

# TREE CANOPY FUND

## Program Guidelines 2009-2010 Arlington, Virginia

The Tree Canopy Fund (TCF) is administered by Arlingtonians for a Clean Environment (ACE) and the Arlington County Urban Forestry Commission (UFC). ACE is a tax-deductible, 501(c)(3) non-profit organization, while UFC is a volunteer, citizen Commission, whose members have been appointed by the Arlington County Board. The purpose of the TCF is to arrest the decrease in tree cover in Arlington County in recent decades and then to assist in increasing canopy over time.

Grant applications can be for tree planting, tree maintenance, or public education and outreach related to the stewardship of trees. The TCF provides funds for planting trees with diameters of about two inches that, at maturity, will be large, canopy trees. Groups eligible to apply for and receive TCF grants include civic and homeowner associations, community non-profit organizations, civic service clubs, school-related groups, and ad hoc neighborhood groups. Individuals may apply for grants for maintenance to be performed on specific trees designated by Arlington County through their Champion Tree Program and Tree and Shrub Ordinance. In all cases, the maximum grant allocation will be \$5,000 for a specific project. ACE and UFC reserve the right to reduce the scope and/or cost of any proposal. Grant applications will be accepted and approved once or twice a year, depending on the availability of funds.

### TYPES OF ELIGIBLE PROJECTS

- Applications will be considered for grants for (a) planting trees, (b) maintenance of County Champion trees protected by ordinance, or (c) public education and outreach activities contributing to the stewardship of trees. It is anticipated that most grants will be awarded for planting trees.
- Tree planting applications must list the number and species of tree proposed to be planted, and include a detailed map showing the proposed location and species of each tree. Waivers granting permission to plant on private properties, releasing the program from all liabilities, and agreeing to all future maintenance of the tree(s) must be submitted for each property owner receiving trees. The applicant must commit to providing ongoing maintenance and watering. The estimated cost of the project, based upon contracted tree planting costs provided with application materials, must be submitted as part of the application;
- Tree maintenance applications will only be considered for trees that are on

Arlington County's current list of Champion Trees. In addition to having Champion Tree status, eligible trees must also be designated or under application for protection through the County's Tree and Shrub Ordinance as specimen, heritage, or memorial trees. ACE and UFC will work with applicants and a tree contractor to estimate maintenance costs for designated trees.

- Public education or outreach applications must clearly state how the goals and objectives of the effort will contribute to the stewardship of trees, define the target audience, and outline how proposed outcomes will be achieved and measured. An estimate for the total cost of the project and a detailed breakdown of anticipated expenditures must be submitted as part of the application.

### **HOW ARE THE PROPOSALS EVALUATED?**

Projects will be evaluated by a grant review panel (GRP) consisting of representatives of ACE, UFC and staff of Arlington County's Department of Parks, Recreation, and Community Resources (PRCR). In evaluating the projects, the GRP will give *higher priority* to those projects in which:

- Canopy trees will shade a public sidewalk or other right-of-way;
- Canopy trees will shade a public sidewalk in a location where the public right-of-way between the curb and sidewalk is less than four feet wide;
- The project consists of planting large canopy trees native to this area or appropriate variants (see list of recommended species);
- Trees will be planted in or near a Resource Protection Area (generally within 100 feet of a stream), in an area subject to erosion, or in other environmentally degraded areas, while ensuring the protection of existing natural areas;
- Trees to be planted are or were part of the original natural plant community for northern Virginia;
- Canopy trees will be planted in an area that is to be maintained as woodland;
- Proposed trees will be located in areas conducive to future growth and health, i.e., in areas that will provide sufficient space for root growth and crown development and not located under utility wires;
- Canopy trees will be planted in neighborhoods with current canopy coverage

below goals in Arlington's Urban Forest Master Plan;

- Tree Stewards, Master Gardeners or other individuals who have training or experience in tree care have committed to maintain trees or provide maintenance advice or oversight; or
- The applicant commits to providing additional "cost share" towards tree planting.

### **HOW DOES THE TCF PROCESS WORK?**

TCF proposals shall be submitted, evaluated, and funded according to the following schedule:<sup>1</sup>

<b>April 17, 2009</b>	<b>Notice of Intent DUE.</b>
<b>May-June</b>	Applicants contact and meet with the GRP member who is their project liaison.
<b>July 17</b>	<b>Applications DUE.</b>
<b>July-August</b>	GRP members evaluate applications and, if necessary, contact applicants for further information
<b>September 2009</b>	The GRP selects winning projects, specifies funding levels, and forwards this information to ACE.

### **STEP 1: NOTICE OF INTENT**

As the first step in the application process, this one page email or letter should contain the name of the group applying for funds, a general description of the project, the type and general location of the project, and the name, email and postal addresses, and telephone number of the contact person for the proposed application. The notice of intent does not need to cite community support, specific costs or specific materials desired. Applicants should send notices of intent to ACE via e-mail by Friday, April 17, 2009.

### **STEP 2: MEET WITH GRANT REVIEW PANEL REPRESENTATIVE**

GRP members or their representatives will meet with their assigned applicant, discuss the proposed project, visit the location, advise the applicant in the preparation of their application, and provide progress updates to the rest of the GRP.

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<sup>1</sup> Applications for emergency grants for eligible champion trees in need of emergency maintenance may be submitted to ACE at any time for immediate consideration.

County PRCR staff may be available to assist applicants in addressing technical and service issues such as base maps, site questions, cost estimates, or specific product information. Although professional staff assistance is limited, every attempt will be made to provide the needed technical assistance.

### **STEP 3: APPLICATION DEVELOPMENT**

Applicants shall submit an application by July 17, 2009, for review and comment by the GRP. Applications should be submitted as attachments to email messages. Applicants should develop their applications based on the advice and feedback received from their GRP liaison.

### **STEP 4: GRANT REVIEW PANEL EVALUATION AND APPROVAL**

The GRP will review and evaluate all applications in September. Once the evaluation process is complete, the GRP will forward the list of projects selected and the amount of each grant to ACE. When ACE releases funds for the projects, applicants shall work with GRP members in implementing the projects. For projects involving planting of trees or maintenance of County Champion trees, the work will be done by a qualified contractor and ACE will pay the contractor for the services performed. For education and outreach activities, ACE will work with the applicant to determine funding arrangements. If a public access easement is part of the project, the easement must be enacted prior to the commencement of any work.

## **Contact Information**

**Applications and notices of intent must be submitted electronically to Arlingtonians for a Clean Environment:**

[office@arlingtonenvironment.org](mailto:office@arlingtonenvironment.org)

**Any sketches or attachments to the proposal that cannot be submitted electronically can be mailed (postmarked by July 17) or delivered to:**

Arlingtonians for a Clean Environment  
3308 S. Stafford St.  
Arlington, VA 22206

**Phone Inquiries:**

ACE, at 703-228-6427

**Email inquiries:**

[office@arlingtonenvironment.org](mailto:office@arlingtonenvironment.org)