# Attachment 1 – Application

Healthy Tree Canopy Grants application for cities

Please submit your application via the Hennepin County [Supplier Portal](https://supplier.hennepin.us/psc/fprd/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&). You will receive an email confirmation once your application has been successfully submitted.

# Format requirements:

* **You must follow this format. Proposals in other formats will not be accepted.**
* Do not exceed 5 pages. Please keep the font size readable.
* Percentages (%) indicate the weight that will be given to each section during the review process.
* Site plans must be included in the submission and addresses, or specific locations must be selected for tree removals and tree plantings. Hand drawn maps are acceptable. This will not count towards your overall page limit.
* Supplemental materials may be included as attachments and will not be counted toward the page limit; however, project recommendations will be based on information provided in the application. Materials may include tree inventory data, tree ordinance, staff and volunteer bios, and other documents relevant to the project. Please reference any supplemental materials in the proposal narrative. Documents will be briefly reviewed by the program manager and shared with the review committee.
* Find the program guidelines, application, and budget form in Supplier Portal.

# Application submission check list:

Submit the following items with your Healthy Tree Canopy program application by **3 p.m. on Tuesday, March 26, 2024.** Late submittals will not be accepted.

Required:

Review the Healthy Tree Canopy program request for proposals.

Project Application (*You must follow the format provided below. Other formats will not be accepted.)*

Budget form (Attachment 2)

Tree planting site plans with species selection

Tree removal plans

Tree maintenance agreement, if applicable

Letters of support from significant project partners listed in application, if applicable

# Application summary (does not count towards page limit)

|  |  |
| --- | --- |
| City name |  |
| Project title |  |
| Primary project coordinator |  |
| Coordinator contact Information (*address, phone number, email address*) |  |
| Designated contract signatory and email address (*individual that will sign contract if awarded*) |  |
| Has your city received funding from Hennepin County in the last three years? | Yes  No  I don’t know  If yes, list the programs or briefly explain: |
| Geographic location *(please provide a specific address or location of public space in which work will take place)* |  |
| Demographics of the project area (*ie. socioeconomic status, primary housing type, etc.)* |  |
| Active volunteer groups to be involved in program activities |  |
| Type of project | Step 1  Step 2 |
| If you selected step 2 above, do you have a completed tree inventory and arborist, municipal forester or tree care specialist employed or under contract at the amount of at least a 0.3 full time employee (FTE). | Yes  No  If no, explain: |

# 1. Project description (30%) – page limit begins here

* Provide a summary of the project that describes project goals, expected outcomes, impacted communities and how the project area was selected. Is this project new or does it build on past work?
* What topics will you address during this project? (Please indicate all that apply.)

Ash tree removal  Volunteer engagement

Public tree inventory  Community education and engagement

Systemic ash treatment  Tree species diversity enhancement

Urban forest management plan  Energy conservation

Municipal urban forestry  Natural area enhancement

department development  Water protection

Emerald ash borer

preparedness/management plan

* Describe the historic practices and barriers that have led to the need for funding outside of the current levels within your city that is available for environment and natural resources.

# 2. Project details (30%)

* Explain the specifics of your project. Describe the project site location and the number of trees you intend to remove and/or plant. What species and tree stock type do you intend to utilize? Who owns the land you are proposing to complete work on?
* This grant opportunity aligns with county initiatives to reduce racial disparities in health and environmental quality. How will this project potentially reduce disparities? Visit Met Council’s [Growing Shade Tool (shinyapps.io)](https://metrotransitmn.shinyapps.io/growing-shade/) and determine the environmental justice priority scale for your planting location(s).
* Trees must be maintained for at least a 3-year period after installed. Describe your maintenance strategies and how you will sustain the accomplishments of the project without additional external funding?
* Provide a detailed timeline of project activities. Add additional rows if necessary.

|  |  |
| --- | --- |
| **Date/Season** | **Project activity** |
|  |  |
|  |  |
|  |  |
|  |  |

* Include site map(s) of plantings, removals, or treatments as an attachment, if applicable (does not count towards page limit). Please be specific about the proposed locations and species selected.

# 3. Project partners, participants, staff and volunteers (20%)

* Describe your organization, mission, goals, and programs. Describe your recent accomplishments related to community forestry.
* List the project partners and volunteers who help with implementing this project. Briefly describe their role in the project and their qualifications. Please include the person who will manage financial reporting for the project.
* Please list and provide letters of support from significant organizations and/or experts you will partner with to implement this project. (*optional*)
* Describe how you could benefit from greater collaboration with the county on this project?

# 4. Budget (10%)

* Complete the **Budget Form** provided as Attachment 2 and submit it with your application.
* What is your overall funding request? What is your match amount, and can you provide proof that you’re able to meet this requirement?
* Why do you need this funding and what project work will not happen without Healthy Tree Canopy funding?

# 5. Project evaluation (10%)

You are required to submit documentation noting the changes to tree ordinances or management plans, how these are implemented, and the outcomes that have been measured because of their implementation. You may also measure changes by collecting and tracking data regarding tree diversity, overall canopy condition changes, stormwater mitigation, and energy savings.

* Who will track data and report?
* In what other ways will you measure outcomes from the project?