

# Wisconsin Urban Forestry Startup Grant Application Guidelines

The DNR Urban Forestry Program offers grants to support development of sustainable urban and community forestry programs at the local level. Two options are available: a) the Regular Urban Forestry Grant, for communities with existing programs; and b) the Startup Grant, for communities that want to start an urban forestry program or resume an inactive program. **This document contains information for those considering a Startup Grant.** For information about Regular Urban Forestry Grants, see <http://dnr.wi.gov/topic/UrbanForests/grants/index.html>.

## **About Startup Grants**

The Startup Grant is for small projects focused on initial steps in community tree care and management. A long-term goal for applicants should be development of a sustained community tree management program.

- Grants are awarded on a competitive basis.
- Grants range from \$1000–5000 and require a 50–50 match. *(Total project cost range is \$2,000–10,000.)*
- The project sponsor must initially fund 100% of project costs with a combination of cash, in-kind contributions and/or donations (donations cannot constitute more than 50% of total project costs). Upon completion, the project sponsor requests reimbursement for 50% of eligible costs. *(501[c][3] nonprofit organizations may request an advance when a grant is awarded.)*
- Only one Startup Grant may be awarded to an applicant per year.
- Projects begin January 1 and must be completed within one calendar year.

## **Who May Apply**

Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations\* **who meet two or more of the following conditions** may apply for a Startup Grant:

- starting, or recently started, a community-wide tree care program
- resuming tree care and management activities that were once a regular community-wide program that ended
- community tree care (planting, pruning, removal) by staff or contractors is infrequently performed
- involvement and support for community trees and their care by boards/committees, elected officials, organizations and/or residents is low to non-existent
- there are no trained staff, contractors or volunteers authorized to handle, advise or oversee community tree care and management

*(Prospective applicants are encouraged to contact their DNR urban forestry coordinator for guidance in assessing eligibility. See page 2, under Help.)*

*(\*501[c][3] organizations must assess eligibility of the community their project serves, not their own organization.)*

A maximum of three Startup Grants may be awarded to an applicant within the lifetime of this Startup Grant program. To be eligible for a third Startup Grant, an applicant must either: a) have an existing tree inventory; or b) use the grant process to complete one.

### **Eligible Projects**

Projects must relate to community tree management, maintenance or education and take place within Wisconsin cities, villages or other areas of concentrated development. Projects by 501(c)(3) organizations must focus on their community's trees.

Projects may consist of **no more than two** of the following four components:

- tree planting
- tree pruning and/or removal
- tree inventory and/or management plan
- public outreach (may include forming a tree board, writing a tree ordinance, staff and/or volunteer training, or improving awareness of the importance of community trees and their management)

### **Eligible Costs**

Eligible costs are those necessary for completing the project. Costs must be documented, reasonable and consistent with the project scope. Examples include:

- salaries and fringe benefits of people working directly on the project
- cost of services, supplies, equipment or facilities used on the project
- value of labor, services, supplies, equipment or facilities donated to the project by third parties

### **How to Apply**

Complete form 8700-320, Wisconsin Urban Forestry Startup Grant Application, <http://dnr.wi.gov/topic/UrbanForests/documents/StartupGrantApp2014.pdf> . The form is electronically fillable, printable and savable.

Though electronic application is encouraged, paper applications are equally acceptable. If you need a paper copy of the application form or the sample resolution, print from the website or contact your regional urban forestry coordinator.

Applicants must obtain a resolution from their governing body designating a representative to file the application and handle all grant actions on behalf of the applicant. A sample resolution is provided at <http://dnr.wi.gov/topic/UrbanForests/documents/UFGrantsCombinedResolution.pdf>.

501(c)(3) organizations must include a copy of their constitution, bylaws or articles of incorporation, unless already on file with the DNR Urban Forestry Program.

### **Submit your application and authorizing resolution by:**

#### **Electronic format**

Attach the signed electronic form and attachments to an email addressed to [DNRUrbanForestryGrants@wisconsin.gov](mailto:DNRUrbanForestryGrants@wisconsin.gov).

#### **Or, mail hard copies or fax to**

Wisconsin Department of Natural Resources  
Urban Forestry Grant Manager – FR/4  
101 S. Webster St., PO Box 7921  
Madison, WI 53707-7921  
Fax: 608-266-8576

**Electronic submissions must be received by midnight October 1, 2013. Hard copies must be postmarked by October 1, 2013.**

## **Help**

For more information or assistance, contact the DNR urban forestry coordinator serving your area; see <http://dnr.wi.gov/topic/UrbanForests/contact.html>.

Cities, villages, towns, tribes and 501(c)(3) organizations who do not meet Startup Grant eligibility requirements may be eligible for a Regular Urban Forestry Grant; see <http://dnr.wi.gov/topic/UrbanForests/grants/index.html> .

***The Urban Forestry Grant Program is one of many tools DNR offers to support community tree management!***