points)
- Developmental Change: projects will be evaluated on the long-term effect they are likely to have on a community's forestry program. Those that achieve one or more of the “core elements” of community forestry will receive priority. (10 points)
- Project Design: applicants must clearly explain what work will be done, list who will be involved, detail an appropriate time frame for completion, match the budget to the work plan, and propose a plan for publicity. (20 points)
- Use of Volunteers: important because the Urban and Community Forestry program has at its heart volunteerism and partnerships. (10 points)
- Grant Preparation: applications should be clear, complete, and concise. (10 points)
- Forester Certification: projects that receive prior review by the TFS regional forester, as noted on the application form, will receive priority. (10 points)
- Size of Grant Request: smaller grant requests allow the available funds to involve more participants and therefore will be given slightly more consideration. (5 points)
- Past Participation: as an incentive to become involved in the program, first-time applicants will receive a slight edge over previous grant recipients. (5 points)

Timetable

All applications for assistance under this program must be received at the Texas Forest Service Headquarters in College Station, Texas, by **5:00 p.m. on Thursday, July 26, 2007** (see **Section VI. – Application Instructions** for complete mailing address). Grantees will be notified of funding approval on or before September 30, 2007, and must return the signed Grant Agreements by November 30, 2007. Grantees will have until September 30, 2008, to complete the project. All funding of grants is contingent on federal appropriations.

Execution of Agreements and Documents

Grantees will enter into a contract, called the **Grant Agreement**, with the Texas Forest Service. This document will stipulate what is to be accomplished with the grant, the payment terms for the grant, the methods used to determine compliance, and any penalties or actions that the TFS will take in the event of noncompliance. The Grant Agreement also releases the TFS from any liability associated with contractors, volunteers, or city employees working on this project. The state forester will execute all necessary agreements on behalf of the TFS.

Along with the Grant Agreement, each Grantee must sign several documents grouped together as “Assurances and Certifications,” which describe the federal laws with which it must comply. It will be the responsibility of the applicant to ensure that all documents are fully executed within a period of 60 days after receiving the contract packet. Failure to comply with this schedule may result in the grant offer being withdrawn.

Section V. – Project Inspection, Reporting, & Payment

Review of Projects

The TFS reserves the right to inspect projects at any time. All educational materials (written or video) developed as part of a grant project must be reviewed by the TFS forester prior to final printing to insure that appropriate standards for tree planting and maintenance are met, that proper credit is given to the U.S. Forest Service and the Texas Forest Service, and that an appropriate non-discrimination statement is included. Project work not in compliance must be corrected before the work will be approved and grant payments will be made.

Project Completion Report

Within 60 days after completion of the project (or **November 30, 2008**, at the latest), the Grantee must submit to the TFS Grants Administrator an accounting of the project that will include:

- ✧ A **final report** detailing the accomplishments of the project and any publicity it generated. Three copies of any materials produced through the grant must be included as part of the report.
- ✧ A **cost summary** listing all eligible costs of the project, both federal and local contributions, including cash purchases, in-kind labor charges, and donated items.
- ✧ **Supporting documentation.** For cash purchases, this includes copies of all invoices and cancelled checks, or some other proof-of-purchase. For in-kind labor and equipment charges, this includes individual work records. For donated items or services, this includes signed donation letters stating the fair market value of the donated item.

Payments to Grant Recipients

No payments will be made until the proper paperwork has been submitted. This includes a signed grant application and technical proposal, appropriate authorization for the project, executed contracts and agreements, and a project completion report.

Payments will be made as reimbursement for approved project expenditures. The TFS Grants Administrator (*psmith@tfs.tamu.edu*) will review all reports and must concur with the values placed on in-kind contributions by the Grantee or by third parties.

✧ **Reimbursement** is defined as an after-the-fact grant payment representing the federal/state share (50%) of the project's actual costs, not to exceed the amount originally approved or the out-of-pocket expenditures.

✧ **Example:** A project's Grant Agreement calls for a grant of \$5,000 with a corresponding match of \$5,000. At the end of the grant period, the Grantee documents expenditures of \$6,000 (consultant fees) and matching contributions of \$3,000 for project administration. Upon passing inspection, the grant payment issued is \$4,500, which equals 50% of the project's total actual costs.

Section VI. – Application Instructions

Application Deadline

The **closing date** for **2007 Partnership** grant applications is **Thursday, July 26, 2007, at 5:00 p.m.** Applications should be mailed or delivered to the Texas Forest Service, John B. Connally Building, 301 Tarrow Drive, Suite 364, College Station, Texas 77840-7896. FAX copies are also acceptable (FAX: 979/458-6655) in order to meet the deadline, however, an original application must also be postmarked by July 26, 2007. ***To insure delivery by the deadline, applicants are urged to consider an overnight mail service or hand-delivery!***

Part I: Applicant Information

- ★ Provide a succinct title (less than 60 characters) for the project.
- ★ List the organization, the mailing address, and the contact person's name, daytime phone number, and e-mail address.
- ★ If your organization is tax-exempt, list the federal Employer Identification Number (EIN). If you are not exempt, you may not be eligible for participation in this grant program. Check with the TFS grants administrator at 979/458-6650.

