Kaulunani Grant Program Application Guidelines

About your proposal

Read this information sheet for important details about:

- Background Information
- Eligibility
- Writing your proposal
- Submitting your proposal
- Proposal review process
- Your responsibilities should your application be approved

About this grant:

This is a cost-share grant program - all funds requested must be matched by non-Federal cash or in-kind contributions.

The Kaulunani Urban and Community Forestry Advisory Council review

About your proposal (cont.)

and approve projects and make

Overview

The Division of Forestry and Wildlife's Kaulunani Urban and Community Forestry Program, in cooperation with the United States Department of Agriculture (USDA) Forest Service and the Kaulunani Urban Forest Council, announces the Urban and Community Forestry (U&CF) Grant Program. The program is designed to encourage citizen involvement in creating and supporting long-term and sustained urban and community forestry programs in Hawai`i.

Background

The forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. The USDA Forest Service has awarded funds to the Department of Land and Natural Resources Division of Forestry & Wildlife since 1991 for the Kaulunani program.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice and TCC). Kaulunani is an equal opportunity provider and employer.

About Hawaii's Urban Forest

Hawaii's tropical urban trees are a dynamic resource and play a critical role in our island community. Issues of concern include the importance of mapping the tree canopy and using and maintaining a tree inventory; the need for advancing the knowledge of tropical urban forestry, management plans, and best management practices; training for industry professionals; creating public awareness of the value and benefits of trees; and demonstrating the importance of trees through tree planting projects.

Timing Your Proposal

The Kaulunani Advisory Council reviews proposals at its January, April, July and October meeting. The postmark date of your proposal determines the likely date of its review by the Council. (Note – the Council review dates are subject to change.)

Proposal Postmarked/Emailed By	Reviewed
November 15	January meeting
February 15	April meeting
May 15	July meeting
August 15	October meeting
If the proposal due dates fall on a weekend or holiday the next business date will be accepted.	

Writing Your Proposal

Kaulunani welcomes well-planned and concise proposals. Please review the *Application Checklist* (page 7), the *Proposal Narrative, (*page 8), and fill out the *Grant Application* form (page 10).

Suggestions to help you write a successful proposal:

recommendations to the Division of Forestry and Wildlife Administrator.

Items such as websites, news releases and other materials prepared by Kaulunani may include information about grant recipients.

We welcome your questions about eligibility by email or telephone.

Contact Information

Jolie Wanger
Program Coordinator
808-721-7604
jwanger@smarttreespacific.com

*About your
Proposal (cont.)*

- Use the *Proposal Narrative* instructions to prepare your project proposal.
- Involve your staff or committee when developing the proposal.
- State clearly your budget information, matching funds and source(s) of matching funds.
- Provide a demonstration component for your tree planting projects. Read the guidelines carefully.
- Describe how this grant will strengthen Hawaii's urban forest and respond to the current urban forestry strategies of Hawaii's Assessment of Forest Conditions and Long-Term Resource Strategy (SWARS).

Project Evaluation Criteria
Consideration will be given to qualifying organizations that:
- Meet a demonstrated Kaulunani urban forestry need as identified in the Urban SWARS (http://dlnr.hawaii.gov/forestry/files/2013/09/SWARS-Issue-4.pdf), and the grant categories as listed on pages 5-6 below.
- Helps strengthen and develop local urban and community forestry capacity.
- Are cost effective.
- Provides clear and concise information.
- Responds to a community need.
- Have documented cash and in-kind matching commitments.
- Have culturally diverse involvement.
- Involves partnerships.
- Utilizes personnel that have qualifications to complete activities.
- Have adequate volunteer involvement.
- Generates local visibility, incorporates public relations and program awareness.

For Tree planting projects:
- Have a well thought out planting and maintenance plan.
- Meet the plant budget requirement: At least 70% of the plant budget must be for trees, no more than 20% for shrubs and no more than 10% for ground covers.
- Have the qualifications and skills to undertake the project.
- Include an arborist on the committee
- Have adequate volunteer support.
- Show a commitment to the long-term maintenance of the project.

Your Responsibilities
If your grant proposal is selected you will be notified in writing.
- You will be asked to return signed documentation and to provide other assurances.
- You will be required to submit narrative and financial progress reports quarterly. (Quarterly and final report requirements will be provided.)
- You will receive one check "up front" and the remaining checks are considered reimbursements based on funds expended.
- You will agree to use funding only for the designated purposes of the grant.

