

# Oregon Arbor Week Booster Grant Application Form 2017



## What We Do

The mission of [Oregon Community Trees](#) (OCT) is to promote healthy urban and community forests through leadership, education, awareness, and advocacy. We assist community groups, local governments and schools with our expertise to support urban and community forestry, an often overlooked and very valuable resource that cost-effectively enhances every Oregonian's quality of life.

## Eligibility

Oregon Community Trees is offering grants of up to \$500 each to at least four [Tree City USA](#) communities that have been designated for at least one year to enrich Oregon Arbor Week celebrations during April.

## Why Oregon Tree Cities?

The national Tree City USA program requires an annual recertification effort that includes an Arbor Day celebration. OCT would like to support Oregon Tree Cities in these efforts.

## Schedule/Deadlines

Dec 12	Notice of grants and applications sent out
<b>Jan 27</b>	<b>Applications due</b>
Feb 3	Applications reviewed/decision made
Feb 6	All applicants notified of decision and Grant Agreement sent to grantees
Feb 15	Reminder to communities that have not returned signed Grant Agreement
Feb 20	Grant Agreement due back to OCT
Feb 27	Disburse funds
April 2-8	Oregon Arbor Week 2017 (National Arbor Day is April 28, 2017)
May 19	Deadline for grant recipients to provide photos or video to OCT



- Electronic submissions of the PDF form are preferred. Responses may also be provided in the body of an email or a Word document; please number responses 1-17 to match the application form.
- After their Arbor Week or Arbor Day celebration, grant recipients must provide OCT with documentation of how funds were spent with digital photographs or videos of the activity - preferably with people using, enjoying or participating in the celebration. These images, and information provided on this application, will be used to promote the grant recipient's Tree City USA as well as OCT's Arbor Week Booster Grant program on our website and at our annual conference.
- Permission for OCT to use the material in this way shall be automatically granted by the grant recipient on acceptance of the award, and it shall be the grant recipient's responsibility to obtain any necessary permission when taking the required photographs or videos.

## Use of Funds

All funds are to be used to celebrate Oregon Arbor Week in your community. Funds can be used for a one-time use or event, or to purchase items that can be used for celebrations again and again. Some ideas for the using the grant include:

- To support a community tree planting activity.
- To support a school tree planting activity with children.
- To purchase tree-related books for the local library.
- To create banners or other signage.
- To create a portable, hands-on activity station.
- To purchase and plant trees (proper tree planting instructions can be provided to you, upon request).
- To purchase tree planting tools.
- To create an award or plaque for citizens or volunteers.
- To purchase shirts, hats, vests or supplies for volunteers.
- To purchase a reusable canopy for outdoor events.
- To purchase prizes for local poster or writing contests.
- To support a guest speaker, community training event, or produce creative community outreach materials.

Please acknowledge OCT at your event by announcing and/or printing: **This project is supported with funding from Oregon Community Trees.** We also ask that the OCT logo be displayed if your project includes printed materials or a website.

**Criteria Used to Evaluate Proposals**

Preference will be given to proposals that meet the following criteria:

- Cost effectiveness and project feasibility;
  - Education and/or outreach is incorporated to raise awareness and build support for community trees;
  - Interdisciplinary approach that incorporates elements of diversity, creativity, and science; and
  - Events or materials will be placed in a prominent space that the community residents see or visit regularly.
- Please Note: Communities that received the award in 2016 are not eligible for OCT’s Arbor Week Booster Grant in 2017, but keep those great ideas for next year!



**Contact Information to Submit Application Form or Questions**

Contact Morgan Holen, Board Member, Oregon Community Trees, at 971-409-9354 or [octgrants@gmail.com](mailto:octgrants@gmail.com).

1. Tree City USA: \_\_\_\_\_
2. Project Coordinator, Name: \_\_\_\_\_
3. Project Coordinator, Email: \_\_\_\_\_
4. Project Coordinator, Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
5. Are you a:  city staff person  tree board member  community civic org volunteer  
 non-affiliated volunteer  teacher  other: \_\_\_\_\_
6. Signing Authority for Grant Agreement, Name: \_\_\_\_\_
7. Signing Authority for Grant Agreement, Email: \_\_\_\_\_
8. Signing Authority Grant Agreement, Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
9. Grant Amount Desired (up to \$500\* per Tree City USA): \$ \_\_\_\_\_  
*\* Please request only the amount you NEED to enable our limited funding to support as many proposals as possible.*
10. When will your event take place? \_\_\_\_\_
11. Describe your proposed project or event:



12. How will this project or event “boost” your community’s Arbor Week or Arbor Day recognition or celebration? (i.e., how will the grant award make your event better than ever?)

13. What key groups or partners have committed to working on this project or event with you?

14. How will the funds be used cost-effectively?

15. Please estimate your budget below (add lines or attach a separate table as necessary).

Budget Item	OCT Funding Request	Matching Funds, if any	Total Cost
1.			
2.			
3.			
4.			
5.			
TOTAL BUDGET			

16. Any other information you would like to add (such as how this project or event fits into your urban forestry program, whether you anticipate attracting new participants not typically engaged in urban forestry, how this grant would impact your existing budget, how your event will run smoothly, etc.).

17. Please confirm that your organization and/or the project coordinator agrees that any photos or materials supplied by the grant recipient may be used by Oregon Community Trees on its Facebook page, web page, at the annual conference or in any other print or electronic capacity deemed helpful to promote your program or event, our grant, the value of trees, and the achievements of Oregon’s Tree City USA members. It is the responsibility of the photographer or videographer to solicit permissions at the time of recording.

I agree       I do not agree

*Thank you for submitting this application. Oregon Community Trees appreciates your efforts to engage your community in celebrating trees through Arbor Week and Arbor Day projects and events in April.*