

Wisconsin Urban Forestry Startup Grants

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 a program they once had. **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.html#urban>.

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 cash, in-kind contributions and/or donations. 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/WI-UF-StartupGrant-2013App8700-320.pdf>.

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>.

How to Submit Your Application

You have three choices – e-mail, mail or hand delivery.

To e-mail your application:

Sign and date the completed application form and resolution. Scan the forms as .pdf documents. Email the application, resolution and any other required documents as attachments to your regional urban forestry coordinator. The e-mail must be **sent no later than October 1, 2012**.

To mail your application:

Sign and date the completed application form and resolution, enclose any other required documents and mail to your regional urban forestry coordinator. The application **must be postmarked no later than October 1, 2012**.

To hand deliver your application:

Sign and date the completed application form and resolution, enclose any other required documents and deliver to the office of your regional urban forestry coordinator **no later than close of business on October 1, 2012**. You must deliver the application when the office is open and staffed. **Note: Not all offices are open every day.**

E-mail address, mailing address and phone number for your regional urban forestry coordinator can be found at: <http://dnr.wi.gov/topic/UrbanForests/contact.html>

Applications will not be accepted past the deadline date. The Department is not responsible for e-mail delivery that fails, mail not postmarked on the day of mailing or hand delivery made after office hours.

Applications must be received or postmarked by October 1, 2012

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.html#urban>.

Help

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

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