MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION
AND
MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION

2020 MONTANA

TREE CITY OF THE YEAR

OVERVIEW & APPLICATION

2020 Tree City Of The Year Award - Overview

Program Oversight	*Montana Department of Natural Resources & Conservation in cooperation with the Montana Urban and Community Forestry Association.*
Funding	***One grant of $10,000 available.*** *Matching funds are encouraged but not required.* *Grant funds are distributed on a reimbursement basis. A portion of awarded funds are intended for holding an Arbor Day celebration.*
Grant Requirements & Stipulations	• *Community must be a current Tree City USA designated community or achieve the designation within one year of the award* • *The Community certifies that it will adhere to any Additional Requirements to proposal as part of the Grant Agreement* • *A Community representative will review the grant award specifications with DNRC grant personnel*
Eligible Applicants	*Montana Tree City USA communities interested in conducting innovative projects in urban forestry and hosting the Montana State Arbor Day Celebration for 2020.*
Application Limitation	*One grant application per community per grant cycle.*
Application Deadline	*Applications must be submitted/postmarked by* ***September 25, 2019.*** *Emailed applications can be sent to urbanforestrygrants@mt.gov. NO FAXED APPLICATIONS.*
Notification Date	*Finalists will be announced during the Montana League of Cities and Towns Conference in Billings, MT October 2-4, 2019. (For conference details visit www.mtleague.org.) The Governor's office will later select the winning community for the grant and 2020 State Arbor Day Celebration.*
Project Completion	*Grantees should have significant accomplishments of projects by Arbor Day, April 24, 2020.*
For Additional Information Contact	*Jamie Kirby, Urban Forestry Coordinator, Montana DNRC* *2705 Spurgin Road* *Missoula, Montana 59804-3199* *Telephone: 542-4288* *Email: JamieKirby@mt.gov*
Website	*Grant information and application available online at http://dnrc.mt.gov/divisions/forestry/forestry-assistance/urban-and-community-forestry/urban-and-community-forestry-grants*

PROGRAM PURPOSE

The goals of the Tree City of the Year Award include:

1) Recognize Montana's top communities that demonstrate excellence in urban forestry
2) Improve condition and function of urban landscapes and green infrastructure in Montana Cities and Towns
3) Promote innovative and significant projects that raise awareness through urban forestry
4) The community selected will hold the Statewide Arbor Day Celebration

Applicant should also consider overall program goals & priorities identified by the Forest Service and DNRC, which include:

- Protect and improve air and water quality
- Mitigate climate change
- Conserve energy
- Improve human health and well-being

Prior to applying, contact with your area service/urban forester is highly encouraged. They can help you through the project design and planning process. Area contacts are listed on page 4.

ELIGIBLE PROJECTS

Projects must relate to urban forestry, emphasizing trees, and include plans to hold a public Arbor Day Celebration.

Examples include but are not limited to:

- Perform a green infrastructure project such as converting lots into green space
- Entryway or corridor beautification
- A high profile tree-related project in municipal areas
- Urban forestry public education campaign
- Implement new practices, approaches, and technology in urban forestry

PROJECT BUDGET INFORMATION

REIMBURSABLE EXPENSES MAY INCLUDE:

Personnel Expenses - Cost of hiring seasonal employees or special staff to carry out the project.

Operating Expenditures - Cost of purchasing appropriate supplies and materials to complete the project. Examples include costs for tree planting supplies and materials, equipment rental, media outreach (public service announcements), printing, purchase of relevant publications, or costs associated with educational opportunities related to urban forestry, such as speaker fees or facility rental.

Contracted Professional Services - Costs related to hiring a consultant or contractor (arboriculture, forestry, landscape design, planning) and/or other professional for this project.

Irrigation - No more than 30% of the total grant amount awarded may be used for irrigation. (I.e. maximum reimbursement for the irrigation portion of a $10,000 grant would be $3,000.)

Event Cost - Limited to $3,000.00 for Arbor Day Celebration expenses.

NON-REIMBURSABLE EXPENSES:

Federal funds - May not be used for applicant cash, donated, or in-kind matching contributions.

Capital assets - Examples of capital outlay are large equipment (bucket truck), some types of hardscaping, etc.

IMPORTANT NOTES

Grant applicants must agree to **review** grant administration and implementation requirements with a DNRC employee upon notification of awards.

Tree Plantings must follow specifications set forth by DNRC, which will be included in grant agreement. Specifications are downloadable online at http://dnrc.mt.gov/divisions/forestry/docs/assistance/urban/treeplanting.pdf. Upon project completion, an inspection may be performed prior to reimbursing funds.

