



2017

# North Dakota Forest Service Community Family Forest Grant Program

## Application Deadline: 30 April 2017

Entity: \_\_\_\_\_

Community: \_\_\_\_\_

Primary Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

<p><b>Applicant MUST contact NDFS personnel to coordinate project planning efforts during the process of completing this application.</b> See personnel contact information at <a href="http://www.ndsu.edu/ndfs/">www.ndsu.edu/ndfs/</a>.</p>
Name of NDFS Community Forestry Staff:
Date(s) of Contact:

Provide the legal land description of the project location. We will use this information to conduct Class I cultural resource reviews. To assist with your legal land descriptions: <http://mapservice.swc.state.nd.us/>

County Name	Township Number	Range Number	Section Number	Quarter NE, NW, SE, SW

## PROJECT DESCRIPTION

### **1. Please describe your project by answering the following questions.**

*a. What is the project? Include a planting plan or design (supporting documents) with your application.*

*b. Where will the project be located? Include maps of the community showing the location of the project and a detailed map of the project site (supporting documents). Remember to consider the location of above ground and below ground utilities.*

*c. Why is the project important to the community?*

*Attach additional pages as necessary for any of the questions.*

Community Family Forest

## PROJECT DESCRIPTION

*d. Who will be involved with the project and what will they do?*

*e. How are volunteers involved with the project?*

*f. What is your plan of work and project schedule?*

*g. What additional information would you like to share with the review committee to help them understand the project?*

*Attach additional pages as necessary for any of the questions.*

# Project Cost In-kind Contributions

## 2. Community's In-Kind Contribution

*Donated items must be used for the project; no peripheral expenses can be used as match, such as food, refreshments, or other items outside the scope of the project.*

### A. In-Kind Labor – Volunteers

Estimate the community's "In-Kind Labor Contribution" to complete this project.

*Suggested Volunteer Labor Value: \$15.00 per hour.*

ACTIVITY	VOLUNTEER GROUP'S NAME (IF APPLICABLE)	# OF PEOPLE X	# OF HOURS	TOTAL = HOURS	VALUE X PER/HR.	GRAND = TOTAL
(Copy amount into In-Kind Labor on Project Budget Estimate.)						1A
<b>TOTAL VALUE OF IN-KIND LABOR</b>						

### B. In-Kind Equipment

What donated equipment will be used to complete this project?

*Suggested Values: Small Equipment \$15 - \$20 per hour, Large Equipment \$50 - \$70 per hour.*

ACTIVITY	EQUIPMENT USED	# HOURS X	VALUE PER HOUR	= TOTAL VALUE
(Copy amount into In-Kind Equipment on Project Budget Estimate.)				2A
<b>TOTAL VALUE OF IN-KIND EQUIPMENT</b>				

**C. In-Kind Supplies**

What supplies or other donated items of value will be used to complete your project?  
**(Food and refreshments are not eligible.)**

SUPPLIES	VALUE
(Place the value of the in-kind item in the appropriate category of the Budget Estimate.) <b>TOTAL VALUE OF OTHER IN-KIND CONTRIBUTIONS</b>	<sup>4A</sup>

## Project Cost Cash Expenses

**3. Cash expenses for your project.**

**A. Site Preparation** - What is the estimated cost of preparing the site for the project?

ACTIVITY	TOTAL
<b>TOTAL ESTIMATED COST OF SITE PREPARATION</b>	<sup>3B and/or 3C</sup>

**B. Supplies** - What is the estimated cost of non-plant materials needed for completing this project?

ITEM PURCHASED	Quantity OF ITEM	COST PER ITEM	TOTAL COST OF ITEM
<b>TOTAL ESTIMATED COST OF SUPPLIES</b>			<sup>4B and/or 3C</sup>

**C. List the plant materials to be used**

Estimate the cost of plant materials to complete your project.

