*This document may serve as a template for developing an application. Typed responses to each question can be cut and pasted into the eCivis Portal online. This is provided as optional to those interested in applying to the 2021 CCG. Please note the character limits below and make sure to check them before copying responses into the Portal online.*

### **1.** **Application/Project Title**

Provide a brief descriptive title of your project.

### **2.** **Org Name**

List organization name.

**3.** **Program/Project Congressional District (check all that apply)**

**4.** **Program/Project Legislative District (check all that apply)**

**5.** **Tree City USA (Yes/No)**

### **6.** **Fitting this year’s theme (1500 Characters)**

Briefly describe how your project fits this year’s grant theme of Planning for Trees. Examples include, but are not limited to: tree inventory, irrigation or other infrastructure, mapping, strategic or tree and shade master plans, and trainings.

### **7. Project Need & Justification (500 characters)**

Clearly state the need for work. Describe how the project will positively and directly impact urban forest canopy.

### **8. Project Outcomes (500 characters)**

Outcomes are the measurable (how many, how much) results of your actions. Clearly describe your anticipated outcomes.

###  **9. Scope of Work (2000 characters)**

How will your project be implemented? Include sufficient detail about your project activities. Include a description of who is responsible for completing the work.

### **10.** **Project Timeline (1000 characters)**

Provide a specific timeline with beginning and end dates that show the project is achievable in 1-1.5 years. Describe your anticipated quarterly accomplishments.

### **11.** **Collaborative Elements (1500 characters)**

Identify the collaborative partners and what each will contribute. Describe how each partner will contribute to the planning and implementation phases of the project.

### **12.** **Results and Evaluation Plan (2000 characters)**

Provide a clear plan for evaluating the effectiveness of your project. How will you measure your outcomes and assess your success; and when will you know if you need to change course, if at all? How will you share your results and impacts?

### **13.** **Sustainability Plan (2000 characters)**

Document your plans for making this project’s implementation sustainable. How will it be maintained without additional federal and state support? What is your long term commitment to success? What are your long term goals (3+ years)?

###  **14. Project Budget Narrative and Financials (2000 characters)**

This section is a supplement to your budget worksheet. Mathematically describe in a narrative form how you arrived at the figures in each budget category. Differentiate between grant share and match. Is your budget reasonable and specific? Ensure you are able to provide 50% match (1:1).

## **Supplemental Documentation**

### **Upload Budget Worksheet (required)**

### **Upload Letters of Partner Support (optional)**

### **Upload Maintenance/Management Plan (optional)**