Eligible Recipients
Non-Federal organizations operating within Hawaii may apply for a Kaulunani Urban Forestry Grant.

Available Funds
Urban and Community Forestry Grant Program funds will be awarded on a competitive basis. *Requests for assistance should be more than $500.* For approved

grant awards of $2,500 or more you are required to register with Hawai`i Compliance Express and provide a certification with your grant award paperwork. Grants are awarded pending availability of federal funds. Funding is for programs, projects, or activities not otherwise currently funded, and cannot be used as a substitute for existing funds. No projects will be approved retroactively. Kaulunani reserves the right to reject any and all proposals or to approve partial funding for any and all proposals.

Match Requirements
Urban and Community Forestry Grant Program funds must be matched equally (dollar for dollar) with non-federal funds. These non-federal funds cannot be used as a match for any other Federal cost-share project. The match may include in-kind contributions, volunteer assistance, and private and public (non-Federal) monetary contributions. All matching funds must be specifically related to the proposed project. The source of the cash and in-kind match must be identified and quantified in the application by enclosing letters of intended support. Matching funds expended or received prior to the date of the grant agreement cannot be used as match.

Proposals must be postmarked by the due date to be considered.

Awarding the Grant
A project is reviewed by a subcommittee of the Kaulunani Council. The Kaulunani Council then reviews and either approves or does not accept the grant. The Division of Forestry and Wildlife awards the Kaulunani Urban Forestry Grant, which is subject to the appropriate state and federal rules, regulations and reporting requirements. Costs incurred in excess of the grant amount requested will not be covered, nor will the costs of work started or materials purchased prior to the effective date of the grant contract.

Grant Timeframe
The *postmarked* due dates for the grant deadlines are: February 15th, May 15th, August 15th and November 15th. Approval generally takes two months. Approved projects can begin only after Federal Assurances are signed by the grantee, and a grant agreement is signed by the grantee and the Hawai`i Division of Forestry and Wildlife. Recipients will be given up to one year to complete the project. If there is no attempt to complete the project after one year, no extensions or payments will be made. Grantees are required to maintain tree planting projects for a minimum of three years.

Grant deadlines:
February 15
May 15
August 15
November 15

How often
Generally, successful applicants may submit one grant request per year.

Program Standards
Projects must have the support and involvement of community groups (such as local government, local volunteer organizations, business industry, etc.).

An *application checklist* is enclosed to assist you with preparing the documents.

Interim and Final Reports
Three periodic progress reports and a final report are required of the grantee. The schedule and content of final and periodic reports will be set in advance of the due date.

Payment Process
Periodic payments will be made upon receipt of quarterly reports and review of the Final Report, or according to a payment schedule agreed to in advance. The

Read the information carefully to learn about allowable *matching funds.*

Hawai`i Division of Forestry and Wildlife reserves the right to make partial payments subject to completion of scheduled milestones.

Eligible Projects
Eligible Projects must meet Federal and State Program Objectives. Projects may fall under one of **four** categories. The Kaulunani Urban and Community Forestry Grant Program is intended to support new initiatives, programs, projects or activities not currently being funded through other sources.

Ineligible Projects
Ineligible projects include, but are not limited to, greenspace property acquisition and related costs, tree removal and maintenance, and projects that will take place on inaccessible private property.

Ineligible Requests
Ineligible Requests include, but are not limited to: computers, printers, typewriters, cameras, phones, FAX machines, structures, or other equipment, salaries and wages, (no administrative funds, overhead, salaries or wages), food and refreshments.

Ineligible Matching Funds
Ineligible matching funds include: conference/meeting attendee registration fees, food and refreshments, and costs incurred before the start of the project.

Allowable In-Kind Matching Funds
These items and rates may be used in your budget to match Kaulunani awards. *All in kind matching donations must be documented.*
- *For volunteer planning* use a rate of **$26.72** per hour.
- For volunteer *tree planting and tree maintenance* activities use **$20.91** per hour.

Kaulunani thanks you for applying. Your support of Hawaii's urban forest is appreciated!

When professional services are used, (i.e.. landscape architect or certified arborist) you may use their professional rate and benefits as a match. Additionally, supplies, and administrative services in conjunction with the project may be used as a match.

Technical Assistance
Up to 10% of the total grant request may be budgeted for planning and design. For tree planting projects an additional 10% may be budgeted for a qualified arborist to provide tree planting and maintenance training and offer onsite support.