A complete application packet includes the signed application form and a written narrative, limited to three (3) typed pages, that identifies the following:

Part II: Executive Summary

The first part of this narrative should be in the form of a one-paragraph summary of the project. It may be prudent to write Parts III and IV before writing this section.

Part III: Organizational Goals

The second part of the narrative should provide a brief discussion of the four “core elements” of urban forestry in your community: Does the community have a forester or arborist to manage its trees? Is there a tree ordinance in place? Does it affect the trees on public or private property? Is there a plan in place for the care of public trees? Is there an inventory of public trees? Is there a tree board or local advocacy organization that supports programs for maintaining tree cover or managing public trees?

Now explain how the project proposed addresses the four “core elements” above and fits within the mission and goals of your organization: What is your mission? What is the role of the organization in promoting urban forestry in the community? What will be the long-term benefits to your organization and the community?

Part IV: Section A -- Project Work Plan

- 1) **Project Description:** Describe all the activities planned and specify who will oversee the project, along with their qualifications or experience. Name the sponsors of the project and what their roles will be. Describe how volunteers will be involved and what they will do. What will be the end result or product?
- 2) **Timeline:** When will activities take place over the course of the grant period? This information may be summarized in a task/timeline table or chart, along with written descriptions.
- 3) **Budget Explanation:** State specifically how the grant funds will be spent, along with any local cash for the project. Make sure that each entry on the application cost proposal is explained in this section. Provide sources and values for each in-kind contribution listed. *If the proposal represents a continuation of funding for a project, what measures have you taken to reduce your dependence on federal funds?*
- 4) **Project Publicity:** Explain how the project will be publicized in the community, or how the end product will be distributed.

Part IV: Section B -- Budget

Provide a financial breakdown of the estimated project costs for the purposes of making application. This information is only being used to evaluate the project for funding, so formal bids are *not* necessary at this point in the process. Be sure that the column totals are accurate.

- ✧ *"Personnel"* is the base wage or salary plus fringe benefits provided for employees involved in the project. Include only the value of time to be spent on completing this specific project. Volunteer labor/time may be valued at the current National Volunteer Rate (\$18.77/hr. in 2006).
- ✧ *"Office expenses"* include rent, utility, telephone charges, and vehicle costs (based on mileage accrued during project activities). *"Travel"* costs include out-of-town per diem, mileage, and airline costs.
- ✧ *"Supplies"* are minor purchases and donations that may include office supplies, mailing costs, or other miscellaneous items. Federal grant funds spent on *"equipment"* must go towards equipment rental or lease.
- ✧ *"Professional Services"* are services such as project design or architectural services, project management, or other consulting services.
- ✧ *"Contractual"* costs are those cash purchases of major project expenses such as printing costs, video services and preparation, etc. All contracted purchases involving federal funds must conform to federal procurement procedures, including a formal bid process.

◇ Budget Format Example:

Expense Category	(1) Grant (\$)	(2) Local Cash (\$)	(3) Local In-Kind (\$)
Personnel:			2,000
Office Expenses:			500
Travel:			
Supplies and Materials:	500		250
Equipment:			
Professional Services:	3,500	1,250	1,000
Contractual:	1,000		
Other (_____):			
*Column Totals:	(a) 5,000	(b) 1,250	(c) 3,750
*(a)=Grant Request; Local Match Total (d)=(b)+(c) *Local Match Total:			(d) 5,000

Part IV: Forester Certification

The TFS forester should meet with the applicant to review the completed application before it is submitted for funding. This will strengthen proposals and help insure that the goals of the program will be met. Proposals may be submitted without this prior review; however, "Forester Certification" of project proposals is worth 10% of the possible rating point score.

Applicants will be served on a first-come-first-served basis for this review, but there is no guarantee that the forester will be available to meet with you during the week immediately preceding the application deadline. ***Applicants are strongly urged to schedule an appointment with the TFS forester well in advance of this deadline!***

