

## KAULUNANI GRANT APPLICATION PROCEDURES CHECK-OFF LIST

- ✓ Application to include:
  - The application form
  - Project description
  - Itemized budget
    - Budget must reflect, as a minimum, a non-Federal match dollar-for-dollar.
  - Photographs of the site
  
- ✓ For tree planting projects also include:
  - Permission of the landowner
  - Copies of permits if needed
  - Three nursery bids
  - Three irrigation bids
  - Planting plan that includes a site map with:
    - Tree information (common and botanical name, planting size, with existing and proposed trees)
    - Location of existing trees
    - North/South orientation
  - Five year maintenance plan including schedules for irrigation, pruning, and mulch management.
  - Identification and list of qualifications of the arborist/landscape technician responsible for direct supervision of plant installation and maintenance.
  
- ✓ Staple each copy of the proposal in the top, left-hand corner. Do not enclose your proposal in any bindings or folders.
  
- ✓ Include one original and five copies of your proposal including a similar number of installation and irrigation plans.
  
- ✓ Postmark by the due date. February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup> or November 15<sup>th</sup>.
  
- ✓ Question? Please call Teresa Trueman-Madriaga at 672-3383 or Jackie Ralya at 672-5167.