Inspection of Project: Kaulunani may conduct site inspections and shall be given access to all documents related to the grant.

Identifying your funding source correctly:
The Kaulunani Program, of the DLNR Division of Forestry and Wildlife and the USDA Forest Service, shall be acknowledged as a funding source for your project.

Grant Categories

All of the categories and examples are from the Urban and Community Forestry State-wide Summit and Strategies. Here's the link **http://dlnr.hawaii.gov/forestry/files/2013/09/SWARS-Issue-4.pdf** to the document. Issue four is urban and community forestry.

Category I: Urban and Community Forestry Technology Tools
Detailed documents or set of tools to improve the management of Hawaii's urban and community trees and forests.

Examples of Category I projects include, but are not limited to:
- Tree inventory*
- Mapping of urban & community forests
- Tropical Urban Forestry BMPs

- Urban tree canopy assessment
- Green infrastructure planning
-

*Tree inventory software developed by the USDA Forest Service is available free of charge at www.itreetools.org.

Category II: Tropical Urban Forestry Professional Training
Educational opportunities for the urban forestry tree care industry including county, private or state entity, and non-profits, and those retained through written agreement to advise and/or assist in the development or management of their urban or community forestry program

Examples of Category II projects include, but are not limited to:

- Training for industry professionals to:
- Increase the knowledge and expertise of the tree care industry through workshops and seminars.
- Develop standards to increase and enforce urban forestry best management practices.
- Develop a tropical urban forestry management plan. Identify plans, policies, ordinances, rules and laws impacting Hawaii's urban forest.
- Develop BMPs for tropical urban forestry.

Category III: Education and Public Outreach
Projects that: create public awareness of the value and benefits of trees, mitigate the impacts of invasive species from the urban forest on native ecosystems, illustrate proper tree care, and promote Arbor Day.

Examples of Category III projects include, but are not limited to:
- Workshops, conferences, seminars
- Volunteer or in-house training
- Urban forestry youth programs

- Arbor Day Events – celebrated on the first Friday/Saturday in November (see information below)

Arbor Day Grants
Priority will be given to Kaulunani funded Arbor Day Tree Give-Away projects that create public awareness of the value and benefits of trees, proper planting techniques and proper tree care and maintenance.

Funds requested must meet the following criteria:
1. Budget: Requests for assistance should range between $500 and $10,000. The plant list must be at least 80% trees and native species where possible. Native trees can be either endemic or indigenous to Hawai`i. Funding should be for plant and educational materials only. No vines or ground cover will be funded. The definition of a tree is described as a plant having a permanently woody main stem or trunk, ordinarily growing to a considerable height, and usually developing branches at some distance from the ground with a mature diameter.

2. The proposal should include appropriate educational literature that describes the plant given away, the value and benefits of trees, proper tree planting and maintenance for tree care.

3. Demonstrations and/or presentations at the giveaway are encouraged and may be eligible for funding.

4. In addition to submitting a Kaulunani grant proposal, applicants are strongly encouraged to find other partners to help fund the project.

Category IV: Demonstration Tree Planting Projects
Trees have many benefits, and a clearly defined "demonstration" project will focus on one or more of those benefits to the community.

Examples of Category IV projects include, but are not limited to:

- How trees reduce energy use

- How trees are green infrastructure
- How trees demonstrate cultural benefits
-

- Demonstrate how trees can improve the water quality by planting along urban streams.
- Demonstrate how trees can be used as a tool to mitigate the effects of storm water runoff, heat islands, sea level rise, climate change, and how trees can protect coastal areas from storms.

Please verify that the trees and plants are not invasive. Check the www.plantpono.org website or
http://www.botany.hawaii.edu/faculty/daehler/wra/
These projects may require county or state permits, check with local or state officials before submitting your proposal. See Landowner Permission Form.

Kaulunani Application Checklist

— Application Form (signed by Authorized Representative) – must be the first page in the application package. (See page 10)
— Proposal Narrative (See next two pages for items **I-VIII**)
— Budget Information (See page nine for item **IX**)
— Liability Waiver – only for projects that involve tree planting
— Landowner Permission Form
— Tax Clearance Hawai`i Compliance Express (if awarded a grant of more than $2,500.)

Please include this checklist page in your application package.