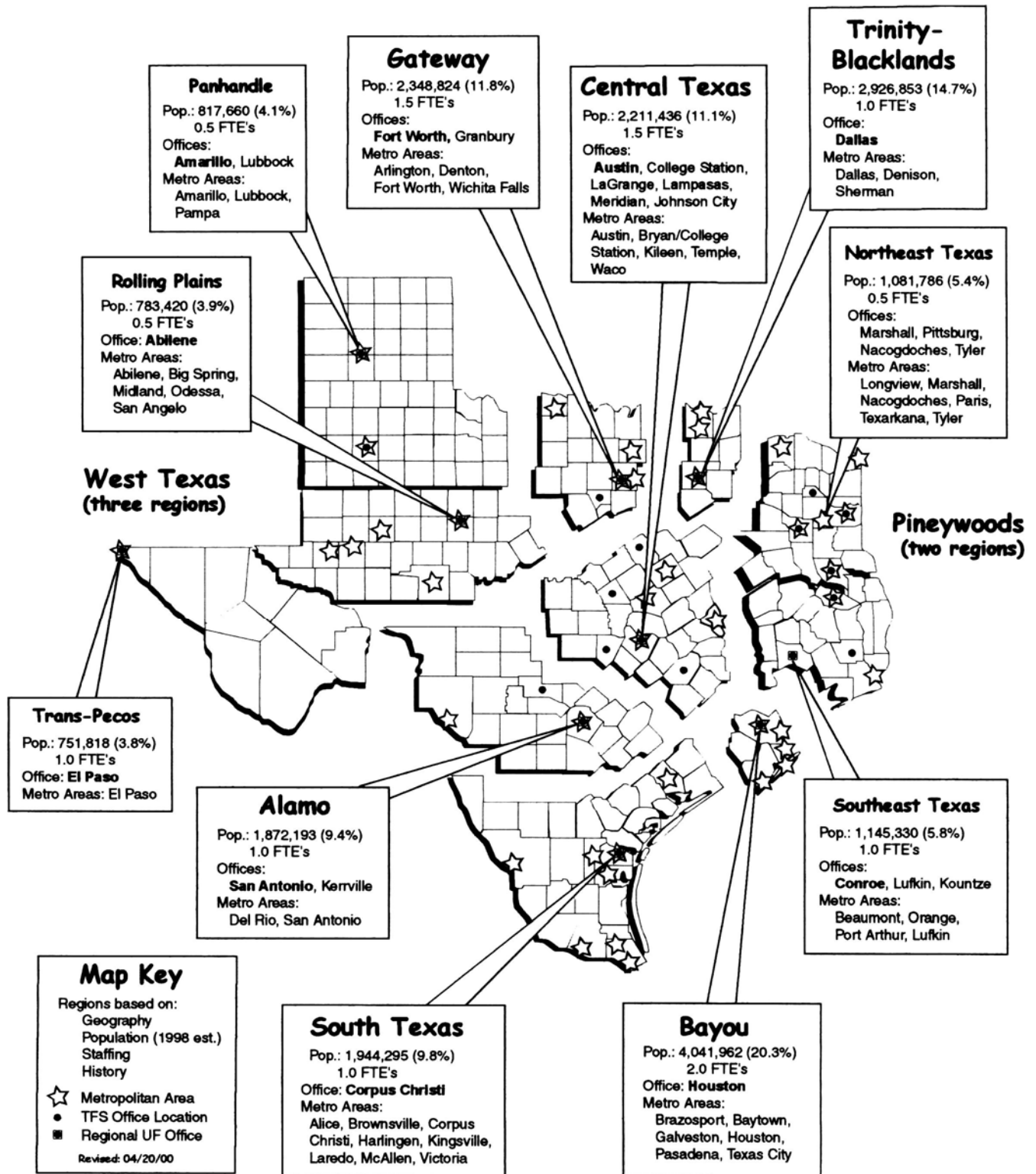
Part V: Grant Application Authorization

Provide the name, title, and signature of an authorized representative of the organization, along with the signing date.

