# Attachment 1 – Application

Healthy Tree Canopy Grants application for schools

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 3 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 ordinance, 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 request for proposals.

[ ]  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 species selection and stock type, if applicable

[ ]  Tree removal plan, 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)

[ ]  Substitute W9\* ([find form here](https://www.hennepin.us/-/media/hennepinus/residents/conservation/trees-forestry/W9))

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

Application summary (does not count towards page limit)

|  |  |
| --- | --- |
| School name and district |  |
| School address |  |
| Student population size |  |
| School type | [ ]  Public [ ]  Charter [ ]  Private |
| Percentage of free and reduced lunch students at your school |  |
| Demographic information for your school |  |
| Do you have support from your principal and facility manager? | [ ]  Yes [ ]  No [ ]  Not yet |

|  |  |
| --- | --- |
| Primary project coordinator  |  |
| Coordinator contact information (address, phone number, email) |  |
| 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 knowIf yes, list the programs or briefly explain: |

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

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

[ ]  Tree planting

[ ]  Tree-related education

[ ]  Arbor Day celebration

[ ]  Tree species diversity enhancement

[ ]  Energy conservation

[ ]  Water protection

How will students be involved in this project? What hands-on activities or lessons will be included to ensure learning? What grades do you intend to include in this project?

# 2. Project details (40%)

* 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).
* Provide a detailed timeline of project activities. Add additional rows if necessary.

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

* Watering plan: watering trees for the first 2-3 years after planting can greatly increase tree survival. Explain how you plan to water the newly planted trees. Where is your water source located? Who will be doing the watering? If it’s a volunteer, what happens if that volunteer is no longer able to assist?
* Include site map(s) of plantings as an attachment (does not count towards page limit)

# 3. Project partners, participants, staff and volunteers (15%)

* List the staff, volunteers, and/or students 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.
* Please list (and submit) letters of support from all significant organizations and/or experts you will partner with to implement this project. Explain their role in the project. (*optional*)

# 4. Budget (15%)

* Find the **Budget Form** in the Supplier Portal and submit it with your application.
* Why do you need this funding and what project work will not happen without Healthy Tree Canopy funding?