## Attachment 1 – Application

Healthy Tree Canopy Grant application for affordable housing providers

Please submit your application via the Hennepin County [Supplier Portal](https://supplier.hennepin.us/psc/fprd/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&). You will receive an email confirmation once your application has been successfully submitted.

# Format requirements:

* **You must follow this format. Proposals in other formats will not be accepted.**
* Do not exceed 5 pages. Please keep the font size readable.
* Percentages (%) indicate the weight that will be given to each section during the review process.
* Supplemental materials may be included as attachments and will not be counted toward the page limit; however, project recommendations will be based on information provided in the application. Materials may include site plans, tree inventory data, tree protection policy, staff and volunteer bios, and other documents relevant to the project. Please reference any supplemental materials in the proposal narrative. Documents will be briefly reviewed by the program manager and shared with the review committee.
* Find the program guidelines, application, and budget form in Supplier Portal.

# Application submission check list:

Submit the following items with your Healthy Tree Canopy program application by **3 p.m. on Tuesday, March 25.** Late submittals will not be accepted.

Required:

Review the Healthy Tree Canopy program grant application guidelines.

Project Application (*You must follow the format provided below. Other formats will not be accepted.)*

Budget form (Attachment 2)

Tree planting site plan, if applicable

Tree removal plans, if applicable

Tree species selection and stock type, if applicable

Tree maintenance agreement, if applicable

Letters of support from significant project partners listed in application, if applicable

Optional:

Certificate of Insurance\* (see requirements in the sample grant agreement, Attachment 4)

*\*These documents must be received prior to executing Hennepin County Healthy Tree Canopy Program contracts. You may submit these documents with your application, but they are not required to apply.*

# Application summary (does not count towards page limit)

|  |  |
| --- | --- |
| Organization name |  |
| Project title |  |
| Location *(please provide a specific building name and address in which work will take place)* |  |
| Primary project coordinator |  |
| Coordinator contact information (address, phone number, email address) |  |
| Designated contract signatory and email address (individual that will sign contract if awarded) |  |
| Has the organization received funding from Hennepin County in the last three years? | Yes  No  I don’t know  If yes, list the programs or briefly explain: |
| Does the property include at least 20% of units affordable to residents at or below 60 percent of area median income (AMI), or organizations who manage owner occupied homes restricted to buyers with incomes below 80% of the area median income and land trusts with homes affordable to residents at or below 80 percent of AMI? | Yes  No  If no, briefly explain: |
| Project summary (300 characters or less) |  |
| Demographics of the project area (ie. socioeconomic status, primary housing type, etc.) |  |
| Active volunteer groups to be involved in program activities (if applicable) |  |

# 1. Project description (30%) – page limit begins here

* Provide a summary of the project that describes project goals, expected outcomes, impacted communities and how the project area was selected. Is this project new or does it build on past work?
* What topics will you address during this project? (Please indicate all that apply.)

Ash tree removal

Systemic ash treatment

Tree planting

Volunteer engagement

Community education and engagement

Tree species diversity enhancement

Energy conservation

Water protection

* Why are you seeking outside funding?Describe the barriers that have led to the need for funding outside what you currently budget for environment and natural resources.

# 2. Project details (30%)

* Explain the specifics of your project. Describe the project site location and the number of trees you intend to remove and/or plant. What species and tree stock type do you intend to utilize? Who owns the land you are proposing to complete work on?
* This grant opportunity aligns with county initiatives to reduce racial disparities in health and environmental quality. How will this project potentially reduce disparities? Visit Met Council’s [Growing Shade Tool (shinyapps.io)](https://metrotransitmn.shinyapps.io/growing-shade/) and determine the environmental justice priority scale for your planting location(s).
* Trees must be maintained for at least a 3-year period after installed. Describe your maintenance strategies and how you will sustain the accomplishments of the project without additional external funding?
* Provide a detailed timeline of project activities. Add additional rows if necessary.

|  |  |
| --- | --- |
| **Date/Season** | **Project activity** |
|  |  |
|  |  |
|  |  |
|  |  |

* Include site map(s) of plantings as an attachment, if applicable (does not count towards page limit)

# 3. Project partners, participants, staff and volunteers (20%)

* Describe your organization, mission, goals, and programs. Does your organization have experience related to community forestry?
* List the staff, potential contractors, and volunteers who will implement the project. Briefly describe their role in the project and their qualifications. Please include the person who will manage financial reporting for the project.
* Describe how you could benefit from greater collaboration with the county on this project?

# 4. Budget (10%)

* Find the **Budget Form** provided as Attachment 2, complete it, and submit it with your application.
* What is your overall funding request? What is your match amount, and can you provide proof that you’re able to meet this requirement?
* Why do you need this funding and what project work will not happen without Healthy Tree Canopy funding?

# 5. Project evaluation (10%)

You are required to submit documentation noting the trees removed and replaced.

* Who will track data and report?
* In what other ways will you measure outcomes from the project?