



Southwest Georgia ReLeaf

Introduction

In October 2018, Hurricane Michael caused widespread devastation in southwest Georgia 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 Forestry Commission (GFC) and the Georgia Tree Council (GTC), working in partnership with funding provided by the U.S. Forest Service, is offering a special edition of the Georgia ReLeaf Program. The purpose of this program is to restore community tree canopy in southwest Georgia by offering grant funding to be utilized for planting trees in public areas such as parks, schools, main streets, and business districts or for conducting tree giveaway/distribution events for homeowners and community residents to encourage tree planting on private property.

Program Objectives

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

- 1) Reestablish and improve the tree canopy in southwest Georgia communities
- 2) Restore the environmental, economic, and social health benefits provided by these community trees
- 3) Provide tree care education and training
- 4) Help sustain health and diversity in Georgia's urban forests
- 5) Provide technical assistance to communities
- 6) Improve planning efforts of city administrators, municipal tree departments and tree boards

Program Overview

Eligible Projects

Projects must fall in at least one of the following two categories:

A. Tree planting for canopy restoration

Projects in this category must meet the following criteria:

- 1) Take place within city/county limits or boundaries on public property (parks, schools, playgrounds, greenspaces, rights-of-way, business districts, downtown areas). Planting projects on personal property will not be considered.
- 2) Include an assessment of storm damage, impact to public benefits, and recovery planting.
- 3) Include a tree planting site plan and map using aerial photography or GIS.
- 4) Be endorsed by the local government or the Department of Transportation, if applicable.
- 5) Include a plan for following COVID-19 Georgia Department of Public Health and local jurisdiction guidelines

B. Tree giveaway/distribution event for homeowners and residents

Projects in this category must meet the following criteria:

- 1) Include detailed plan for distributing trees at one or more specified location(s)
- 2) Include an education component to provide information on proper planting and tree care
- 3) Include a marketing plan
- 4) Include a plan for following COVID-19 Georgia Department of Public Health and local jurisdiction guidelines

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

Eligible Recipients

Funds may be awarded to units of local government (city, town, county), non-profit organizations {501(c)3} or educational institutions located in the following southwest Georgia counties:

Baker, Ben Hill, Berrien, Brooks, Calhoun, Chattahoochee, Clay, Colquitt, Cook, Crawford, Crisp, Decatur, Dooly, Dougherty, Early, Grady, Houston, Irwin, Lanier, Lee, Lowndes, Macon, Marion, Miller, Mitchell, Peach, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Taylor, Terrell, Thomas, Tift, Turner, Webster, Wilcox, Worth

Available Funds

Funding for planting projects is intended for the purchase and delivery of trees and materials needed for planting, watering, and staking. For tree distribution/giveaway projects, funds can be used for purchase and delivery of trees and materials needed for distribution and education. The Georgia Forestry Commission and the Georgia Tree Council reserve the right to reject any and all proposals or to approve partial funding for any and all proposals. Maximum grant award is **\$10,000**.

Match Requirements

Grant recipients must provide a 25% match with non-federal funds. The match may include in-kind contributions, volunteer assistance, and private and public (non-Federal) monetary contributions. Funds expended for food and beverages **cannot** be used as match.

Grant Timeframe

Application must be e-mailed to marylynne@gatreecouncil.org by October 15, 2020. Recipients will be notified by November 15, 2020. Approved projects can begin only after agreements are signed by the grantee and the Georgia Tree Council. All efforts should be made to plant trees before the end of March 2021.

Invoices and Final Reports

Invoices for all trees and materials purchased using grant funds along with a final report is required of the grantees. The final report must include before and after pictures and documentation of match.

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) and be submitted as a PDF document
- Letters of support or match commitment should be included as part of the PDF file
- E-mail your completed application to marylynne@gatreecouncil.org.

**E-mail your completed application to
the Georgia Tree Council by October 15, 2020:
marylynne@gatreecouncil.org**

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

Request for Proposals Form

Southwest Georgia ReLeaf

Please type

This page must be the first page of your application packet.

Project Information

Project Title
(10 words or less):

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

Grant Funds Requested + Total Cash Match + Total In-Kind Match = Total Amount of Project

Grant Funds Requested

\$

Total Cash Match

\$

Total In-Kind Match

\$

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 Project Title 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. Explain the Purpose of your project in 100 words or less.

II. Objective

In 300 words or less, describe your project's objective and how it addresses the Southwest 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 current project personnel and their qualifications. Will volunteers be involved in the project? How many? Who will be involved?
- C. **Fundraising** – Do you plan to raise additional funds locally for maintenance, additional tree planting and/or other aspects of the project?
- D. **Media/Marketing** – How will you market or inform the community about your project? How will you get community support and interest in your project?
Examples may include:
 - Social media campaign
 - Radio, television, newspaper commercials, interviews or media articles
 - Press releases, newsletters

E. Planting plan and/or distribution/giveaway plan

- a. Planting plan should indicate total area, intended species, total number of trees, personnel involved, locations of plantings, and installation process. The site plan should include pictures and a sketch or map of the project location. The planting plan should also include a **minimum 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. Distribution/giveaway plan should include details such as the number of trees, size of material, species availability, distribution location(s), method of distribution, selection of recipients, personnel involved, and education/training component/method.

