

**Urban and Community Forestry Program
USVI Department of Agriculture
Grant Proposal Application Form**

COVER SHEET:

| | | |
|---|------------------------------------|--|
| Project Title: | | |
| Project Coordinator/Contact Name: | | |
| Organization: | | |
| Mailing Address: | | |
| City: | State: | Zip Code: |
| E-mail: | Work Phone: | Cell Phone: |
| Employer's Federal ID Number: | Organization's DUNS Number: | |
| Is this a Tree Planting Grant Application? (If yes, please complete page 4.) <input type="checkbox"/> Yes <input type="checkbox"/> No | | First Time Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Applicant Type: <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Government Agency <input type="checkbox"/> Educational Institution <input type="checkbox"/> Other: _____ | | Grant Amount Requested: |
| | | Total Local Match Amount: |
| | | Total Cost of Project: |
| Signature of Authorized Representative: | | Date: |



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PROJECT DETAILS:

Description of Project: *(How does the project meet the goals of the Urban & Community Forestry Program? Please include description of finalized project.)*

Problem Statement: *(Statement of need to justify grant application.)*

Project Partners: *(Sponsors, local groups, neighboring cities, government agencies, etc.)*

Project Beneficiaries: *(Who will benefit most from this project?)*

Project Goals: *(What long-term benefits do you want to promote with this project?)*

Project Objectives: *(How will project goals be accomplished?)*



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TIMETABLE:

| |
|--|
| Work Plan: <i>(Briefly outline the proposed activities, including facilities and equipment required.)</i> |
| When Will the Project Begin? |
| How Long Will Each Activity Last? |
| What is the Estimated Completion Date of the Project? |
| What is the Long-Term Sustainability of this Project? <i>(How will this project continue to positively impact urban and community forestry in years-to-come?)</i> |
| Staff Involvement and Capabilities: <i>(Names, positions/job titles, and specific skills of staff involved. Please identify any certified arborists.)</i> |
| Will Volunteers Be Involved? <i>(If yes, please explain volunteer contribution and who will lead them.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No |



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FOR TREE PLANTING GRANT APPLICATIONS ONLY:

(Please attach any additional documents if necessary.)

RECOMMENDED: Attach map of proposed planting site with proposed trees in the landscape.

REQUIRED: A Community Forestry Management Plan is required for any tree planting grant application. The Territorial Forester (Commissioner of Agriculture) or his designee must approve this plan. Please attach PDF here:

List Proposed Tree Species and Why These Species Were Chosen:

Are There Overhead or Underground Utilities in Conflict with the Planting? *(If yes, explain what steps will be taken to mitigate conflict?)*

☐ Yes ☐ No

What is the Main Purpose for the Tree Planting Project? *(Energy conservation, watershed health, aesthetics, increased canopy cover, etc.)*

Outline DETAILED 3-Year Maintenance Plan: *(The review committee needs to be confident that the newly established trees will be well cared for and succeed in the landscape. Please explain what will be done to ensure the success of the tree planting project and who will be responsible for each activity.)*



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PROJECT BUDGET:

| | | Local Match | | | | |
|---|-------------------------------|-------------|---------|-----------|---------|-------|
| EXPENSE (include hourly wages and details here) | Grant Share (Money Requested) | Cash | In-Kind | Volunteer | Donated | Total |
| Personnel/Labor | | | | | | |
| Contract Labor/Services | | | | | | |
| Trees* | | | | | | |
| Materials | | | | | | |
| Equipment | | | | | | |
| Travel | | | | | | |
| Volunteers | | | | | | |
| Signage | | | | | | |
| Other: | | | | | | |
| Other: | | | | | | |
| Other: | | | | | | |
| Other: | | | | | | |
| Total | | | | | | |

*Plant materials used in tree planting projects must, at a minimum, meet the American Standard for Nursery Stock, and tree protection and maintenance must meet American National Standards Institute (ANSI) standards.



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Add Any Additional Budget Comments/Clarifications: *(Attach estimates if applicable.)*

**SEND THE COMPLETED APPLICATION AND ANY ADDITIONAL ATTACHMENTS
TO:**

Urban and Community Forestry Program Coordinator
USVI Department of Agriculture

#1 Estate Lower Love
Kingsill, VI 00850

OR

E-mail PDF to:
louis.hilgemann@doa.vi.gov

Questions?

Call VI Department of Agriculture at
340-778-0997
<https://vidoa-ucf.wixsite.com/grants>

