**GRANT APPLICATION PACKAGE**

**Arizona TREE Grant Program**

Please attach all required information in the order provided below.

* Completed Grant Application Form – 1 page
* Completed Budget Proposal Form – 1 page
* Project Narrative – up to two (2) typewritten pages
* Budget Narrative – up to one (1) typewritten page
* Additional supporting material – not to exceed two (2) pages

Do not attach a cover letter (or this sheet) to the application materials. The top sheet of your completed application should be the “Grant Application Form”.

One (1) original copy of the completed proposal must be received (via email, postal service snail mail, or in person) at the following address no later than 5:00 P.M., Monday, July 29, 2019. **This means in the office by July 29, not postmarked by July 29.**

[grants@dffm.az.gov](mailto:grants@dffm.az.gov)

Department of Forestry and Fire Management

Urban & Community Forestry - TREE

1110 W. Washington, Ste100

Phoenix, AZ 85007-2935

Application deadline is Monday, July 29, 2019 at 5:00 P.M.

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| --- | --- |
| Project Number: |  |
| For U&CF Use Only | |

**GRANT APPLICATION FORM**

**T.R.E.E. Grant Program**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Title: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Location (City): | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Tree City USA: | | | | |  | | | Number of Years Recognized: | | | | | | | | | | | | | |  | | | | | | |
| Tree Campus USA: | | | | |  | | | Number of Years Recognized: | | | | | | | | | | | | | |  | | | | | | |
| Name of Applicant: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Address of Applicant: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| City | | | | |  | | | | | | | | | | | | | | State |  | | | | | Zip | |  | |
| Contact Person: | | |  | | | | | | | | | | | Daytime Phone #: | | | | | |  | | | | | | | | |
| E-Mail: |  | | | | | | | | | | | Organization’s Federal DUN# | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brief Project Description: | | | | | | | *(Please attach a separate, maximum 2-page narrative that clearly* | | | | | | | | | | | | | | | | | | | | | |
| *states the project need, objectives, methods, and deliverables.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this project currently funded? | | | | | | Yes | | | | No | | | | | Was this project previously funded? | | | | | | | | | | | Yes | | No |
| Will this project be possible without grant funding? | | | | | | Yes | | | | No | | | | | Can this project occur with- out full requested amount? | | | | | | | | | | | Yes | | No |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) UCF Funds Requested | | | | | | | | | $ | |  | | | | | | | | | |  | | | | | | | |
| (b) Local $ Match Provided | | | | | | | | | $ | |  | | | | | | | | | |  | | | | | | | |
| (c) Value of In-Kind Match | | | | | | | | | $ | |  | | | | | | | | | |  | | | | | | | |
| Total Project Amount (a+b+c) | | | | | | | | | $ | |  | | | | | | | | | |  | | | | | | | |
| Timetable: | | (Starting Date) | | | | | | |  | | | | | | | | | (Ending Date) | | | | |  | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
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| Name of Representative | | | | | | | | | | | | | | | |  | Title of Representative | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | |
| Signature of Authorized Representative | | | | | | | | | | | | | | | |  | Date | | | | | | | | | | | |

*Upon authorization of approval for financial assistance, grantees will be assigned a grant number and a maximum dollar amount to expend. Prior to expending funds, applicants must submit an updated project workplan.*

**BUDGET PROPOSAL FORM**

|  |  |
| --- | --- |
| Project Number: |  |
| For U&CF Use Only | |

**T.R.E.E. Grant Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant Name:** |  | | | | |
| **Project Title:** |  | | | | |
|  |  |  |  |  |  |
|  |  | ***MATCH*** | | |  |
| Item | ***Grant Share***  Direct Expenses or Cash Purchases | ***Applicant***  Direct Expenses or Cash Purchases | ***Applicant***  In-kind Personnel Services: Volunteer and Staff Hours | ***Applicant***  In-kind Donated: Services, Supplies, or Equipment use | **Total** |
| Administration  (Project-allocable general overhead costs) |  |  |  |  |  |
| Personnel (Project-related Labor, both staff and volunteer time, fringe benefits) |  |  |  |  |  |
| Contractual Services (consultants, landscape architects, arborists, engineers, etc.) |  |  |  |  |  |
| Supplies (itemize as necessary – plant materials, printing costs, postage, etc.) |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **TOTAL:** |  |  |  |  |  |

*This form is for the summary of your budget information. A budget narrative (1-page maximum) that includes a detailed list of expenditures should be provided on an additional page if necessary.*

**APPLICATION INFORMATION**

**T.R.E.E. Grant Program**

When drafting your proposal, please include the following information:

* Completed Application Form
* Completed Budget Proposal Form
* Proposal Narrative
  1. Applicant Information – A basic overview/description of applicant, including their purpose or mission statement.
  2. Project Need
  3. Project Objectives and/or Goals
  4. Anticipated Project Benefits – Benefits to the local urban and community forest program, public relations, education, and the potential for project sustainability should be included.
  5. Project Methods – A narrative detailing how the project will be accomplished should include the following elements:
     + Activities (include scope of work)
     + Participants (project personnel, volunteers, corporate sponsor, etc.)
     + Administration
     + Facilities and equipment
     + Timetable (include project start and end dates)
     + Outcome/Results
* Budget Narrative – Discuss how each of the identified financial needs will be met.
* Optional Materials

1. Supporting documents – limited to 2 pages
2. Proposed projects that include planting require the following additional documents (not included in the 2-page maximum mentioned above):
   * + A detailed five (5) year maintenance plan specifying the entity responsible for maintenance and how it will be accomplished.
     + If trees will be planted within the Arizona Department of Transportation’s right-of-way, Grantee must provide proof of permission prior to planting.