

Green Grant Application Form

District of Columbia Urban Forestry Administration

ORGANIZATION / CONTACT INFORMATION

Please type or print clearly and answer all questions.

Project Name: _____

Amount of funds requested: \$ _____

Project Address: _____

Project Neighborhood: _____ Project Ward: _____

Organization/Neighborhood Group Name: _____

Organization Address: _____ Zip _____

Project Coordinator: _____

Phone: (W) _____ (Cell) _____

E-mail: _____

Assistant Coordinator (AC): _____

AC Address: _____ Zip _____

Phone: (W) _____ (Cell) _____

E-mail: _____

When was your group started? _____

How often do you meet? _____

How many active members? _____

Do you have a group bank account (select one)? YES__ NO__

If not, who will act as your fiscal agent (i.e., who will accept the funds on your group's behalf)?

Briefly describe your group, its members, purpose, and how it got started.

How did you hear about the green grants program?

For the following sections, use as much space as necessary to succinctly but adequately respond to each point.

PROJECT NARRATIVE

Project Preparation

Project Goals and Objectives

PROJECT IMPLEMENTATION

Create a list of tasks required to carry out the proposed project and a timeline for completion.

Have you secured permission from proper authorities to complete the work?

How many volunteers from your organization are committed to implementing and maintaining this project?

Will you need to recruit additional volunteers to execute the project? If so, how many? What is your plan for volunteer recruitment?

PROJECT MAINTENANCE

Please list both short term and long term maintenance needs.

What is the plan for ensuring that these maintenance needs will be met? For example, what type of schedule will be kept or on an as-needed basis?

Is there a water source available on site? If so, do you have permission to use it? If not, what is your plan for watering your garden/trees?

Will any outside assistance be needed for this project?

EVALUATION PLAN

Please describe your plan for evaluating progress and success of the project.

What is your planned schedule for project reporting to UFA?

What is the anticipated timeline for project preparation, implementation, and evaluation?

BUDGET INFORMATION

The budget must be consistent with the project proposal and should list all items and services for the project. The budget should indicate all the amounts to be covered by the grant request. Clearly indicate all costs for purchasing non-personnel supplies and equipment related to the project. Please attach supporting documents related to your project budget: quotes, contractor estimates, catalogue product listings, etc.

Grant funds cannot be used to purchase items such as t-shirts, food, or other non-tree work related items.

Budget Example:

Description	Total Estimated Cost	Grant Funded Amount	Total
10 <i>Zelkova serrata</i> 2-2 ½" cal. B&B @ 200 each	\$2,000.00	\$2,000.00	\$2,000.00
10 <i>Cercis Canadensis</i> 2-2 ½" cal. B&B @ 200 each	\$2,000.00	\$2,000.00	\$2,000.00
Landscape architect consulting \$35/hr x 4 hrs	\$140.00		\$140.00
TOTAL	\$4,140.00	\$4,000.00	\$4,140.00

ATTACHMENTS

An applicant should include the following supporting documents:

- Permission letter to use the site
- Photos of the project site
- Budget
- Volunteer and project reporting schedule

I certify that, to the best of my knowledge, the above information is true.

Signature of Project Coordinator

Date