



## Introduction

In April, 2011, tornadoes struck many southern U.S. states, taking lives and destroying homes, businesses, and city infrastructure - including thriving community trees. To help restore the many environmental, economic, and social health benefits that trees provided in these storm-struck Georgia communities, the Georgia Tree Council (GTC), in cooperation with the Georgia Forestry Commission (GFC), established the Georgia ReLeaf Program to bring community forests back to life by planting trees in public areas such as parks, schools, main streets, and business districts.

In addition to tree planting for canopy restoration, the Georgia ReLeaf program also makes funding available for tree planting projects benefitting or involving our military veterans who have served our country and that contribute to tree equity in under-resourced communities. Tree Giveaway Events for residents that fall under these categories are also eligible for funding.

## Funding for this Program

Georgia ReLeaf is currently funded through individual and corporate contributions and with financial support from the Georgia Forestry Commission through funding from the U.S. Forest Service.

Tax-deductible contributions go directly to the Georgia Tree Council (GTC), a 501 (c) 3 nonprofit organization, to be used specifically for tree planting in Georgia.

Georgia ReLeaf sponsors are recognized on the GTC website and in any electronic and printed information.

## Program Objectives

The objectives of the **Georgia ReLeaf** Program are to:

- 1) Restore the environmental, economic, and social health of Georgia communities
- 2) Help sustain health and diversity in Georgia's community forests
- 3) Provide technical assistance to communities
- 4) Improve planning efforts of city administrators, municipal tree departments and tree boards
- 5) Provide opportunities and recognition for veterans who have served our country in the armed forces.
- 6) Contribute to tree equity in under-resourced communities.

The Georgia ReLeaf Program is not intended for the purpose of beautification tree plantings.

## Program Overview

Projects submitted must be for 1) tree planting projects or 2) tree giveaway events and must fall within one of these three categories:

**1. Canopy restoration in storm-damaged communities.**

- These projects work to bring community forests back to life by planting trees in public areas such as parks, schools, main streets, and business districts or on private property through a tree giveaway event for residents.

**2. Projects benefiting or involving military veterans.**

- These projects must improve the quality of life at a veterans' facility, recognize the contribution of military veterans and/or involve veterans in the implementation of the project. Examples of projects in this category can include tree planting at facilities such as veterans hospitals, memorial parks, and rehabilitation centers or other tree planting projects that involve veterans in the project implementation.

**3. Projects contributing to tree equity in underserved communities.**

- These projects must improve the quality of life in underserved, under-resourced neighborhoods, contributing to **tree equity** in Georgia communities.

Visit <https://treeequityscore.org> to learn more about why trees are critical for every community and how to determine a community's tree equity score, a measure of how well a neighborhood is benefitting from healthy community trees.

**Tree Planting Projects must meet the following criteria:**

1. Take place within city/county limits or boundaries (parks, schools, playgrounds, greenspaces, rights-of-way, business districts, parking lots, downtown areas) and on city/county property. Personal property will not be considered.
2. Include a tree planting site plan and map using aerial photography or GIS.
3. Include a 3-year maintenance plan.
4. Be endorsed by the local government or by the Department of Transportation, if applicable.
5. Involve a GFC Community Forestry Specialist in the application and implementation process. (see <https://gatrees.org/about/county-contacts/>)

**For Community Tree Giveaway Events:**

1. Eligible groups must plan and host a tree distribution event(s) for homeowners and residents.
2. These events must include distribution of educational materials, which will be provided by GFC, such as tree planting guidelines, links to instructional planting videos, and other tree care information for homeowners and residents.

## Eligible Recipients

Funds may be awarded to units of government agencies, 501 (c) (3) non-profit organizations or educational institutions.

## Available Funds

Funding is for the purchase of trees, staking and watering materials (if needed) and installation costs (if needed) **only**. The Georgia Tree Council and Georgia Forestry Commission reserves the right to reject any and all proposals or to approve partial funding for any and all proposals. Maximum grant award is **\$5,000**.

## Match Requirements

There are no matching funds requirements for this grant.

## Grant Timeframe

Application must be e-mailed to [marylynne@gatrecouncil.org](mailto:marylynne@gatrecouncil.org) by October 15, 2021. Recipients will be notified by November 1, 2021. Approved projects can begin only after agreements are signed by the grantee and the Georgia Tree Council. All efforts should be made to plant or distribute trees before the end of March 2022.

## Invoices and Final Reports

An invoice for trees/materials showing purchase of the trees and a final report is required of the grantees. The final report must include before and after photos (attached in .jpg or picture files), a summary of your completed project, a breakdown of how the grant dollars are spent, and copies of paid invoices/receipts for the approved Georgia ReLeaf-covered expenses.

