



Kaulunani Urban and Community Forestry Grant Program

‘ILIMA LEVEL

Application

For Grant Requests Under \$2,500

Application Checklist

	- Application Form (signed by Authorized Representative) - must be the first page in the application package. (See page 3)
	- Budget Form(s) (download form - xls format)
	- Liability Waiver - only for projects that involve tree planting
	- Landowner Permission Form - only for projects that involve tree planting

***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 Hawai'i Division of Forestry and
(Organization Name)

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

NEW! Applications must be submitted **electronically** in PDF format to:
jwanger@smarttreespacific.org

Please call (808) 395-7765 if you do not receive an email confirmation to verify receipt.

Grant applicants must submit **all required documents**, which include: the **grant application**, **proposal narrative**, and an **itemized budget**. **For tree planting projects** also include: the **Liability Waiver**, and the **Landowners Permission Form**. Make a copy for your records. All grant applications shall be typed or clearly printed. Use forms where provided. *Incomplete applications will not be considered.*

A signed letter of commitment for all cash matching funds and volunteer commitments designated for this project is required. If cash matches are coming from several sources, you must have a letter from each source.

Applications Must Be Emailed by:

March 15th, June 15th, September 15th, December 15th (Arbor Day grants)

Further Instructions:

- **Place the Application Form at the front of your packet.**
- 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 only).
- **Attach all supporting materials as required** (budget, site plan, maintenance plan, irrigation plan).



Kaulunani MINI GRANT 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: _____

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 if different:			
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)			
Project Information			
Island:		Project Category:	
Project Title: (10 words or less)			
Background Information: (~200 words)			
Tell us about your organization. Briefly describe the mission, programs, activities, and accomplishments of your group. Describe your non-discrimination policy (examples)			

<p>Project Objectives: (~350 words)</p> <p>Explain the purpose of your project, the need and benefit for your community/Hawaii's urban forest.</p> <p>Briefly describe your project's objectives and list which Forest Action Plan (FAP) Strategies are being addressed.</p>	
<p>Project Description: (~500 words)</p> <p>Describe the activities you will undertake to accomplish the project.</p> <p>Identify project partners and key volunteers.</p>	

End Product/Result: (~250 words)	

Start Date:		Completion Date:	
Timeline: Include a timeline of proposed completion dates by project milestones.			
Financial Information: <i>You must also attach a detailed budget sheet to identify the funding you are requesting, the matching funds and the source of the matching funds. (download excel form)</i>			
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)			

For Tree Planting Projects please also include:

- A **site plan/map** indicating the proposed tree planting information including 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. Also provide photographs of the site
- Permission of the Landowner (use form provided)
- Permits if required
- At least three nursery bids for planting materials
- Ensure trees and plants are not invasive.** Check the www.plantpono.org.
- 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.**
- A letter of endorsement from the local government if planting is on county property.
- Irrigation Plan** – (if required) to include the proposed materials list and irrigation system. (Submit 3 bids). Costs include installation and materials for drip irrigation, sprinkler, temporary or flooding systems. **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.**
- A maintenance plan** providing a minimum three year maintenance plan specifying who is responsible for maintenance, frequency of maintenance, and scope of maintenance (also what resources are available or being sought to fund maintenance). **Please note: only the first year of maintenance can be utilized as a match.**

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)