*Size examples – 6' Bare Root (BR), 1½" (BR), #5 container, 1½" Balled and Burlapped (B&B)*

SPECIES	SIZE	NUMBER	COST PER TREE	TOTAL COST
<b>TOTAL COST OF PLANT MATERIALS</b>				5B and/or 5C

*No person may engage in the business nor act in the capacity of a contractor within the State of North Dakota when the cost, value, or price per job exceeds the sum of four thousand dollars without first having a license. (NDCC 43-07-02).*

**D. Contracted Planting Services.**

Estimated Labor Cost for planting services: \_\_\_\_\_  
6B and/or 6C

**Community must follow a three-year maintenance requirement. See Supporting Documents.**

## PROJECT BUDGET ESTIMATES

PROJECT EXPENSES	APPLICANT IN-KIND MATCH A	APPLICANT CASH MATCH B	GRANT FUNDS C	TOTAL D
Labor 1	Question-2A		NOT ALLOWED	A+B=D
Equipment 2	Question-2B		NOT ALLOWED	A+B=D
Site Preparation 3		Question-3A	Question-3A	A+B+C=D
Supplies 4	Question-2C	Question-3B	Question-3B	A+B+C=D
Plant Materials 5		Question-3C	Question-3C	A+B+C=D
Contracted Planting Services 6		Question-3D	Question-3D	A+B+C=D
Other (please specify) 7			NOT ALLOWED	A+B=D
<b>TOTAL</b> 8	Sum A1-A7	Sum B1-B7	Sum C3-C7	Sum D1-D7=Sum A8+B8+C8

**Budget Summary**      Applicant's In-Kind Match Contribution (B8) \_\_\_\_\_

Applicant's Cash Match Contribution (B8) \_\_\_\_\_

Grant Funds Requested (C8) \_\_\_\_\_

*(Grant funds requested may not be more than maximum allowable grant award.)*

Total Project Cost (D8) \_\_\_\_\_

**NOTE:**

- Applicant must contact NDFS personnel to coordinate project planning efforts in the course of completing the application.
- At least 20% of the total cost of the project must be contributed by the applicant in the form of cash, services, and/or in-kind contributions.
- Maximum grant award is \$1500; ND Tree City USA communities may apply for a maximum award of \$2000.

**Project expenses for which you seek reimbursement must be incurred AFTER a contract is signed.**

Project grant funds are distributed on a reimbursement basis. Reimbursement requests must be submitted for payment at the completion of the project by the due date listed, and only upon passing inspection by NDFS Community Forestry Staff. Proof of payment in the form of cleared checks or receipts showing payment by a credit card are required to be submitted with reimbursement documents.

# Check List

Please check appropriate boxes.

**1st. Proposed Planting Projects (ORIGINAL and 7 copies of each of the following).**

- a.  Completed application.
- b.  Photographs of proposed project site.
- c.  Vicinity maps indicating location of project;
  - A map identifying project location within the city; and
  - A map of the project location identifying highways, streets, and properties surrounding the project (residential, business, education, etc. Examples in Supporting Documents.)
- d.  Project planting design plan.  
(Examples in Supporting Documents.)

**2nd. Required Maintenance.**

- The community will meet or exceed the minimum three year maintenance requirements as described in the Supporting Documents.

## AUTHORIZING SIGNATURE

*By signing below, I certify that to the best of my knowledge the information is true. I acknowledge that I am authorized to commit funding and accept Community Family Forest Grant Funds for this project if approved by ND Community Forestry Council and the State Forester.*