Arbor Day Celebration in Broadus, MT

This grant does not have a match requirement. However, one of the measures of success for the UCF program is the **leveraging of local support** (cash and donated services). The proposal must indicate all anticipated project expenses (use of grant funds, cash, donated services and in-kind contributions) to successfully complete the project as described in their project application budget.

Successful proposals will demonstrate creative ways to promote urban forestry and raise awareness of the benefits of trees.

SELECTION PROCESS

Applications will be reviewed and ranked by a committee composed of DNRC Urban Forestry Staff and a representative from the MT Urban & Community Forestry Association. Finalists will be selected and announced in October, 2019. The winning community will be notified upon selection by the Governor's Office.

REVIEW AND COMPLIANCE

Project grant funds are distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid and all required documentation is received by DNRC.

Establishing a community tree orchard, Wyola, MT

Reimbursable project expenses must occur between the date of signed grant agreement and the expiration date.

Reimbursement requests must be submitted within 30 days of project completion. A checklist of required materials to submit for reimbursement is available on DNRC's website titled *UCF Project Report Form*, in the right column: http://dnrc.mt.gov/divisions/forestry/forestry-assistance/urban-and-community-forestry/urban-and-community-forestry-grants.

Urban forestry staff or designees may conduct periodic project inspections and a final project audit to assure compliance with project Grant Agreement.

AREA URBAN FORESTERS

Northwestern Area
Ali Ulwelling, Kalispell, MT
Telephone: 406-751-2270
Email: AUlwelling@mt.gov
Counties include: Glacier, Lincoln, Flathead, Lake, Sanders, Pondera, Teton, Toole

Southwestern Area
Jamie Kirby, Missoula, MT
Telephone: 406-542-4288
Email: jamiekirby@mt.gov
Counties include: Beaverhead, Broadwater, Deer Lodge, Gallatin, Granite, Jefferson, Lewis and Clark, Madison, Mineral, Missoula, Powell, Ravalli, Silver Bow

Northeastern Area
Josh Stoychoff, Lewistown, MT
Telephone: 406-535-1903
Email: jstoychoff@mt.gov
Counties include: Blaine, Cascade, Chouteau, Daniels, Fergus, Golden Valley, Hill, Judith Basin, Liberty, Meagher, Petroleum, Phillips, Roosevelt, Sheridan, Valley, Wheatland

Southern Area
Jeff Hermanns, Billings, MT
Telephone (406) 247-4403
Email: JHermanns@mt.gov
Counties include: Big Horn, Carbon, Musselshell, Park, Stillwater, Sweet Grass, Treasure, Yellowstone

Southeastern Area
Andy Miller, Miles City, MT
Telephone (406) 232-2034
Email: Andy.Miller@mt.gov
Counties include: Powder River, Carter, Custer, Rosebud, Fallon, Prairie, Wibaux, Dawson, Richland, McCone

APPLICATION CHECKLIST

☐ Area Urban Forester Approval
☐ Application Cover Page (page 5)
☐ Project Narrative (outlined on page 5)
☐ Budget Calculation Form (page 6)
☐ **Signed** original application to be sent to DNRC

Failure to submit a complete application will likely result in disqualification.

Please email completed application to *urbanforestrygrants@mt.gov* and submit the original by *September 25* to the following address:

Montana DNRC - Urban Forestry Program
2705 Spurgin Road
Missoula, Montana
59804-3199

Please provide project photos when available.

Applicants not selected for 2020 Tree City of the Year will receive priority points if submitting proposal for 2020 Urban Forestry Program Development Grants (opens in Fall, 2019)

Montana Department of Natural Resources and Conservation (DNRC)
2020 Tree City of the Year Application

COMMUNITY		*DUNS NUMBER*	*FEDERAL TAX ID NUMBER*
COMMUNITY ADDRESS	*CITY/TOWN*	*STATE*	*ZIP*
PRINCIPAL REPRESENTATIVE (person DNRC will utilize as primary contact)		*TITLE*	
PRINCIPAL REP ADDRESS (if same as above, leave blank)	*CITY/TOWN*	*STATE*	*ZIP*
PHONE (DAYTIME)	*FAX*	*EMAIL*	
OTHER IMPORTANT CONTACTS: List by name, title, and contact information (phone, email)			
TREE CITY USA in 2018? (Y/N) – If no, must become designated for next year after receiving grant award			

Use this page as the cover sheet and include separate paper for the Project Narrative. Please use the Budget Calculation sheets provided. This document must be signed and dated by an individual that is legally authorized to act on the community's behalf. Please answer clearly and concisely, and be sure to include all required attachments. Failure to do so may result in disqualification.

