



## 2019 Neighborhood Tree Grant Application

***Application Submission Deadline: April 1, 2019***

### **Overview**

To promote the health and safety of Liberty citizens by improving air quality, reducing stormwater runoff, and providing a more pleasant and attractive environment, the Liberty City Council, in cooperation with the Liberty Tree Board (Tree Board) has established a Neighborhood Tree Grant Program. This program encourages neighborhoods to plant trees to increase the community forest canopy, which will ensure the continued health, social, and environmental benefits trees provide to our community.

### **Purpose**

The purpose of the Neighborhood Tree Grant Program is to assist Liberty neighborhoods with a coordinated and planned program of tree planting on public and private Homeowners Association property to further enhance the community forest.

### **Funding**

The Liberty City Council has appropriated funding for this program from the dedicated Tree Fund. The amount of the grants awarded could range from \$500 to \$10,000, depending on the scope of the project, the number of grant applications received, and the funding available.

The City of Liberty will provide reimbursement for approved tree plantings equal to 75 percent of the total project cost. The required 25 percent match may be in the form of cash or in-kind services such as labor, equipment, and materials. Volunteer labor is calculated at the rate of \$24 per hour.

### **Eligible Organizations**

Eligible organizations are Homes Associations and Neighborhood Associations they are not required to be incorporated, but must have an elected board of officers, by-laws, and a membership roll, as well as be registered with the City of Liberty. To register your organization, just provide a copy of the organization's by-laws and a list of officers. There is no fee to register. The City of Liberty staff is available to assist your neighborhood with forming an organization, if needed. **Neighborhoods that wish to learn how to become eligible should contact Tom Garland with the City at 439-4384**

### **Eligible Projects**

Projects must enhance the community forest, which benefits the neighborhood as well as the entire community. The Neighborhood Tree Grant Program provides funds for the purchase, planting, and mulching of trees. It does not provide funds for non-tree-related improvements. Project proposals must be approved by a vote of the neighborhood or homeowners' association board or by a majority vote of the residents present at a meeting for such purpose. **Trees can be planted starting September 1, 2019 and all project work must be completed by November 30, 2019 (subject to the Tree Board's judgment).**

### **Examples of eligible projects:**

- Planting street trees
- Planting trees as a buffer
- Re-foresting neighborhood green space
- Replacement of lost or damaged trees

**Selection Process**

Completed applications must be received by 5 p.m., **April 1, 2019**. Applications may be mailed or delivered to the Liberty Community Center c/o Neighborhood Tree Grant Program at the address below. Applications may be e-mailed to the address below, but must include a signed application form.

Applications received will be reviewed by a designated staff member from Liberty Parks & Recreation and the Tree Board, who will select the projects, award the funding, and enter into an agreement with the awardees.

Applications will be judged on the overall benefit to the community, the viability of the requesting organization, and the degree to which they meet the goals and objectives of the City of Liberty for the protection and enhancement of the community forest.

Grants will be limited to one grant per organization per calendar year. No work is to be started prior to approval of the application. Project work started prior to approval will be ineligible for funding/reimbursement.

Reimbursements for project fees will be made payable to the organization upon completion of the project. In some cases, grantees may arrange for the City of Liberty to pay vendors directly. Final documentation of the completed project and a final budget must be provided to the Tree Board before reimbursement.

**Installation**

All trees must be planted according to Missouri Department of Conservation planting and mulching standards. A city representative will inspect all tree plantings during installation

Applicants should explain how they plan to water all trees planted for the first three years.

For more information about this program, please contact:

Tom Garland – Assistant Director  
Liberty Community Center  
1600 S Withers Rd  
Liberty, MO 64068  
E-mail: tgarland@libertymo.gov  
Phone: 816.439.4384

The City of



2019

Neighborhood Tree Grant Application
Application Submission Deadline: April 1, 2019

Name of Neighborhood Association or Homeowners' Association: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

A brief description of the proposed tree planting location and intent for trees (ex. Replacement of lost street trees).

\_\_\_\_\_
\_\_\_\_\_

Budget:

Total Project Cost = \$ \_\_\_\_\_ x 25% (multiply by .25) = Grantee Match Required \$ \_\_\_\_\_

Total Project Cost - (minus) Grantee Match = Grant Amount Request \$ \_\_\_\_\_

Example: Total Project Cost is \$5,000 x .25 = Organization Grant Match required \$1,250
\$5,000 (Total Project Cost) - \$1,250 (Grantee Match required) = Grant Amount Request \$3,750

Plantings must be completed between March 1st to June 1st or September 1st to November 15th (subject to the Tree Board's judgement)

Please attach the following:

- Description of how this project will enhance the community forest (1-page maximum length)
Detailed project budget
Description of how the grant funding will be matched by the organization
Photographs of the proposed project area
Photographs of the finished project
A plan or map showing the location of the project
Explanation of how the trees will be watered (applicant must provide watering for the first three years)
Letters of authorization from any agencies, utilities, or property owners affected by the project
At least three estimates for all work totaling more than \$1,000
A copy of the by-laws and a list of the board members of your organization

I, the applicant, understand and agree that all applicable required City permits, which may include a building permit, right of way permit, and/or certificate of appropriateness, must be obtained before work begins.

I, the applicant, confirm that I am acting on behalf of my neighborhood or homeowners' association in accordance with their expressed wishes, which were determined by a vote or consensus of a majority of neighborhood stakeholders. I understand that acting without consent of my organization may cause my neighborhood to be ineligible for future grants.

Authorized Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this application and supporting documentation to:
Liberty Community Center, 1600 S Withers Road, Liberty, MO 64068