



Montana Department of Natural Resources and Conservation
**RELEAF GRANT APPLICATION and
 CONTINGENT AWARD AGREEMENT**
 For the School Year 2016-2017:
MT DNRC, Urban Forestry Program,
2705 Spurgin Road, Missoula, MT 59804-3199
Or email to jamiikirby@mt.gov

APPLICANT SCHOOL:	FEDERAL TAX IDENTIFICATION NUMBER:		
APPLICANT MAILING ADDRESS (for payment):	CITY/TOWN:	STATE:	ZIP:
APPLICANT'S PRIMARY REPRESENTATIVE:			
CONTACT NAME:	CONTACT TITLE:		
E-MAIL ADDRESS:	PHONE NO.:		
OTHER IMPORTANT CONTACT(S) (not required unless he/she is the authorized signer of this document) - list by name, title, and best method to reach the person:			
WILL THE GRANT ACTIVITY TAKE PLACE ON/ NEAR ARBOR DAY – APRIL 29, 2017 IF NOT, WHAT IS THE EVENT/ACTIVITY TIMEFRAME?	WILL THE EVENT/ACTIVITY INVOLVE ANY COMMUNITY PARTNERS? (I.e. local government or community tree board)		

**RELEAF GRANT APPLICATION AND CONTINGENT AWARD
 AGREEMENT STIPULATIONS AND CERTIFICATIONS**

The Montana Department of Natural Resources and Conservation (“DNRC”) may, upon review of this ReLeaf Grant Application and Contingent Award Agreement (“Application”) and the availability of funding, award funds to the Applicant. Funds will not be awarded to the Applicant if, as determined by the DNRC, incomplete or inaccurate documentation is submitted.

By completing and signing this Application, the Applicant agrees to the following:

1. The Applicant has provided complete and accurate narratives in Sections A, B, C, and D.
2. The Applicant will spend all grant funds awarded toward the forestry related, ReLeaf Educational Activity, as its narrative describes in Section C., “RELEAF PROGRAM REQUIREMENT 3”, and for no other purpose.
3. If a tree planting is part of the ReLeaf Educational Activity, the Applicant will adhere to the planting specifications described below under the heading “NEW TREE PLANTING” to ensure long-term health of the trees planted.
4. The Applicant will expend the grant funds and complete all activities no later than June 15, 2017 unless approval for delay has been issued in writing by DNRC.
5. The Applicant will return to the DNRC upon request, any portion of the grant that was not used for the ReLeaf Educational Activity.
6. The Applicant will complete a survey requesting information pertinent to the ReLeaf Educational Activity and the expenditure of the grant agreement funds. The survey will be provided to all ReLeaf grant recipients by the DNRC Urban and Community Forestry Program Manager or her designee. The Applicant will return the completed survey to the DNRC by the date specified in the survey instructions. The Applicant understands that if it does not return the

completed survey by the date specified in the survey instructions, the DNRC may not grant the Applicant ReLeaf Educational Activity funds in the future.

7. The Applicant will provide the DNRC with information, news clippings, pictures, or other combination of information that demonstrates the completion of the Educational Activity.
8. The following items will need to be tracked and reported by the grantee as applicable: (1) Matching funds; (2) Trees planted; (3) Participants; (4) Purchased goods/services.

This Application will become a legally binding agreement only after DNRC has reviewed its terms and: (1) determined that it is accurate and complete; (2) determined that it meets the three program eligibility requirements; (3) determined that grant funding exists to satisfy the request made by the Applicant; and, (4) signifies its acceptance of the Applicant's grant funding request by executing this Application below. By signing this Application, the DNRC agrees to the following:

1. It will remit to Applicant Two Hundred and no/100 Dollars (\$200.00).

PLEASE COMPLETE SECTION A THROUGH SECTION D.

ESTABLISHING ELIGIBILITY & PLANNED USE OF GRANT FUNDS

A. RELEAF PROGRAM REQUIREMENT 1: Describe how you will perform an educational activity to raise awareness about trees and their role in our local environments in the current school year.

B. RELEAF PROGRAM REQUIREMENT 2: Have you provided DNRC with a Basic Tree Plan for your school grounds? If not, please attach.

C. RELEAF PROGRAM REQUIREMENT 3: How will you Celebrate Arbor Day in 2017? Describe the event or activity (the ReLeaf Educational Activity) you are planning for the use of these grant funds. (Eligible activities include, but are not limited to – holding an Arbor Day Celebration; tree planting on public property; a field trip or guest speaker, purchase of curriculum development materials.)

D. BUDGET: Provide a basic description of how the grant funds will be spent. Note: No more than 20% of the award (\$40) can be used for the purchase of refreshments.

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APPLICATION AUTHORIZING SIGNATURE: I warrant and certify the activity described in this Application is approved and supported by the school, and that I am authorized to execute this Application. I further warrant and certify that any funds awarded will be used toward the school's ReLeaf Educational Activity and for no other purpose.

