



Supporting Documents

ND Forest Service Community Forestry Grants



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Tips for Successful Grant-Writing

Keep in mind that a successful grant is based on two things - the quality of the project and the ability of the applicant to successfully carry out the project. A few helpful tips to keep in mind:

1. **Do your homework.** Read the guidelines thoroughly before you begin writing. Be certain that you are applying to the right program. If you have questions about the appropriateness of your application, contact the ND Forest Service well in advance of the deadline.
2. **Prepare a timeline** backwards from the postmark deadline that will allow you enough time to think through the project, draft, revise, and edit your proposal. You are encouraged to complete your application before the deadline, contact staff to review it, and offer you the opportunity to make corrections/changes.
3. **Fill out a practice application.** Make blank copies of the application form.
4. **Draft your application narrative and budgets.**
 - o Be concise and specific in your narrative.
 - o Maintain a positive tone; write in an active voice.
 - o Answer all questions. Write "not applicable" rather than leaving the question blank.
 - o Make sure your budget supports the goals of your project.
 - o Itemize where asked.
 - o Check your math.
 - o Specific information will give the review committee a clearer picture of your project.
5. **Put yourself in the reviewer's position.** Don't overload the reader with too much unnecessary information or verbose language. Simple, everyday language will best convey your ideas. Plan and organize your application with a well-structured outline. Each part should provide necessary information about your organization or project. Have someone not directly involved with your organization read the application. Having read only the application, ask their opinion about what your needs are, what you are requesting, and your ability to conduct the project.
6. **Submit a draft or discuss your proposal with ND Forest Service staff for review and feedback.** This doesn't guarantee funding, but staff can help you strengthen your proposals. Build this into your timeline. **Provide documentation of your visit with staff on page 1 of the application.**
7. **Revise according to feedback.** Incorporate outside comments into your proposal, double-check spelling, grammar, readability, and math.
8. **Is your application complete?** Follow the application instructions carefully. A checklist is part of the application. Use it to make sure nothing has been overlooked. Has everything been signed by the correct people? **Do you have the appropriate number of copies, support materials, etc.?** Include one copy for your records.
9. **Submit the complete application by the deadline date.** Faxed applications will not be accepted. Original signatures are a must.

Adapted from: ND Council on the Arts, 2011

Applicants should contact ND Forest Service staff with any questions.

CULTURAL RESOURCES FACT SHEET

What are Cultural Resources?

Cultural Resources are evidence of past human activity. This might include pioneer homes, buildings or old roads; structures with unique architecture; prehistoric village sites; historic or prehistoric artifacts or objects; rock inscriptions; human burial sites; earthworks, such as battlefield entrenchment, prehistoric canals, or mounds.

People have lived in North America for at least 12,000 years. Archaeologists and historians have divided this time span into prehistoric and historic periods. The prehistoric period extends from the earliest arrival of humans in North America to the coming of the European explorers. The historic period begins with the arrival of these explorers and continues up to the present.

These nonrenewable resources often yield unique information about past societies and environments, and provide answers for modern day social and conservation problems. Although many have been discovered and protected, there are numerous forgotten, undiscovered, or unprotected cultural resources in rural America.

Several Federal, state, and local laws have been enacted to preserve cultural resources. The most important of these is the National Historic Preservation Act of 1966. Under this and other legislation, Federal agencies, including the U.S. Department of Agriculture, are required to protect cultural resources.

SOME BENEFITS OF CULTURAL RESOURCES

Cultural resources provide many useful benefits to people today. They:

- Expand our knowledge and understanding of history.
- Provide scientific data. Archeological sites for example, can provide information not available from historic records on droughts, floods, and erosion over thousands of years.
- Provide jobs during the renovation process. Preserving cultural resources may also stimulate other community improvements.
- Attract tourists, who bring money into the community.
- Provide information that will help solve conservation and natural resource problems. Some modern irrigation techniques, for example, are actually based on prehistoric methods.

YOUR ROLE

Every American has a stake in the protection of cultural resources. All of the protected and restored cultural resources that we enjoy today have one thing in common: some individual, group, or organization went to work to protect and preserve for future generations to come.

If you know of an undeveloped cultural resource, do your part to preserve our country's heritage. Contact a local historical society, museum, archeological society, university archeology (sociology, anthropology) department, or your local natural resources conservation service office.

<http://www.nrcs.usda.gov/technical/ECS/culture/mission.html>

Three-Year Maintenance Plan

Community Tree Planting Projects

Revised Sept 2011 – ND Forest Service

YEAR ONE

Pre-planting:

- Determine area of planting space; refer to local Tree Ordinance
- Determine soil type. Take soil samples for soil testing (pH, mineral content, etc.)
 - NDSU Soil Testing Lab <http://www.soilsci.ndsu.nodak.edu/soiltesting.html>
- If the soil will not support a diverse selection of trees, consider a different site.
- Locate underground and above utility lines – ND One Call <http://www.ndonecall.com/>
- Determine appropriate tree types and sizes for planting site (B&B, container, bare-root, small-statured vs. large growing trees). Consider the future maintenance needs of the plant material before planting: water accessibility, mulching, weed control, etc.