Appendix – TFS Service Forester List

<u>Region – Office Location</u>	<u>Forester</u>	<u>Telephone</u>	<u>E-mail</u>
(1) Panhandle – Canyon	Brian Scott	806/651-3477	bscott@tfs.tamu.edu
(2) Rolling Plains – Abilene El Paso	Eric Copeland Oscar Mestas	512/339-4618 915/834-5610	ecopeland@tfs.tamu.edu omestas@tfs.tamu.edu
(3) Cross Timbers – Fort Worth	Courtney Blevins	817/926-8203	cblevins@tfs.tamu.edu
(4) Trinity-Blacklands – Dallas	Matt Grubisich	214/953-1190	mgrubisich@tfs.tamu.edu
(5) Northeast Texas:			
New Boston	Don Edson	903/628-2711	dedson@tfs.tamu.edu
Linden	Russell Lykins	903/756-5571	rlykins@tfs.tamu.edu
Pittsburg	Brian Pope	903/856-7181	bpope@tfs.tamu.edu
Gilmer	Ken Conaway	903/734-7007	kconaway@tfs.tamu.edu
Marshall	Wes Moorehead	903/938-8712	wmoorehead@tfs.tamu.edu
Longview	Daniel Duncum	903/297-4968	dduncum@tfs.tamu.edu
Carthage	Phil Gates	903/693-6865	pgates@tfs.tamu.edu
Henderson	Clint Hays	903/657-0511	chays@tfs.tamu.edu
Jacksonville	Jason Ellis	903/586-7545	jellis@tfs.tamu.edu
Nacogdoches	John Boyette	936/564-9276	jboyette@tfs.tamu.edu
(6) Southeast Texas:			
Crockett	Todd Nightingale	936/544-7798	tnightingale@tfs.tamu.edu
Hudson	Don Campbell	936/875-4400	dcampbell@tfs.tamu.edu
San Augustine	Billy Whitworth	936/275-3438	bwhitworth@tfs.tamu.edu
Jasper	John Hamilton	409/384-9427	jhamilton@tfs.tamu.edu
Orange	Karen Woodard	409/988-7402	kwoodard@tfs.tamu.edu
Olive (Kountze)	Richard Dottellis	409/246-2484	rdottellis@tfs.tamu.edu
Livingston	Steven Cooke	936/327-4832	scooke@tfs.tamu.edu
Huntsville	Ryan Witt	936/295-5688	rwitt@tfs.tamu.edu
Conroe	John Warner	936/273-2261	jwarner@tfs.tamu.edu
(7) Bayou – Houston	Mickey Merritt Dallas Singleton	713/688-8931 713/688-8932	mmerritt@tfs.tamu.edu dsingleton@tfs.tamu.edu
(8) Central Texas – Austin	Eric Copeland	512/339-4618	ecopeland@tfs.tamu.edu
(9) South Texas – Weslaco	Paul Johnson	956/969-5654	pjohnson@tfs.tamu.edu
(10) Alamo – San Antonio	Eric Copeland	512/339-4618	ecopeland@tfs.tamu.edu
(11) Trans-Pecos – El Paso	Oscar Mestas	915/834-5610	omestas@tfs.tamu.edu

Figure 1. -- Urban Forestry Regions of Texas





T E X A S

FOREST SERVICE

The Texas A&M University System



Urban Forestry **Partnership** Grant Program 2007 Grant Application Form

Part I: Applicant Information

Project Title:	For Official Use Only
Organization:	Grant No.
Mailing Address:	Statewide: <input type="checkbox"/> Local: <input type="checkbox"/>
City:	State: TX ZIP:
Contact Person/Title:	
Daytime Telephone:	E-mail Address:
Is your organization tax exempt? Yes <input type="checkbox"/> No <input type="checkbox"/> Federal Employer ID Number:	

Part II: Executive Summary

A narrative of no more than three (3) typed pages must accompany each grant application form. The first part of this narrative should be in the form of a one-paragraph *Executive Summary* that briefly describes the project.

Part III: Organizational Goals

The second part of the narrative should briefly discuss the four “core elements” of urban forestry in your community: Does the community have a forester or arborist? Is there a tree ordinance in place? Does it affect the trees on public or private property? Is there an inventory and plan for the care of public trees? Is there a tree board or local advocacy organization? Next, explain how the project proposed addresses one or more of the elements above and fits within the mission and goals of your organization: What is your mission? What is the role of the organization in promoting urban forestry in the community? What will the long-term benefits to your organization and the community be?

Part IV: Section A -- Project Work Plan

The third part of the narrative should address the following areas:

1. **Project Description:** describe all activities planned, who will manage the project, and the end result or product. Name the project partners and what they will do. Describe how volunteers will be involved.
2. **Timeline:** describe the timetable for project completion. A task/timeline chart may be included to summarize the activities
3. **Budget Explanation:** state how grant funds will be spent, along with any local cash contributions. Provide sources and values for each in-kind contribution listed.
4. **Project Publicity:** explain how the project will be publicized in the community, or how the end product will be distributed.

Part IV: Section B -- Project Budget

Expense Category	(1) Grant Funds (\$)	(2) Local Cash (\$)	(3) Local In-Kind (\$)
Personnel:			
Office Expenses:			
Travel:			
Supplies and Materials:			
Equipment:			
Professional Services:			
Contractual:			
Other ()::			
*Column Totals:	(a)	(b)	(c)
*(a)=Grant Request, and Local Match Total (d)=(b)+(c)	*Local Match Total:		(d)

Part V: Forester Certification (worth 10 pts.)

I hereby certify that I have met with the applicant to review this proposal and the program requirements, and have recommended any changes that would help the project achieve the goals of the Urban Forestry **Partnership** Grant Program.

Signature of TFS Forester Date

Part VI: Grant Application Authorization

As a duly authorized representative of the organization making this application, I hereby certify that all the information provided herein is true and represents the desires of this organization. I further certify that I understand the purpose and rules of the program, as set out in the Application Guide.

Name and Title of Authorized Representative

Signature of Authorized Representative Date