



Schoolyard Tree Planting Grant Program



Return Application to

tree@ottawa.ca

OR

City of Ottawa
Public Works, Forestry Services Branch
100 Constellation Crescent
Ottawa, ON K2G 6J8
Mail Code 26-62
Attention: Forestry Services

OR

Fax to: 613-580-2611

If you require assistance to complete the application form or have inquiries please call the City of Ottawa's Call Centre at 311.

Program Criteria/Instructions to Applicants

The mandate of the Schoolyard Tree Planting Grant Program is to improve and enhance Ottawa's existing urban and rural forest cover by creating partnerships with the community for tree planting initiatives in schoolyards

Application Deadline

Applications must be received by the City by **June 1st**. Applications that are approved will be planted or funding awarded for spring season the following year. A minimum of one site visit with a City representative is required as part of the grant review process and must be completed between June 1st and December 1st of the application year.

Funding Level

The maximum grant funding level in any one year is \$10,000. Grants may be awarded in funds (up to \$500 per tree) or in trees supplied and planted by the Forest Management Unit. No matching funding is required on the part of the applicant. The number of projects awarded each year is subject to the availability of City funds for this program. A limited number of schoolyard projects each planting season will be awarded with trees. The selection of these projects is at the discretion of Forest Management Unit.

Eligible Projects

Tree planting projects on school property within the City of Ottawa are eligible to apply for the Schoolyard Tree Planting Grant Program. Applications will be accepted from Student or Parent Councils, environmental/garden clubs, or other groups/ individuals that can demonstrate a commitment to the tree planting project in partnership with the school. In addition to project coordination, applicants must demonstrate the ability to perform tree maintenance activities.

Funding will not be awarded for projects that have already been completed. Groups may receive funding in successive years however; priority will be given to those groups who have not received past funding. Groups receiving funding will not be eligible for funding for tree planting through other City of Ottawa grant programs within the same year.

Projects are eligible for funding to cover the purchase and installation of trees only. The following project elements are not eligible for funding:

- Site furnishings (benches, gazebos, play structures, etc.)
- Planters
- Ponds
- Site preparation
- Pathways
- Cedar hedges
- Fencing
- Shrubs, perennials, grasses or other ground covers
- Signage
- Other non-tree related item

Expenditures and Reporting

Funding must be spent and projects completed within eighteen months (18) of grant approval. For projects which have received funding dollars, submission of receipts is required within 3 months of expenditures. The City reserves the right to reduce or reject a previously approved funding application if the required documentation is not submitted within three months of project completion.

A final project report is due by **May 1** in the year following project installation and must include the number of trees planted, an evaluation of your tree maintenance program, and photographs of the new plantings. Recipients must acknowledge the City's support from the Schoolyard Tree Planting Grant program in any news articles or related promotional material related to the project.

Follow-up inspections by Forest Management Unit staff may be conducted to verify the plant installation and use of appropriate maintenance techniques and to suggest appropriate measures if problems arise. After the tree is planted, it is the applicant's responsibility to ensure that the trees are watered and maintained to ensure healthy growth and establishment and that the trees will remain in their planted location.

Typical Project Timeline

June 1 Year X	→	December 1 Year X	February 1 Year X+1	March 1 Year X+1	Summer Year X+1	→	May 1 Year X+2
Submit application on or before June 1	Review of application	Site visit with City representative required by December 1	Final approval by property owner by February 1	Final approval by City	Project completion and receipts submission	Care of trees	Final report due by May 1 following installation

1. Applicant Information

Name of Organization/ Community Group:		
Address:		
Contact Person(s):	Title:	
Phone:	Fax:	E-Mail:

2. School Information

Name of Principal:	Phone:
Name of Custodian:	Phone:
Name of Parent Council Representative:	Phone/ Email:
Name and Address of School:	
School Hours	
Opens:	Closes:
Recess:	Lunch:
Property owner/school principal is in support of the project. (Principal support is required at the time of application and school board and/or property owner approval will be required prior to the award of the grant.) <input type="radio"/> Yes <input type="radio"/> No	
Letter of support from principal included in the application <input type="radio"/> Yes <input type="radio"/> No	

3. Project Description

Project Description and Benefits of the Project: (Attach separate sheet if necessary.)		
Number of People Involved in the Project:	Project Start Date	Project End Date

4. Maintenance (How will you care for the trees?)

It is the responsibility of the applicant to provide the necessary watering, maintenance and protection of the trees to ensure healthy growth

Maintenance Contact (person from your group who is responsible for coordinating tree watering) :

Phone/ Email Contact:

Three Year Maintenance Program and Watering Schedule: (Attach separate sheet if necessary.)

5. Site Sketch

Please attach a sketch or plan of the site showing the location of proposed tree planting and other significant features. Site sketch should include the following:

- Proposed (new) tree locations;
- Proposed tree species;
- Proposed tree size at time of installation (for example: caliper, height);
- Location of hose bib/ watering source;
- Existing structures (for example: buildings play equipment, planters, sheds, fences etc.);
- Location of winter snow storage;
- Existing vegetation;
- North arrow;
- Access to site;
- Street names;
- Overhead utilities (for example: hydro; lights; cable etc).

6. Planting Information

Number of trees or amount of funding requested # _____ trees OR \$ _____ funding

Cost estimate included with your application form (if requesting funding) : Yes No

7. Additional Information

Has your group applied for other grants for this project? Yes No If yes, name of grant and amount:

Does your group have other funding sources? Yes No If yes, name of grant and amount:
(Parent Council, School Board etc)

8. Authorization

As an authorized representative of _____

, I attest that all information contained in this application is accurate to the best of my knowledge. I accept the terms and conditions for funding as outlined Program Criteria/Instructions to Applicants.

Name of Representative (Please print)

Date

Signature of Representative

The City of Ottawa is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents and photographs provided to the City in the Community Tree Planting Grant Application form and report may be available to the public unless the party submitting the information requests that it be treated as confidential.

Application Received: _____
(Office use only)