F. Public Health & Safety

Include information on how the project will follow COVID-19 Georgia Department of Public Health and local jurisdiction guidelines

G. Letters of endorsement

- a. From the local government if planting on city or county property
- b. From property owner(s) of site(s) used for tree distribution/giveaway(s)
- c. From organizations or government entities providing in-kind or cash match

H. A letter certifying compliance with Department of Transportation regulations if planting is done on state rights-of-way.

I. 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. Please summarize the project expenses using the table below.

	GRANT FUNDS REQUESTED	CASH MATCH	IN-KIND MATCH	TOTAL OF PROJECT
TREES				
MATERIALS & SUPPLIES				
EQUIPMENT USAGE/RENTAL				
PERSONNEL/LABOR				
CONTRACTOR/ INSTALLATION				
OTHER (PLEASE SPECIFY)				
Totals	\$	\$	\$	\$

B. On a separate spreadsheet, list the cost and amount of expenses to be paid from grant funds. Example:

Grant Expenses				
Trees	20	\$175.00		\$3,500.00
Buckets	4	\$3.30		\$13.20
Hose	1	\$8.53		\$8.53
Arbor Tie	1	25.00		25.00
Total				\$3,546.73

C. Provide details and sources of intended match.

In-kind contributions may include the value on-hand supplies, third party donations of supplies or equipment, the value of employee/staff time, or time spent by volunteers on eligible project activities. To determine the average dollar value of adult volunteer labor, refer to the Independent Sector at

www.independentsector.org/programs/research/volunteer_time.html

Example:

Match	# of People	Hours Per Person	Total Hours	Rate	Total Match
Use of city's tractor			6	\$150.00	\$900.00
EMC Donation of mulch					\$200.00
City staff	4	6	24	\$27.00	\$648.00
Volunteers	20	4	80	\$25.43	\$2,034.40
Cash Match for additional trees					\$1,000.00
Total Match					\$4,782.40

Additional Resources

Potential applicants are encouraged to contact their local Community Forester from 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.gatreecouncil.org

Georgia Forestry Commission

GaTrees.org

International Society of Arboriculture

www.isa-arbor.com

Arbor Day Foundation Tree City USA Program

www.ArborDay.org

Checklist

- _____ Proposal Form – must be the first page. Form must be signed.
- _____ Proposal Narrative (I-III) – done in outline format and includes section numbers and headings.
- _____ Budget Information (IV)
- _____ 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 Southwest Georgia ReLeaf Program.

Printed Name
of Authorized
Representative:

Signature:

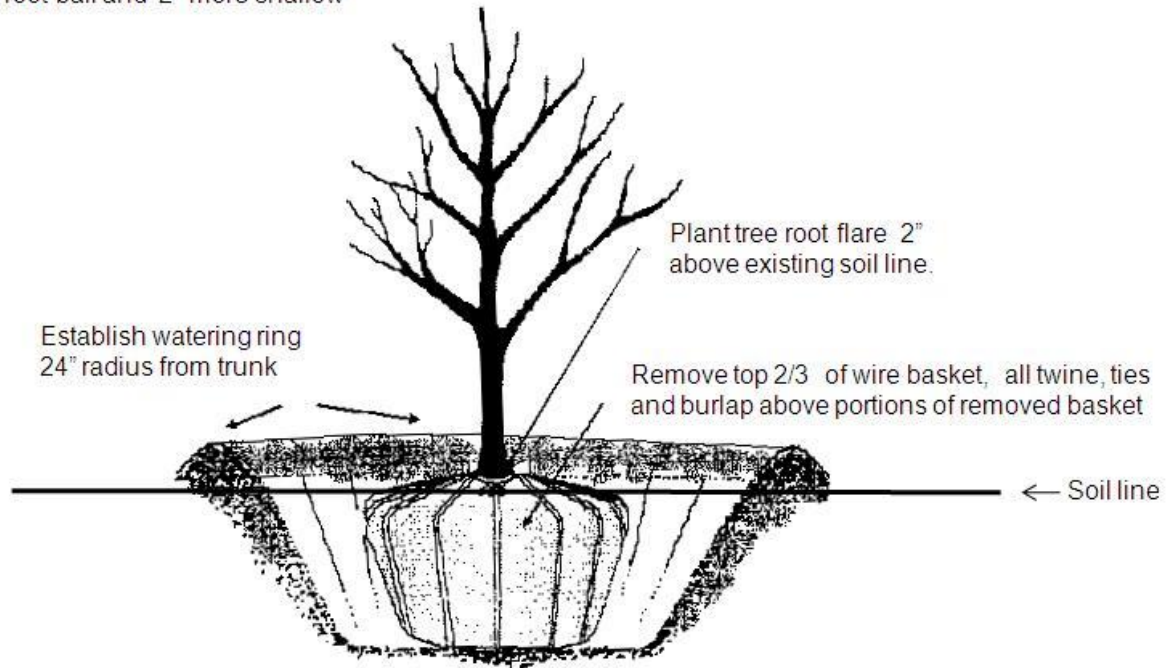
Title:

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.