May we have your permission to use any photos that you submit: ___ Yes ___ No

Liability Waiver
(To be completed with any projects involving tree plantings)

_____ hereby releases the
(Organization Name)
Hawai`i Division of Forestry and Wildlife from any liability associated with contractors,

volunteers, government employees or other persons working on an Kaulunani Urban and

Community Forestry Grant Project.

Printed Name of
Authorized
Representative: _____

Signature: _____

Title: _____

Date: _____

Submission Instructions

Proposal Narrative

This narrative must be attached to the Application Form and should be concise (not more than 5 pages) and shall meet Federal and State Program Objectives.   Include in your application narrative the numbered items and sub-items listed below.

I. **Background Information**
  A. Briefly identify the mission and goals of your organization.
  B. Briefly describe the programs, activities, and accomplishments of your group.
  C.   *This program is federally funded.* It is a USDA policy to ensure that no person is subject to prohibited discrimination in programs and activities funded in whole or part by the USDA based on race, color, national origin, gender, religion, age, disability, political beliefs, marital or family status, income or because of receipt of public assistance. Describe how your proposed project addresses this concern.
II. **Purpose**
  A. Explain the purpose of your project in one or two sentences.
III. **Objectives**
  A. Describe your project's objectives and how they meet the Federal and State program strategies. See Urban and Community Forestry Strategies.
IV. **Benefits**
  A. Describe the need for this project and how it will benefit the community.
  B. Describe the long term benefits of the projects.
  C. Describe how this grant will strengthen Hawaii's urban forest.

V. Project Detail
    A. Activities – Describe the activities you will undertake to accomplish the project.
    B. Partnership and Participants – identify project partners and participants. List the key volunteers, their sponsoring organization(s), and any other citizen involvement.
    C. Tell how your project is innovative in your community.

VI. For Tree Planting Projects: A project that involves tree plantings should include:
    A. A site plan indicating the total area; the North/South orientation; and proposed tree planting information – botanical name, common name, size of tree, and the number and location of trees. The map should also include the location of existing trees, building, utility lines and sidewalks.
    B. Permission of the Landowner
    C. Photographs of the site
    D. Permits if required
    E. At least three nursery bids for planting materials
    F. Ensure trees and plants are not invasive. Check the www.plantpono.org website or http://www.botany.hawaii.edu/faculty/daehler/wra/
    G. For tree planting projects: At least 70% of the total plant budget expenses must be for trees, no more than 20% for shrubs, and no more than 10% for ground covers.
    H. A letter of endorsement from the local government if planting is on county property.
    I. Irrigation Plan – (if required) to include the proposed materials list and irrigation system. (Submit 3 bids.)
        1. Costs include installation and materials for drip irrigation, sprinkler, temporary or flooding systems.
        2. The grant may reimburse up to 25% of the irrigation system's materials cost. Special cases that exceed these guidelines may be considered with a written request.
    J. Technical Assistance is allowed - Up to 10% of the total grant budget may be requested for planning and design; and for tree planting projects an additional 10% of the total grant budget may be requested for a qualified certified arborist to provide tree planting and maintenance training and offer onsite support.
    K. A maintenance plan providing a minimum three year maintenance plan specifying who is responsible for maintenance, frequency of maintenance, and scope of maintenance. Please note: only the first year of maintenance can be utilized as a match.

VII. Timeline
    A. Include a project start date, end date, and timeline of proposed completion dates by project milestones.
    B. **End Product/Result** – List deliverables to be accomplished with funds (i.e. brochures, packets, website, proposed newsletter articles, management plans, etc.

VIII. Budget Information
    A. Please use the attached budget sheets to identify the funding you are requesting, the matching funds and the source of the matching fund.
    B. Remember to include letters of intended support for cash and in-kind match.

Also remember to:
- Place the Application Form at the front of all copies of the packet. Cover letter (optional) may be included **behind** the Application Form.
- Have the Application Form signed by an authorized representative.
- Include the "Checklist" page and sign the *Liability Waiver*.
- Include the Landowner Permission Form (tree planting projects).
- Number the pages.
- Staple each copy of the packet in the upper left hand corner.
- Include all supporting materials
- Postmark by the application deadline (*February 15th, May 15th, August 15th or November 15th*).

