Community Tree Planting Grant Application Checklist

This checklist is not a required document, but may be helpful as you navigate the application process.

Required Documents

- ☐ Application Form (filled out, guided by the Request For Applications (RFA))
- ☐ Budget Form (Attachment A)
- ☐ Application identifies locations of grant project work. Submission must show whether work will take place within the supplemental demographic index geographic locations; examples may include:
  - o Application states:
    - ▪ that project work is taking place community-wide based on your organization's geographic purview; or
    - ▪ that work will only take place within areas identified by the supplemental demographic index; or
    - ▪ that no project work will take place within the supplemental demographic index; or
  - o Maps are provided showing project area (ex. printing screenshot of DNR's supplemental demographic index map, outlining project area, scanning, and submitting with application;)
- ☐ 3-Year Tree Establishment Plan, *if planting trees* (Attachment B)
- ☐ Species Selection and Stock List, *if planting trees* (follow guidelines in RFA)
- ☐ Letter of Support, *if collaborating with an outside organization* (any format acceptable)
- ☐ List of Authorized Signer(s), *including name(s), title(s), and email address(es).* (any format acceptable)

Eligibility

- ☐ Applicant is eligible organization
- ☐ All activities proposed are eligible
- ☐ All purchases proposed are eligible project expenses

Minimum Requirements

GENERAL

- ☐ Applications is completed in full.
- ☐ Application shows the ability to implement the project, meet all grant objectives, and submit a final report by June 30, 2027.
- ☐ Application provides detailed project description, including goals, objectives, and a timeline.
- ☐ Application provides budget outlining project costs, including labor, materials, and equipment.
- ☐ Application identifies ability to provide photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results. This includes the ability for all trees removed and planted to be mapped and submitted.
- ☐ Application identifies ability to publicly post and promote grant project information and purpose.

Pre-Award Risk Assessment Questionnaire (Application requests $50,000 or more in grant funds. Tribal governments are exempt from this requirement)

- ☐ Pre-Award Risk Assessment Questionnaire and associated financial documents as applicable.

- This form will ask you to describe your history of performing the work that will be funded by the grant. This includes describing your organizations current staffing, current budget, and experience managing projects similar to the project being funded.
- Certification: No current principals have been convicted of a felony financial crime in the last ten years.

PAST GRANT PERFORMANCE

☐ Past Grant Closeout form has been reviewed and addressed in the Past Grant Performance section of the application or; Organization has never received a grant from the DNR Urban & Community Forestry program, or has no Grant Closeout form on record.

REMOVALS AND PLANTING

☐ Tree removals from boulevards and parks, must be replaced at least one-for-one (i.e., at least one tree planted for every tree removed), and trees must be replanted at the same location of the removal whenever possible and feasible.

☐ Removals conducted in park woodlands must meet the following requirements:
  - Removals in woodlands need to be mitigating a public safety concern or to address degraded ecosystems.
  - Removals must meet a minimum of one tree planted for five trees removed.

☐ Tree planting projects must follow standards set in A Pocket Guide to Planting Trees.

☐ Tree planting projects must identify tree species to be planted; site location(s); and number, and type/size of planting stock:
  - Trees planted must be a climate-adapted species to Minnesota.
  - The species identified for planting must increase the diversity of the community's tree canopy and advance the goal of working toward the 20-10-5 guidelines, meaning a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Communities without a completed tree survey may contact the DNR at ucf.dnr@state.mn.us to receive available community tree survey data.
  - Tree species listed on the Minnesota Invasive Terrestrial Plants list are not eligible for grant expenses, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
  - Species list for trees to be planted must be submitted and approved by DNR prior to planting.
  - Species list and numbers can be amended following the submission of tree inventory/survey data.
  - Tree stock must meet ANSI Z-60.1 and can be:
    - ¾-2 inch caliper bareroot,
    - a container class size #20 or smaller, or balled and burlapped trees smaller than 2.5" caliper (MNDOT Certified Landscape Specialist training required by planting organization in order for B&B trees to be eligible).
    - Flexibility is possible in instances where desired stock in unavailable.
  - DNR recommends trees be purchased with a one-year warranty.

RESIDENTIAL TREE PLANTING

☐ Work conducted on residential property will either be completed by residents, or by tree care companies holding liability insurance and with a MNDOT Certified Landscape Specialist,

International Society of Arboriculture (ISA) Certified Arborist on staff, or Tree Care Industry Association (TCIA) accreditation, or equivalent certification.

☐ A link to, or paper copy of, the Forest Service's Tree Owner's Manual must be provided to residents receiving a newly planted tree.

☐ For activities on residential land, residential agreements are required. Grant recipient will sign a formal agreement with the property owner following the guidelines in the Request for Applications.