## General Requirements

Proposals must meet the following minimum requirements to be considered.

- Proposals should follow the outline format of the Proposal Narrative (indicate the Section numbers and titles in bold). Handwritten applications will not be reviewed.
- E-mail your completed application to [marylynne@gatrecouncil.org](mailto:marylynne@gatrecouncil.org).

**E-mail your completed application to  
the Georgia Tree Council by October 15, 2021:  
[marylynne@gatrecouncil.org](mailto:marylynne@gatrecouncil.org)**

Any questions? Call Mary Lynne Beckley at 470-210-5900.



## GEORGIA RELEAF REQUEST FOR PROPOSALS FORM

*Please type - This page must be the first page of your application packet.*

### Project Information

**Project Description**  
(3 sentences or less):

### Applicant Information

**Organization Name:**

**FEI Number:**

**501(c)3 status:**  YES  NO

**Project Manager** (All correspondence will be directed to this contact.)

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**City:**

**County:**

**State:**

**Zip:**

**Daytime Phone:**

**Fax Number:**

**E-Mail Address:**

**Web Site:**

### Financial Information

Georgia ReLeaf grant funds requested

\$

Other project expenses not covered by grant funds (if applicable)

\$

**Total Amount of Project**

\$

### Signature of Agreement

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Representative (Please print or type)

## Proposal Narrative

Narratives must be attached to the Application Form and should be concise responses to the questions and statements below. Include the organization name and page number at the top of each page. **The narrative should be written using the outline format below. Include the number and heading for each section.**

### I. Introduction and Purpose

- A. Provide a brief introduction to your community or organization in 100 words or less.
- B. Indicate the project category and explain the purpose of your project in one or two sentences.

### II. Objective

In 300 words or less, describe your project's objective and how it addresses the Georgia ReLeaf Program Objectives. Make it specific and measurable.

### III. Project Detail

Provide a detailed description of how the project will be accomplished. Include:

- A. **Timeline** - Indicate the Project Start Date, a Project End Date, and Timeline of proposed completion dates by project milestone.
- B. **Partnerships and Participants** – Specifically identify project partners and personnel. Who will be involved and what will be their responsibilities? Will volunteers be involved in the project? How many?
- C. **Fundraising** – Do you plan to raise additional funds locally for maintenance, additional tree planting and/or other aspects of the project?
- D. **Media** - Describe any media you plan to use to support your program implementation. Examples are:
  - Websites or social media
  - Printed media – newsletters/news articles/press releases/magazines
  - Radio (commercials, on-air interviews)
  - Television/cable (news coverage, talk shows, on-air interviews)

- E. **Tree planting or giveaway event details** – Provide additional details:
  - a. **Planting site plan** indicating total area, intended species, and locations of tree plantings. The site plan should include pictures and a sketch or map of the project location.     OR
  - b. **Giveaway Event specifics** including date, location of giveaway event, tree species distributed, how many trees will be distributed, how recipients are selected, etc.
  
- F. **For Tree Planting Projects Only, please include:**
  - a. **Three-year maintenance plan** that specifies the entity responsible for maintenance, frequency of maintenance, and scope of maintenance. Plan must address how plantings will be maintained if outdoor watering restrictions are in place.
  - b. **Letter of endorsement** from the local government if planting on city or county property.
  - c. **Letter certifying compliance with Department of Transportation** regulations if planting is done on state rights-of-way.
  
- G. **A signed liability waiver** (included at end of application) releasing the Georgia Tree Council and the Georgia Forestry Commission from any liability associated with contractors, volunteers, or local government employees working on the project.

**IV. Budget**

A. Indicate how funding will be used per line item using this format. Please round to the nearest whole dollar.

Cost Category	Grant Funds Requested	Project expenses not covered by Georgia ReLeaf
<b>PLANT MATERIALS</b> (INCLUDING DELIVERY IF APPLICABLE)		
<b>WATERING AND STAKING SUPPLIES</b> (IF APPLICABLE)		
<b>INSTALLATION COSTS</b> (IF APPLICABLE)		
<b>OTHER PROJECT EXPENSES</b> (IF APPLICABLE)	X	
<b>Total</b>	\$	\$

## Additional Resources

Potential applicants can contact the Georgia Forestry Commission or the Georgia Tree Council as appropriate to obtain assistance or information from local and state resources.