PROJECT NARRATIVE OUTLINE

1. PROJECT DESCRIPTION: Summarize your proposed project and planned activities, then address:
    A. How will this project meet the goals intended for this grant? *(See page 3, Program Purpose)*
    B. List key personnel and partners that will contribute towards implementation and administration of the project(s).
    c. What sort of impact will this project have on your community? How will you measure this project's success?

2. STATEWIDE ARBOR DAY CELEBRATION: What type of celebration will you plan? Why do you feel your community should be selected to host the statewide celebration?

3. PROJECT TIMELINE: Provide a work plan/schedule for completing each activity with start and finish dates. Aim to have project work completed close to Arbor Day, April 324 2020.

I certify that the community/organization listed above has the approval of the local government to conduct this project.

PRINCIPAL REPRESENTATIVE: *Name, Signature* _____

AUTHORIZED COMMUNITY OFFICIAL: *Name, Title, Signature* _____

BUDGET CALCULATION FORM

Matching funds for this grant are not required but will support your application

PROJECT EXPENSES	***QUANTITY/HOURLY RATE OR PIECE RATE***	***GRANT FUNDS REQUESTED (A)****	***APPLICANT CASH MATCH (B)***	***$ VALUE OF DONATED AND IN-KIND (C)***	***TOTAL A + B + C***
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS) **Requested grant funds cannot be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.*					
TOTAL PERSONNEL EXPENSES					
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
TOTAL OPERATING EXPENSES					
CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)					
TOTAL CONTRACTED SERVICES					
TOTAL PROJECT EXPENDITURES		***$10,000***			

IMPORTANT NOTE:

UPON REQUESTING REIMBURSEMENT, ALL EXPENDITURES, INCLUDING MATCH, (CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH DOCUMENTATION. FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.

SAMPLE BUDGET CALCULATION FORM

PROJECT EXPENSES	***QUANTITY/HOURLY RATE***	***GRANT FUNDS REQUESTED* (A)***	***APPLICANT CASH MATCH (B)***	***$ VALUE OF DONATED AND IN-KIND (C)***	***TOTAL A+B+C***
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS) **Requested grant funds cannot be used for regular personnel costs of city/town employees. However, forestry student interns or seasonal employee costs can be included as grant funds.*					
Part-Time hire to implement grant project	*150 hours @ 15.00 per hour*	*$2,250.00*	*-*	*-*	*$2,250.00*
Park Superintendent	*32 hours @ 20.00 per hour*	*-*	*$640.00*	*-*	*$640.00*
Volunteer Project Crew	*5 people for 20 hours @ 15.00 per hour (list of names provided)*	*-*	*-*	*$1,500.00*	*$1,500.00*
TOTAL PERSONNEL EXPENSES		***$2,250.00***	***$640.00***	***$1,500.00***	***$4,390.00***
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
Purchase of project supplies (banners, printing, small items)	*Various*	*$500.00*	*$100.00*	*-*	*$600.00*
Rental of Community Center	*$150/day for 2 days*	*$300.00*	*-*	*-*	*$300.00*
Tent Rental	*$500/weekend*	*$300.00*	*$200.00*	*-*	*$500.00*
Newspaper Ads	*2 newspapers @ varied rates*	*$200.00*	*$50.00*	*-*	*$250.00*
Radio Spots	*25 spots @ $10 each*	*$250.00*	*-*	*-*	*$250.00*
Purchase of trees from Smith Nursery	*6 trees @ $100 each*	*$600.00*	*-*	*-*	*$600.00*
Mulch	*10 cubic yards @ $8.00 per yard*	*$80.00*	*-*	*-*	*$80.00*
P.A. system rental	*$50/day*	*$50.00*	*-*	*-*	*$50.00*
Door Prize Donations (Gift certificates, services, products, etc.)	*Various*	*-*	*-*	*$1,000.00*	*$1,000.00*
Johnson Excavating (backhoe work donated to dig holes)	*4 hours@ $40 per hour*	*-*	*-*	*$160.00*	*$160.00*
TOTAL OPERATING EXPENSES		***$2,280.00***	***$350.00***	***$1,160.00***	***$3,790.00***
CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)					
Landscaping Company	*Site improvements & design for tree planting*	*$1,500.00*	*$500.00*		*$2,000.00*
Contractor Fee – 3 public tree care workshops	*Fixed amount (travel, equipment, hourly wage, etc.)*	*$970.00*	*-*	*-*	*$970.00*
Arborist Company – Large tree pruning and treatments	*15 trees @ $200/tree*	*$3,000.00*	*-*	*-*	*$3,000.00*
TOTAL CONTRACTED SERVICES		***$5,470.00***	***$500.00***	***$0.00***	***$5,970.00***
TOTAL PROJECT EXPENDITURES		***$10,000.00***	***$1,490.00***	***$2,660.00***	***$14,150.00***