Planting Day:

- Keep roots moist; **do not allow the roots to dry out.** This is especially critical for bare-root trees.
- Remove turf from planting area.
- Dig planting hole wide and shallow. The hole should be 2-3 times wider in all directions than the root spread.
- Prune only dead or broken branches.
- Remove all twine or rope from trunk and branches.
- Remove planting container and burlap or any other material that would constrict root growth: wire, plastic, wooden basket.
- Do not use amendments in the planting hole. This discourages roots from expanding outside the planting hole, which can lead to girdling roots.
- Make SURE that root flare is at soil level. First-order roots should be just below the soil surface. **Deep planting one of the most common reasons for unsuccessful tree planting projects.**
- Water tree at planting to remove large air pockets. After backfilling, gently firm soil – do not pack soil. Heavy packing will remove air spaces and can potentially damage fine roots.
- Do not mound soil against trunk of tree.
- Mulch over the entire root area with 2"-4" of organic mulch (wood chips, shredded bark, etc.) Keep mulch 2"-4" away from tree trunk to avoid trapping excessive moisture and negatively impacting tree health.
- Staking is generally not necessary, and can even be detrimental for most young trees. Exceptions include an extremely windy site, a tree with an unusually small root system, an unusually large canopy relative to a tree's root system, or to protect trees in high traffic areas where vandalism is feared.
- Fertilizer is not recommended for newly planted trees.

After Planting:

- Water tree during dry periods. Depending on soil type, a schedule of watering every 7-10 days is reasonable. Deep watering is better than shallow watering. Continue watering right up till the ground freezes.
- Inspect trees for disease or insect problems.
- Monitor health and vigor of trees.
- In fall, wrap thin-barked trees with tree wrap. Remove the wrap in spring.
 - Thin-barked trees include lindens, mountain-ash, silver maple. Fruit trees may also benefit from wrapping in fall to prevent rodent damage.

YEAR TWO

- Continue to monitor tree health and vigor. Inspect for disease and insect problems. Inspect evergreen trees for winter injury and fruit trees for rodent damage.
- Notify nursery or contractor to replace any trees that may have died. Refer to planting contract for guarantee.
- After guarantee expires, responsible entity is expected to replace any trees that die.
- Remove tree wraps in spring.
- Remove stakes after one year.
- Add more mulch, as needed.
- Begin pruning to train trees for correct form one year after planting. Remove no more than ¼ of the foliage in one season. Retain lower branches on trees to help increase trunk taper more quickly.
- Continue deep watering as needed, till ground freezes.
- Wrap trees as needed for winter protection.

YEAR THREE

- Continue to monitor tree health and vigor. Inspect for disease and insect problems. Inspect evergreen trees for winter injury and fruit trees for rodent damage.
- After guarantee expires, responsible entity is expected to replace any trees that die.
- Remove tree wraps in spring.
- Add more mulch, as needed.
- Continue corrective pruning cycle. Remove no more than ¼ of the foliage in one season. Remove lower branches on trees once they begin to interfere with foot traffic or maintenance equipment.
- Continue deep watering as needed, till ground freezes. Do not over-water.
- If necessary, a fertilizing schedule may begin during third or fourth year.
- Avoid mechanical or herbicide injury.
- Avoid trenching, soil compaction, or depositing de-icing salts around trees.
- Wrap trees as needed for winter protection.

REFERENCES

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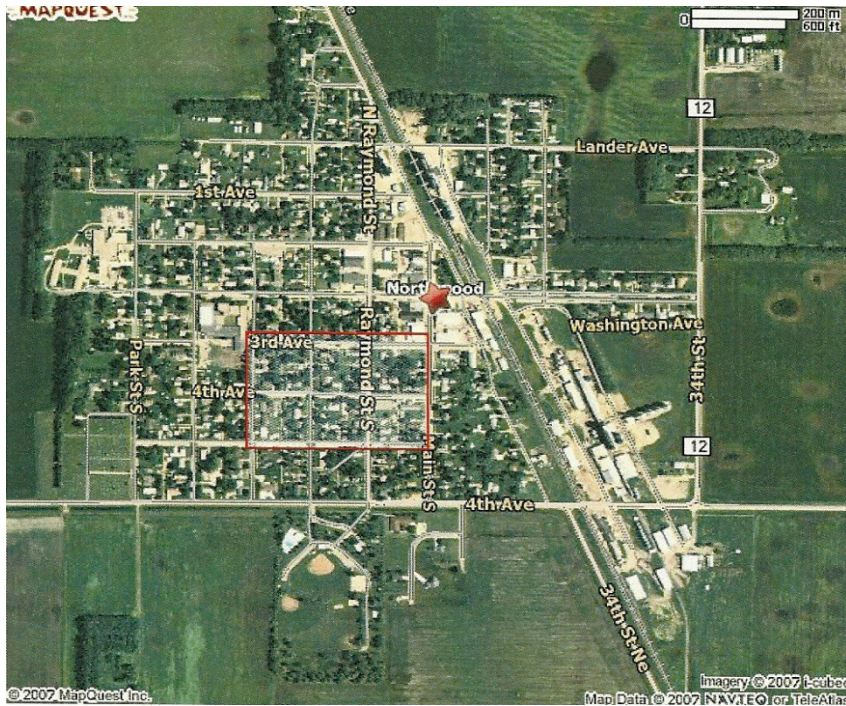
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Examples of Vicinity Maps

Maps available via www.mapquest.com



Project area on map is outlined in red



Design Plans

Examples of Design Plans