### Georgia Tree Council

[www.gatrecouncil.org](http://www.gatrecouncil.org)

### Georgia Forestry Commission

<https://gatrees.org/>

**To find your local GFC Community Forestry Specialist:**

<https://gatrees.org/about/county-contacts/>

### International Society of Arboriculture

[www.isa-arbor.com](http://www.isa-arbor.com)

### Arbor Day Foundation Tree City USA Program

[www.ArborDay.org](http://www.ArborDay.org)

## Checklist

- \_\_\_\_\_ Proposal Form – must be the first page. Form must be signed.
- \_\_\_\_\_ Proposal Narrative (I-VI) – done in outline format and includes section numbers and headings.
- \_\_\_\_\_ Budget Information (VII)
- \_\_\_\_\_ Liability Waiver



## Liability Waiver

\_\_\_\_\_ hereby releases  
(Organization name)

the Georgia Tree Council and the Georgia Forestry Commission from any liability associated with contractors, volunteers, local government employees or other persons working on a project funded by the Georgia ReLeaf Program.

Printed Name  
of Authorized  
Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

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

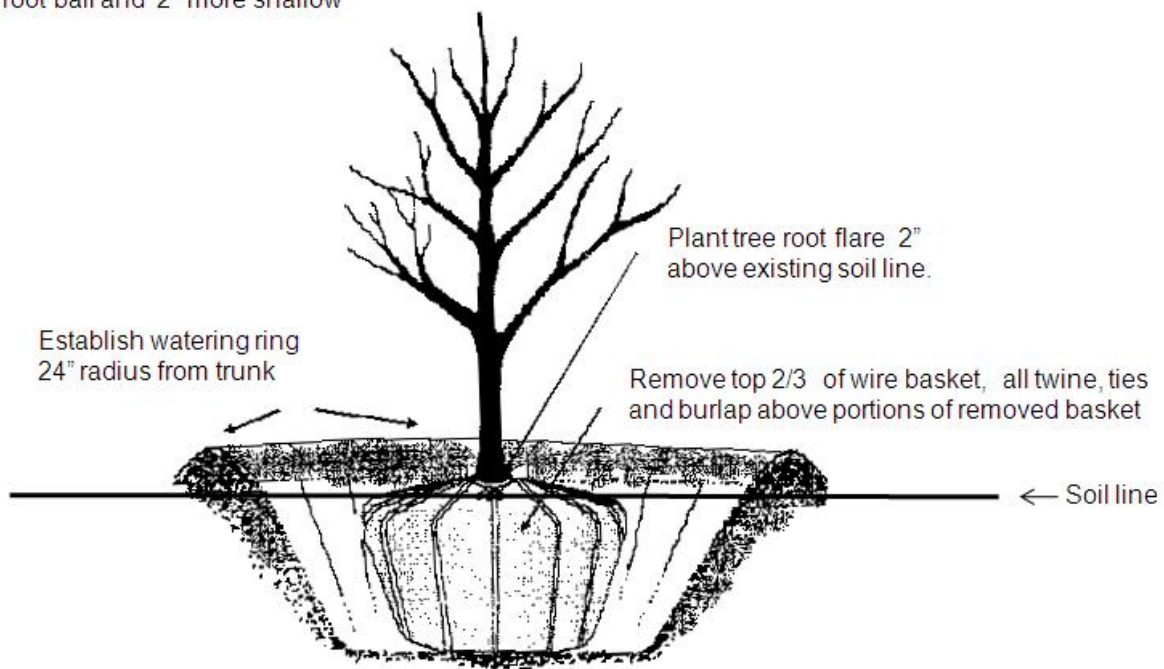
Date: \_\_\_\_\_



## Tree Selection, Planting, and Establishment Specifications

1. All plant material will be 1 3/4" to 3" caliper in size and conform to the American Standard for Nursery Stock.
2. All trees will be installed according to the following planting detail:

Tree planting hole diameter shall be 4 times the diameter of the root ball and 2" more shallow



3. Trees damaged as a result of poor installation practices or mishandling during shipment will not be accepted.
4. All backfill will consist entirely of native soil. No soil amendments will be added.
5. Trees will not be staked unless in excess of 10 feet in height. All trees installed under these specifications will be warranted for 1 year.
6. As part of the 1 year warranty tree maintenance will include regular watering, mulching, removal of damaged branches, and insect control according to the following schedule:
  - a. Mulching with composted wood chips over the entire planting area to a depth of 2" with no mulch placed within 6" of trunk. Mulch inspection will take place quarterly for proper coverage and mulch shall be renewed in spring and fall.
  - b. Inspection and removal of damaged branches will take place quarterly.
  - c. Inspection and treatment for insect infestations will take place quarterly.