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**Print Name**

**Print Title**

**Authorized Signature**

**Date**

**NDSU**

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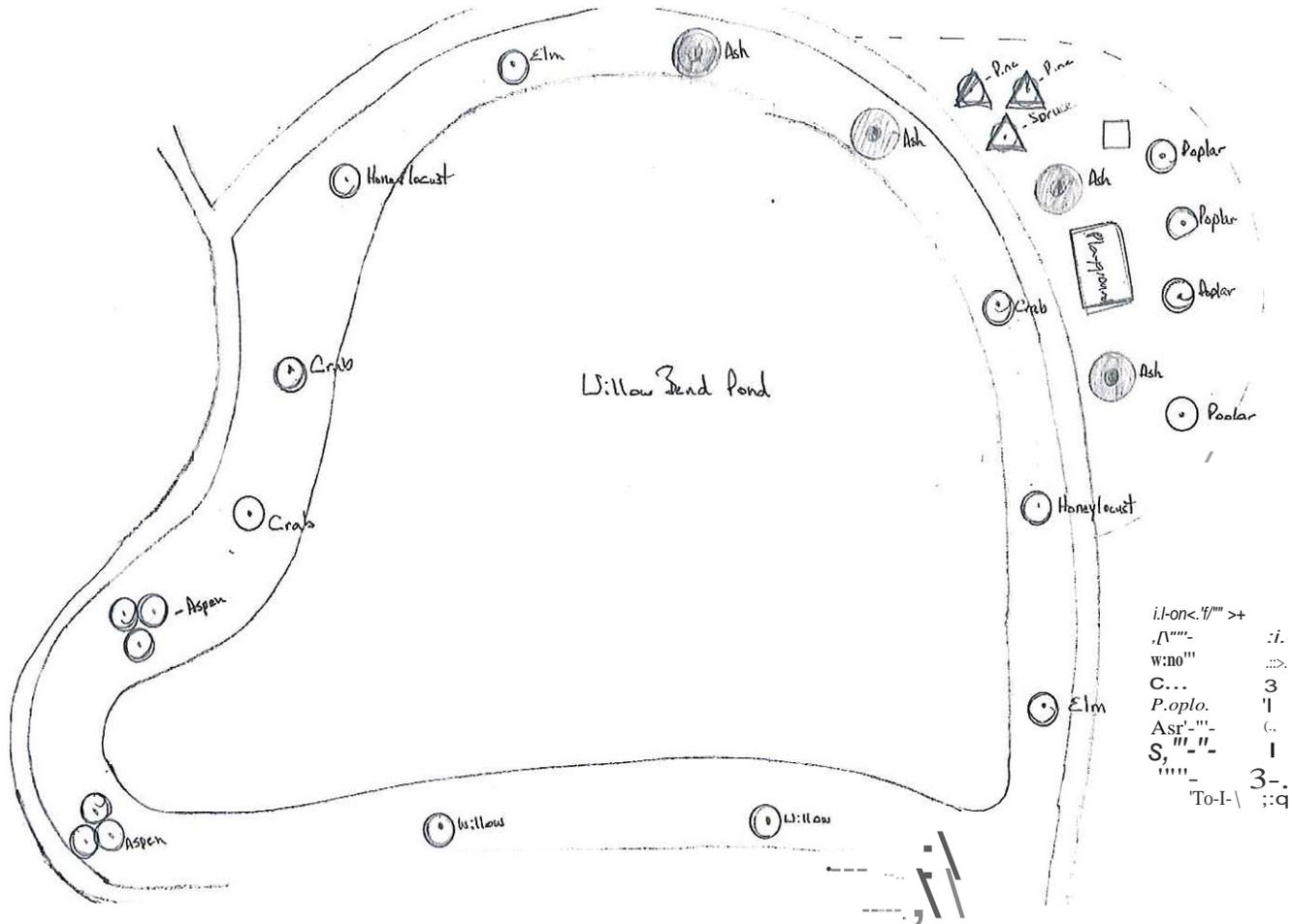
**1. Please describe your project by answering the following questions.**

What is the project?

Willow Bend is a relatively new development in Any Town. All of the homes have been constructed in the last 5 years. As part of the development, a reservoir was built. That reservoir and adjacent land was deeded to the City/Park District by the developer. At the present time, the reservoir has a 4 foot wide concrete sidewalk around its perimeter, with 30 feet of greenspace between the sidewalk and the reservoir itself.

Total distance around is approximately 1,800 feet. On the east end of the reservoir, the Park District has constructed a large playground. Homes are located around the perimeter of the reservoir. At the present time, there are homes on the South and west sides. It is expected that homes will be eventually constructed on the North side. The east side will never be developed as it is owned by the City and is adjacent to the City Landfill.

