



# SUPPORTING VERMONT MUNICIPALITIES THROUGH ASH TREE MANAGEMENT

## *Grant Application*

Funding: minimum \$5,000, maximum \$15,000

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### SECTION 1: Applicant Information

MUNICIPALITY OR ORGANIZATION:

ADDRESS:

PROJECT CONTACT PERSON:

PHONE:

EMAIL:

D-U-N-S NUMBER\*:

FINANCIAL CONTACT PERSON:

PHONE:

EMAIL:

### SECTION 2: Project Information

PROJECT TITLE:

SUMMARY OF PROJECT (*2 sentences maximum*):

GRANT FUNDING REQUESTED:

TOTAL PROJECT COST:

\*A D-U-N-S number is a unique nine-digit number that identifies business entities on a location-specific basis. To request your D-U-N-S number visit [dun & bradstreet](https://www.dunandbradstreet.com).

**SECTION 3: Statement of Need**

**Explain your municipality’s current situation regarding ash tree management on municipally owned or municipally managed land. Provide a succinct statement of need for funding, identifying the opportunities and desired outcomes of this municipal initiative. Include any information about your ash tree population (e.g. inventory or survey results), your municipality’s management strategy, and who has been or would like to be involved in making decisions about EAB management. Show that your town’s tree warden is active in the community through a letter of support or other documented input into the application.**

**SECTION 4: What do you plan on doing and how will you do it?**

In table format, provide a list of what your municipality plans on doing, describe how it will be done, and list the measurable results. All project work must be completed by January 15, 2022. Questions that should be answered in this section include, as applicable:

- How many public ash trees do you estimate will be removed through the project, what approximate size are they, and where are they located?
- How many replacement trees will be planted, where, and of what size and species?
- What will happen to the ash wood, both from the public right-of-way if it is rejected by the landowner and from municipally owned ash trees? Will any person or organization partner with the grantee or to distribute or utilize ash wood?
- What planning or management goals will you address in high use areas of town forests or other municipally owned trails or parking areas?

	Action	How will it be done?	Measurable Results	Timeline
1				
2				
3				
4				
5				

**SECTION 5: Who will carry out the plan?**

In concert with the action items entered above, identify who will be involved in the project and their role including services provided, financial contributions, and product donations. Consider the various municipal staff, boards and commissions, citizens, professionals, and non-governmental organizations (NGOs) that can be called upon as partners to support your efforts. If municipal staff will be performing ash tree removals, provide details about their qualifications and experience. Additionally, describe how the municipal tree warden will be involved in the project. Questions that should be answered (as applicable) in this section include:

- Who will coordinate tree removal efforts, including contacting and securing a contractor?
- Who will coordinate tree planting efforts and ensure proper planting, protection, and maintenance of these trees?
- Who will manage the distribution of ash wood and, if applicable, the record of its innovative use in the community?
- Who will assess specific sites within town forests or other municipally owned lands for the impact of potential ash management in these areas?
- Who will communicate the project to the public and record information for future budget planning or land use planning efforts?

Release Date: August 6, 2020  
 Proposal Due Date: October 30, 2020

<b>Section 6: Budget</b>				
A Project Component	B Grant Request	C Match		D Total Project Cost
		Cash	In-Kind/ Donations	
Personnel (salary and fringe)				
Materials/Supplies				
Equipment (purchases of \$5,000 or more)				
Services				
Travel				
Other				
<b>Total</b>				
<p><b>Budget Explanation:</b>            Provide additional information that will help clarify your budget request. For example, partner contributions or details on expected expenditures.</p>				
<p><i>Note: The Total Grant Request (bottom of Column B) must be at least 50% of Total Project Cost, bottom of column D. Remaining balance of Total Project Cost is Applicant Match and may be divided in any way between cash and in-kind/ donations.</i></p>				

## Additional Requirements and Attachments

We understand and commit to the following additional requirements of this Ash Tree Management Grant program:

- Grant of permission for VT UCF to take and publish photographs of project work;
- At the request of VT UCF, at least one site visit with staff to removal and replanting sites and/or a pre- or post-grant review to support information sharing among communities;

Required attachments for a complete proposal package:

<https://vtcommunityforestry.org/programs-0/financial-assistance/eab-management-grants>

- Completed Risk Assessment Questionnaire;
- Municipality Insurance Certificate, refer to FPR Insurance Guidance for coverage minimums;
- Ash inventory or survey results or summary; and
- Emerald ash borer management plan, draft plan, or documented management strategy.

## Changes resulting from delays or complications due to COVID-19:

Restrictions put in place by the State of Vermont in response to COVID-19 may alter the proposed timeline of awarded grants. Work start dates and any subsequent deliverable dates in grant agreements are subject to change. It is the responsibility of the municipality to ensure that any work conducted under this grant complies with State of Vermont Executive Orders.

## Send completed proposal packet to:

Vermont Department of Forests, Parks and Recreation  
Urban & Community Forestry Program  
1 National Life Drive, Davis 2  
Montpelier, VT 05620  
[jenny.lauer@vermont.gov](mailto:jenny.lauer@vermont.gov)

### **PROPOSALS DUE:**

**electronically, by close of business Friday, October 30<sup>th</sup>, 2020**  
**by mail, postmarked by Friday, October 30<sup>th</sup>, 2020**