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 and approve projects and make recommendations to the Division of Forestry and Wildlife Administrator.

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.

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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 February, May, August and November meetings. The submission date of your proposal determines the likely date of its review by the Council. (Note – the Council review dates are subject to change.)

Deadline	Reviewed
Feb 1	February meeting
May 1	May meeting
August 1	August meeting
Nov 1	Nov 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:* • Use the *Proposal Narrative* instructions to prepare your project proposal. • **Call our staff to discuss your ideas and for help,** • 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 the State's Forest Action Plan
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** Corey Bassett Program Coordinator cbassett@smarttreespacific.org ***About your Proposal (cont.)***	**Project Evaluation Criteria** *Consideration will be given to qualifying organizations that:* • Meet a demonstrated Kaulunani urban forestry need as identified in the Urban Section of the State's Forest Action Plan: *(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.)

- Payments are 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. Please note: the first year of maintenance can be utilized as a match.

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 email due dates for the grant deadlines are: February 1, May 1, August 1 and November 1. 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

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Read the grant categories carefully as they have changed.

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

2018 Grant Deadlines:
Feb 1
May 1
August 1
Nov 1

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

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

	minimum of three years.

How often
Generally, successful applicants may submit <mark>one grant request per year</mark>.

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

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 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, food and refreshments. Salaries and wages (administrative funds, overhead, salaries or wages) are typically not supported but can be used as match. <mark>Contractual services for work needed to implement the project may be included.</mark>

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. Additional requests may be considered, however, <mark>justification is required to support additional technical assistance in excess of the percentages above and is subject to approval.</mark>

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 <u>match</u> Kaulunani awards. *All in kind matching donations must be documented.* • <u>*For volunteer planning* use a rate of **$26.72** per hour.</u> • <u>For volunteer *tree planting and tree maintenance* activities use **$24.69** per hour</u>. 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. **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 current State Forest Action Plan Issue Four (PDF) for urban and community forestry.

Priorities of Focus identified in the Forest Action Plan:*
- Climate Change
- Education & Outreach
- Emergency Management
- Health & Well Being
- Invasive Species
- Ordinances & Legislation
- Urban Tree Care
- Water Quality & Green Infrastructure
- Wildland Urban Interference

*These areas of focus are **priorities** but are not required, **detailed strategies are included in the table below** and in our Forest Action Plan.*

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*	• Urban tree canopy assessments
• Mapping of urban & community forests	• Green infrastructure planning
• Tropical Urban Forestry BMPs	• Climate change analyses

• Tools for legislative processes • Invasive species management tools • Emergency management planning	• Water quality analyses • GIS projects

*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. • Improve coordination among partners to support the inclusion of trees in green infrastructure. • 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 • Educational festivals/events • Volunteer or in-house training • Urban forestry youth programs • Student Programs (K-12 to college level programs) • Neighborhood Outreach	• **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 Giveaway projects that create public awareness of the value and benefits of trees, proper planting techniques and proper tree care and maintenance. It is recommended applicants apply by the **February 1** Deadline in order to be considered for Arbor Day Grants.

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	• Demonstrate how trees can improve the water quality by planting along urban streams.
• How trees are green infrastructure • How trees demonstrate cultural benefits	• Demonstrate how trees can be used as a tool to mitigate the effects of stormwater runoff, heat islands, sea level rise, climate change, and how trees can protect coastal areas from storms.
Please verify that the trees and plants proposed for the project are not invasive. For more information on classifications check the Plant Pono Website or the Hawaii Weed Risk Assessment Website	

These projects may require county or state permits, check with local or state officials before submitting your proposal. See Landowner Permission Form (at the bottom of this form).

More information on the Priorities of Focus identified in the Forest Action Plan to help with planning your project:

Focus	Possible Strategies to Address Gaps
Climate Change	• Overlay UTC (possible urban forest) maps with sea level rise/inundation maps for the Hawaiian Islands to assist with strategically planting trees to mitigate impacts of storms and increased wave action associated with climate change. • Prioritize trees for protection using the existing UTC analysis. • Gain a better understanding of the suitability of specific trees for varying climate zones in the Hawaiian Islands. • Gain a better understanding of the potential of specific trees to mitigate effects of climate change (e.g., heat abatement, flooding and saltwater intrusion). • Communicate environmental urban ethics. • Gain a better understanding of the resilience of specific trees under

	varying scenarios of temperature, rainfall, inundation, and so on. • Mitigate climate change through strategic tree plantings and education.
Education & Outreach	• Develop a broad marketing campaign to increase understanding of the importance of urban trees and vegetation and improve public perception of the value of trees, including ecosystem services and other benefits, such as health, food, cooling, and protection of the coastal strand. • Ensure that informational material intended for policy makers, state agencies, and decision makers focuses on the *Right Tree/Right Place* and the economic and community values of urban forests. • Begin a dialogue with homeowners and others in the community about urban forest values and needs. • Develop new and innovative partnerships to increase public interest in the urban forest and to leverage possible marketing efforts.
Emergency Management	• Integrate the UTC and ICS and storm preparedness. For example, identify the risk of albizia trees to roadways and utilities. • Seek additional funding to create opportunities for emergency managers, policy makers, non-profits, and urban foresters to discuss how urban foresters can provide expertise to emergency managers.
Health & Wellbeing	• Strategically plant urban trees to help improve the health and well-being in our communities. • Address social inequalities by planting more trees in low-income neighborhoods,. increasing access to fruit trees, reducing heat islands and cooling urban schools • Mitigate climate change through strategic tree plantings and education. • Create more tree-lined urban trails, and parks. • Help slow down and treat stormwater runoff.
Invasive Species	• Mitigate impacts of the introduction and spread of invasive species in the urban forest and on native ecosystems by supporting educational outreach. • Engage the landscaping and urban forestry industry in reducing the importation of non-native potentially invasive plants.
Legislation & Ordinances	• Bring knowledgeable people together to identify gaps and strategies that relate to urban forestry issues (e.g., advisory council, task force, workshops). • Compile information about existing ordinances, rules, and laws and make it readily available to the public and the industry. • Work with urban forestry leaders, Tree City/Campus USA communities, and government partners to establish tree canopy goals for municipalities or other entities.
Urban Tree Care	• Support tree inventory projects. • Educate and train landscape industry workers, as well as the general public, about planting the right tree in the right place and about proper tree care. • Support and incentivize the use of native Hawaiian tree species to increase tree species diversity in the urban realm, and provide

	opportunities for the integration of Hawaiian cultural practices in the urban realm.
Water Quality & Green Infrastructure	• Determine which trees provide the most water quality/evapotranspiration benefits and which trees are most resilient. • Use the UTC to identify areas most appropriate for planting trees to improve water quality. • Work together with a broader network of partners to give trees a predominant role in green infrastructure.
Wildland Urban Interference (WUI)	• Collaborate with organizations such as the Hawaiʻi Wildfire Management Organization to increase the number of nationally recognized Firewise communities in Hawaiʻi, particularly communities that fall within the urban realm. • Reduce invasive grass fuel loads in the WUI by supporting projects that contribute to replacing these fire-prone grasslands with more fire-resistant tree species. • Incorporate the message of fire safety into various Kaulunani education and outreach programs.