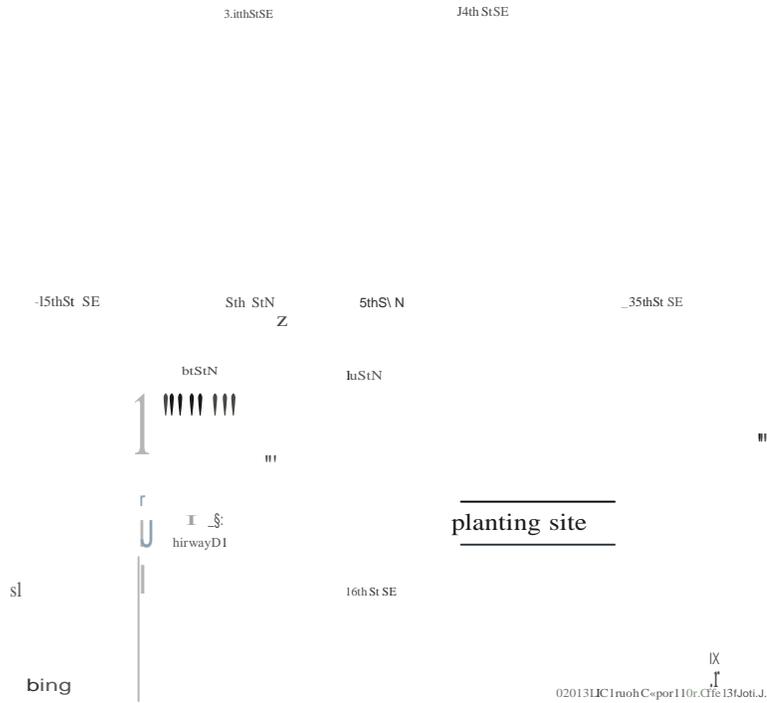
Our project involves planting 22 trees on the green-space between the water and the walkway. We will also be planting trees north and east of the playground. *Note: The four ash trees noted were transplanted with a treespade in 2013.*



Where will the project be located?

The project will be located around the reservoir that is located in the Willow Bend development on the southeast corner of Any Town, North Dakota.

Vicinity Map



Project Area - Homes now surround south and west sides of reservoir.



## Why is the project important to the community?

The project serves several purposes:

- The new trees will screen the landfill/lagoon. This screen will dramatically improve the resident's view to the east.
- The trees will provide valuable wind protection for children and their parents who are walking around the reservoir and using the playground.
- Strategically placed trees will provide shade in the summer.
- It will beautify what is presently a fairly dull setting and thus prompt more usage for picnics and walks.

## Who will be involved with the project and what will they do?

The project will require the involvement of the following:

- Any Town Park District personnel - 3
- City Forester - 1
- Neighborhood volunteers - 6

The Park District will play a crucial role. In addition to assisting with the planting effort, they will have the job of maintaining the grounds around the trees and watering the trees during the first two or three seasons. The Park District has a dedicated individual who is responsible for watering flowers and new trees planted on Park District grounds during the spring, summer and fall.

City Forestry will coordinate the location and planting of the stock. In addition, the City Forester will prune all trees on an "as-needed" basis for the first 5 years and maintenance of mulch levels. City Forester will also monitor the watering program.

Volunteers will be recruited from the neighborhood. Their primary role will be to help plant the trees. Several neighbors have already indicated a willingness to help.

## What is your plan of work?

Upon signing the Grant Contract, we anticipate a one day project that will occur in April or May of 2014(weather dependent).

The trees will be selected and transported to the site by the City Forester.

The trees will be planted as part of the "Arbor Day" celebration for 2014. The planting will include hand digging holes, tree preparation, backfilling, staking, watering and mulching. It is anticipated that we will utilize 10 people, with 6 recruited from the neighborhood and four from the Forestry Dept. and the Park District. The total planting project will take no more than 2 1/2 hours.

The ongoing watering of the trees will be conducted by designated Park District personnel. Maintenance of the trees and mulch will be handled by the Forestry Dept.

## What additional information would you like share with the review committee to help them understand the project?

Willow Bend is a new development in Any Town. The majority of new construction and population growth is attributed to Willow Bend. The population demographic for Willow Bend is young families with children. Since the playground was completed in the Spring of 2013, the usage of the area has increased dramatically. The addition of large Ash trees in 2013 has also created more interest in the area. *four 4" dbh Bergeson Ash were moved from baseball fields to the Willow Bend Reservoir in the Spring of 2013*. Completion of this project will substantially improve the look and utilization of the reservoir today and in the future.