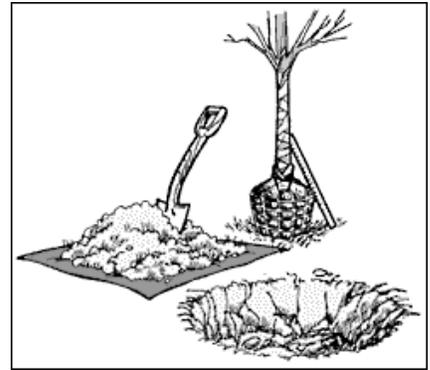
AUTHORIZING SIGNATURE (Handwritten please, not electronic)	
TITLE	
DATE	

DNRC AUTHORIZING SIGNATURE: I warrant and certify that I am authorized to accept and execute this Application on behalf of the Montana Department of Natural Resources and Conservation, effective as of the date of my signature.

AUTHORIZING SIGNATURE	
TITLE	
DATE	
Agreement No.	

NEW TREE PLANTING

All tree planting projects must follow the Best Management Practices for Tree Planting, a special companion publication to the ANSI A300 Part 6: Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Transplanting). This booklet covers bare root, containerized, and balled and burlap tree stock. Specifications are summarized here:



- **Time of Year** - The ideal time to plant a tree is when it is in a dormant condition, either in early spring before bud-break, or in the fall, after leaves have dropped. Weather conditions at these times are generally cool, allowing plants to establish new roots before the onset of harsh temperatures.
- **Location** – Visualize the tree in 20 years. Consider site restrictions (available growing space, soil, pavement, overhead/underground utilities, etc.) Call local utility services at least 2 days prior to digging to locate underground utilities. (Usually 811 or 1-800-424-5555 in MT)
- **Tree selection** –Carefully inspect trees and only purchase those that have a strong stem and no physical damage. Avoid trees with circling roots, severe pruning cuts, dead bark or signs of insects and disease.
- **Site preparation** – Dig a hole three times as wide as the root ball, but not deeper. Amending soil is not necessary unless planting in disturbed sites or poor soil quality. Break up compacted soil on sides of the hole, and leave bottom firm.
- **Tree preparation** – 1) Identify root flare - part of the trunk where the roots spread out at the base of the tree. Root flare should be visible after the tree has been planted. You may have to remove some soil from the top of the root ball to find the flare. 2) Cut away strings and burlap or plastic from around the trunk. If tree is container grown, carefully remove container.
- **Tree placement** – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth and never plant too deep. Trunk flare and top of root ball should be at grade. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball.
- **Fill with soil** – Fill the hole while watering, periodically pausing to gently tamp base, ensuring the tree is firmly settling in the planting space. Finish filling soil just below the trunk flare.
- **Mulch** – Apply 2 inches of organic material i.e. wood chips or similar composted material. Leave bare soil around the trunk. Remove any tags, wrap, flagging, etc. from the tree. Such items were only meant as protection during transportation and installation.
- **Only stake if necessary** - Trees will establish more quickly and develop stronger trunk and root systems if they are not staked at the time of planting. However, protective staking may be required on sites where equipment, animal damage, vandalism or windy conditions are concerns. Use a wide, flexible tying material to avoid injuring trunk and allow the tree to move or sway. Remove staking and ties after one year.
- **Establishment** – Do not fertilize at planting time. Water regularly throughout the first growing season (about once a week unless significant rainfall is received), but do not overwater. Keep lawn mowers and string trimmers away from tree to avoid wounding bark. Only prune dead or injured branches at time of planting.
- **Long term care & protection** – Have a 3-year annual inspection program to replace mulch, provide small tree training (light pruning cuts), and check for signs of stress, insects, disease, or vandalism. Keep trunk area free and clear of weeds and other competing vegetation. Put a fence around tree if site is a feeding ground for rabbits, deer, or other wildlife.

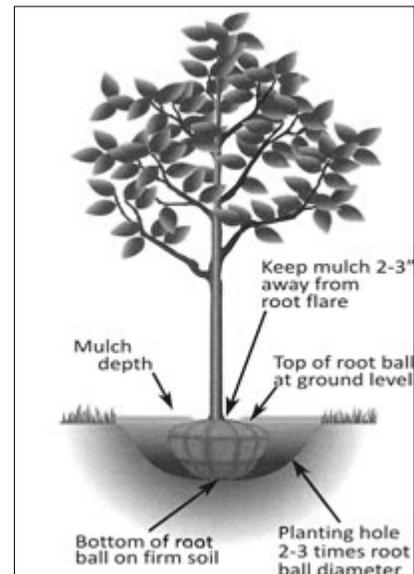


Diagram courtesy of San Antonio Parks and Recreation