



## Kaulunani Urban and Community Forestry Grant Program

### MĀMAKI LEVEL Application

**For Grant Requests between \$2,500 - \$14,999**

	Application Form (signed by Authorized Representative) - must be the first page in the application package. (See page 4)
	Proposal Narrative (See next two pages for items I-III)
	Budget Information (See page 3 for item IV)
	Liability Waiver - <b>only for projects that involve tree planting</b>
	Landowner Permission Form (page 5) - <b>only for projects that involve tree planting</b>
	Tax Clearance Hawai'i Compliance Express.

**\*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

Applications must be submitted **electronically** in PDF format to:

[jdollar@smarttreespacific.org](mailto:jdollar@smarttreespacific.org)

*Please call (808) 587-0054 if you do not receive an email confirmation to verify receipt.*

All 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 Landowner Permission Form. Keep a copy for your records. All grant applications shall be typed or clearly printed. Use the preprinted 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:

February 1st, May 1st, August 1st and November 1st

### 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.
- Include all supporting materials.

## 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. Tell us about your organization. Briefly describe the mission, programs, activities, and accomplishments of your group.
- B. *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**, be specific.

## II. Project Description

- A. Explain the **purpose of your project** in one or two sentences.
- B. Describe your project's **objectives** and list which Forest Action Plan (FAP) Strategies are being addressed. *See Grant Application Guidelines.*
- C. Describe the **need** for this project and how it will benefit the community and Hawaii's urban forest. What are the long term benefits of the project?
- D. **Project Activities** – Describe the activities you will undertake to accomplish the project.
- E. **Partnership and Participants** – identify project partners and participants. List the key volunteers, their sponsoring organization(s), and any other citizen involvement.
- F. **End Product/Result** – List deliverables to be accomplished with funds (i.e. brochures, packets, website, proposed newsletter articles, management plans, etc).

## III. Timeline

- A. Include a project start date, end date, and timeline of proposed completion dates by project milestones.

## IV. Budget Information

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

**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, page 5)
- Permits if required
- Documented quotes from at least three nurseries for planting materials.
- Ensure trees and plants are not invasive.** Check the [www.plantpono.org](http://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.***



**Kaulunani Application Form**  
**MĀMAKI LEVEL**  
**Urban and Community Forestry**  
**Grant Program**

*Please type. This page must be the first page of your application packet.*

(For office use only)

Grant#: \_\_\_\_\_

Date Postmarked: \_\_\_\_\_

Applicant Information					
<b>Organization Name:</b> _____					
<b>Federal Tax ID #:</b> _____				<b>501(c)3 status:</b> YES NO	
<b>Contact Person - (All correspondence will be directed to this contact.)</b>					
<b>First:</b> _____		<b>Last:</b> _____			
<b>Title:</b> _____					
<b>Mailing Address:</b> _____					
<b>Physical Address of Project if different:</b> _____					
<b>City:</b> _____		<b>State:</b> _____	<b>Zip:</b> _____		_____
<b>Daytime Phone:</b> _____			<b>Fax Number:</b> _____		
<b>E-Mail Address:</b> _____					
<b>Website:</b> _____					
<b>If awarded a grant, check should be made out to:</b> (If address is different from above provide correct address.)					
Project Information					
<b>Island:</b> _____		<b>Project Category:</b> _____			
<b>Project Title:</b> (10 words or less): _____					
<b>Project Description:</b> (50 words or less): _____					
<b>Start Date:</b> _____			<b>Completion Date:</b> _____		
Financial Information:					
Funds Requested		\$ _____			
Total Cash Match		\$ _____			
Total In-Kind Match		\$ _____			
<b>Total Amount of Project</b>		<b>\$ _____</b>			
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 to  
(Name of Landowner)

\_\_\_\_\_ to plant trees at  
(Name of Applicant)

\_\_\_\_\_  
(Specific Location or Project)

\_\_\_\_\_  
(TMK#)

Is this land public or private? \_\_\_\_\_

\_\_\_\_\_  
(Signature of Landowner)

\_\_\_\_\_  
(Print Name)