

# Georgia ReLeaf

## Application Guide



Use this application guide to plan a successful Georgia ReLeaf project and application

**2026 Georgia ReLeaf Grant Guidelines**  
Review grant requirements thoroughly before beginning an application.

*Blue text indicates supporting documentation that will need to be uploaded in the application*

## Organization Information

- Name of Organization
- Organization mailing address
- What county is your organization or project located in?
- Federal Employer Identification Number
- Unique Entity Identifier
- Type of organization **If you apply as a non-profit, a copy of your IRS nonprofit status letter is required**
- Organization website
- Is your community a current Tree City USA or Tree Campus USA awardee? *Additional consideration will be given to communities with Tree City USA status.*

### My organization does not have an FEIN or UEI...

- Information on obtaining a FEIN can be found [here](#).
- Information on obtaining a UEI can be found [here](#). Full [sam.gov](#) registration is NOT required to obtain a UEI

## Project and Financial Details

- Who will manage this project? Provide title and contact information for project manager and secondary contact.
- What amount of grant funding are you requesting?
- How will your project benefit the community?
- **Upload screenshots of the project location from the Georgia ReLeaf map to document eligibility**
- **OR** provide alternative data that demonstrates a local environmental or public health issue that can be addressed by increased tree canopy

### How to document eligibility:

- Check the [Georgia ReLeaf Map](#) to see if your proposed location for tree planting or tree giveaway qualifies.
- Select the drop-down arrow in the upper right corner to access the search tool and enter the project address.
- Take a screenshot of the map to upload to the application.

## Budget

- Use this [budget template](#) to show your total project costs. Round to the nearest whole dollar.
- Budgets should include links to product pricing OR quotes from wholesale nurseries or tree service companies

### Document eligibility by providing alternative data:

- Applicants may use a combination of economic data, public health data, canopy cover reports, land use history, municipal comprehensive plans, or other relevant sources

# Proposal Narrative

- **Introduction** to your community and organization (<100 words)
- **Description** of the project you are proposing (<200 words)
- **Objectives:** Explain how your project relates to the grant objectives (grant objectives can be found in the grant guidelines) (<200 words)
- **Type of Project:** choose from Tree Planting, Tree Giveaway or both. *Additional questions will display depending on selection and can be found on the next page.*
- **How many trees will be planted and/or given away?**
- **Project Timeline:** Indicate the project timeline and proposed activities. Project must be completed by March 31, 2026
- **Partnerships & Participants:** Identify project partners, personnel, their qualifications (ex: certified arborist, volunteer management), and their responsibilities. Will volunteers be involved in the project? From what organizations? How many?
- **Media:** Describe any media you plan to use to support your program implementation. Examples include: websites, social media, newsletters, newspaper articles, and radio
- **End Product and Results:** What outcomes do you anticipate as a result of this project?

## Tree Planting Project

- **Planting plan:** Describe your planting plan and include the following:
  - What is the area of the planting site?
  - What tree species will be planted?
  - Indicate where trees will be planted.  
**Upload map of the project location.**
- **[Three-year maintenance plan](#)**
- **[Letters of endorsement](#)** (if applicable)
  - if planting on city or county property,** provide a letter stating support and permission to plant
  - If planting on a state right-of-way,** provide a letter from the Georgia Department of Transportation stating the project is in compliance with regulations
  - from any **partner organization** whose support is essential for project implementation

## Tree Giveaway Event

- **Tree giveaway event details:** Provide details of the event including:
  - How will the event be promoted?
  - How will recipients be selected?
  - How will planting locations be collected (zip-codes)?
  - How will educational materials will be distributed (materials will be provided)?
  - Plan for leftover trees (ideas include a second giveaway date or planting on public property)
- **Date of giveaway event**
- **Location (event address)**
- **[Letters of support](#)** (if applicable) from any partner organization listed in the application whose support is essential for project implementation

# Georgia ReLeaf

## Project Planning Resources



*Use these resources to plan a successful project and application*

### Rooted in Success

*Best Practices for Project Planning*

#### **Start early**

The application requires a complete project plan. Meeting with partners, setting event details, obtaining letters of support, sourcing trees, and other planning tasks can take several weeks.

#### **Consult an arborist**

We want to support successful projects, and that means using input from professionals (especially for planting projects). If you don't have an arborist hand" We've got you covered! See the contact info below.

#### **Pick an impactful project**

This grant funds projects that make the greatest public health, public safety, or environmental impacts in the areas that

need it most. Plant with a purpose and prioritize overstory trees for the greatest increase in canopy cover.

#### **Go wholesale**

Plan on purchasing trees from wholesale nurseries for the best selection and pricing.

#### **Use your resources**

We want your application to be successful! We can answer your questions and provide technical support for your project. Our planning page includes additional resources, including recommended tree species, wholesale nurseries, and more!

## Project Planning Resources


## We're here to help!

For questions about grant guidelines or the application, contact:



**Alicia Holloway**  
Outreach Coordinator

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 @georgiatrecouncil  
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For help with project planning (site evaluation, species selection, and more), contact:



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