	Kaulunani Application Form Urban and Community Grant Program *Please type This page must be the first page of your application packet.*	(For office use only) Grant #_____ Date Postmarked:_____

Island:		**Project Category:**		
Project Information				
Project Title: (10 words or less):				
Project Description: (50 words or less):				
Start Date:		**Completion Date:**		
Applicant Information				
Organization Name:				
Federal Tax ID #:		**501(c)3 status:**	YES	NO
Contact Person – (All correspondence will be directed to this contact.)				
First:		**Last:**		
Title:				
Mailing Address:				
Physical Address of Project:				
City:		**State:**	**Zip:**	
Daytime Phone:		**Fax Number:**		
E-Mail Address:				
Website:				

If awarded a grant, check should be made out to:
(If address is different from above provide correct address.)

Financial Information:	
Funds Requested	$
Total Cash Match	$
Total In-Kind Match	$
Total Amount of Project	$

Signature of Agreement

I certify that the information contained herein is accurate. I further certify that I have read and understand, and agree to be bound by the grant guidelines and comply with the Title VI of the Civil Rights Act of 1964.

_____   _____
Signature of Authorized Representative   Date

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

Landowner Permission Form

To Landowner:

Grant applicants are responsible for obtaining permission from the landowner to plant trees on the specified property. By signing below you are authorizing approval.

_____, As Landowner, gives permission
             (Name of Landowner)

to _____ to plant trees at
             (Name of Applicant)

_____   _____.
             (Specific Location or Project)   (TMK#)

Is this land public or private?_____

_____
(Signature of Landowner)

_____
(Print Name)

Kaulunani Quarterly Progress Report Form
Urban and Community Forestry (U&CF) Grant Program

Due Date:_____

Project Information:

Project/Grant #	
Project Title:	
Organization Name:	
Mailing Address:	
City, Zip:	
Contact Person:	
Contact Phone #	
Contact E-Mail:	

Project Status:

Percent of project completed to date:	
Total amount of project money spent to date: (Provide copies of receipts)	
U&CF funds spent to date:	
Match this quarter: **Cash** (provide copies of checks or letters): **In-kind:** (Attach sign up sheets. Total the number of volunteers, hours and the total value)	

Description of Work Accomplished (attach separate sheet):
- Include a paragraph describing your accomplishments to date.
- Discuss any problems/delays or obstacles being experienced.
- Include brochures, maps, posters, videos, DVDs, Web site links and all other materials purchased and/or designed to date with U&CF funds.

Please send by email to jwanger@smarttreespacific.com or by mail to:
Kaulunani Urban and Community Forestry Grant Program, DLNR, Division of Forestry and Wildlife,1151 Punchbowl St., Rm. 325, Honolulu, HI 96813, Attn: Jolie Wanger

Kaulunani Final Project Report Guidelines
Urban and Community Forestry (U&CF) Grant Program

The final Project Report is due at the end of your project. You are to include:

- Your name, contact information, address, email, grant number
- A final project narrative as outlined below.
- A final invoice.
- Appropriate financial documentation as described below.
- Examples of project deliverables (ex. Brochures, maps, DVDs, etc.)

Your Final Project Narrative shall address the following:

1. **Project Description**
   A. Identify the *project deliverables* (what you did).
   B. Describe how your project met its *purpose and objectives*.
   C. List the *benefits* your project made to the community.
   D. Did you encounter any difficulties and how did you resolve them?

2. **Financial Information**
   A. **Provide copies of the project invoices that document how the Kaulunani funds were spent**.
   1. Include receipts, purchase order or proof of purchase for all U&CF funding expenditures including supplies and materials, consultant services, travel, equipment rental and other.
   B. **List all sources of cash and in-kind match.**
   1. Did all the match and intended partnership contributions happen?
   2. **In-kind donations**: If you are claiming volunteers as a source of your in-kind donations please include: the *sign up sheets* listing the date, names and signatures of volunteers, the starting and ending times. Total the number of volunteers, the number of hours and the total value.
   3. **Cash Match**: If you have a *cash match* you are to provide a copy of the letter(s) or check(s) confirming the donation was received.

3. **Marketing and Public Relations**
   A. Include any press releases and/or news articles about your project.
   B. Include photograph(s) from your project.

4. **For Tree Planting Projects**
   A. Provide the actual number, species, and size of trees or other plant materials used in the project.

Please send by email to jwanger@smarttreespacific.com or by mail to:
Kaulunani Urban and Community Forestry Grant Program, DLNR, Division of Forestry and Wildlife,1151 Punchbowl St., Rm. 325, Honolulu, HI 96813, Attn: Jolie Wanger