



**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) ( <a href="#">download form</a> - xls format)
	- Liability Waiver - <b>only for projects that involve tree planting</b>
	- Landowner Permission Form - <b>only for projects that involve tree planting</b>

**\*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](mailto: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:**

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

### **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)

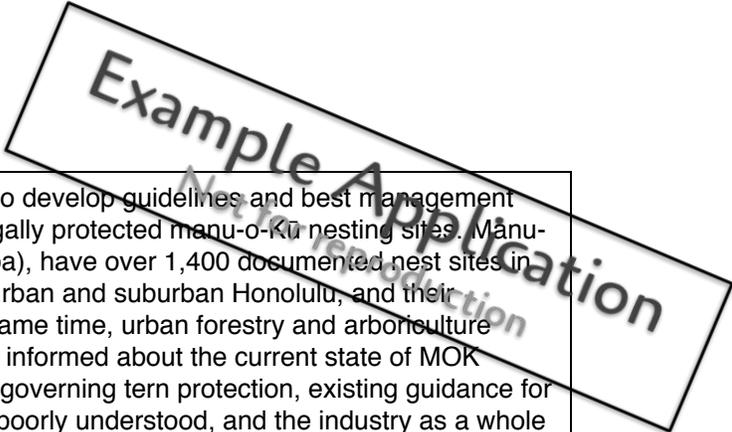
Grant # \_\_\_\_\_

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

Example Application

Not for reproduction

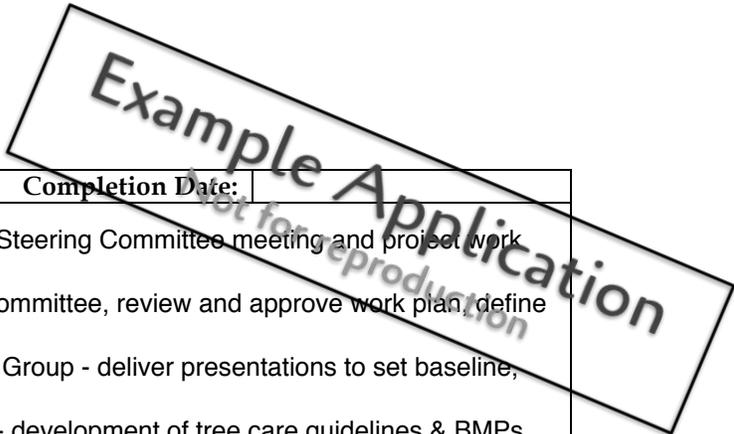
Applicant Information			
<b>Organization Name:</b>			
<b>Federal Tax ID #:</b>		<b>501(c)3 status: YES NO <input checked="" type="checkbox"/></b>	
<b>Contact Person - (All correspondence will be directed to this contact.)</b>			
<b>First:</b>		<b>Last:</b>	<input checked="" type="checkbox"/>
<b>Title:</b>			
<b>Mailing Address:</b>	<input checked="" type="checkbox"/>		
<b>Physical Address of Project if different:</b>			
<b>City:</b>		<b>State:</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>Background Information:</b> (~200 words)	<p>The Aloha Arborist Association (AAA) is a statewide organization of tree care professionals and private citizens concerned for trees and their environment. Since 1976, AAA has strived to educate the tree care industry and the public about proper tree care. The board is composed of professional arborists, all of whom are International Society of Arboriculture certified arborists and/or members of the American Society of Consulting Arborists. The organization:</p> <ul style="list-style-type: none"> <li>- coordinates training programs on a wide variety of tree care topics, including tree worker training, tree diseases, and tree care standards</li> <li>- holds the annual community-building Hawaii Tree Jamboree,</li> <li>- volunteers at landscape and tree industry, environmental/community forestry, school and family-oriented events to educate the public,</li> <li>- provides an information clearinghouse to answer questions from homeowners and tree industry professionals, and</li> <li>- maintains a Subscriber List of over 400 individuals keeping Hawaii connected and informed about issues that affect our community trees</li> </ul> <p>The tree care guidelines and training opportunities developed through this grant will be provided to Steering Committee members, and will be made available online, without regard to race, color, national origin, gender and gender identity or expression, religion, age, disability, political beliefs, marital or family status, income, or because of receipt of public assistance. This project will make outreach efforts to a diverse range of organizations to make this project available to as broad a cross-section of the Hawaii community as possible, and promotes the values of the Hawaiian culture through the principle of Malama Aina and caring for a seabird that appears in so many aspects of the culture.</p>		
Tell us about your organization. Briefly describe the mission, programs, activities, and accomplishments of your group. Describe your <b>non-discrimination policy</b> (examples)			



<p><b>Project Objectives:</b> (~350 words)</p> <p>Explain the <b>purpose</b> of your project, <b>the need</b> and <b>benefit</b> for your community/Hawaii’s urban forest.</p> <p>Briefly describe your <b>project’s objectives</b> and list which <b>Forest Action Plan (FAP) Strategies</b> are being addressed.</p>	<p>The purpose of this project is to develop guidelines and best management practices for tree care near legally protected manu-o-Kū nesting sites. Manu-o-Kū, or white terns (<i>Gygis alba</i>), have over 1,400 documented nest sites in nearly one thousand trees in urban and suburban Honolulu, and their numbers are growing. At the same time, urban forestry and arboriculture professionals are insufficiently informed about the current state of MOK scientific knowledge and laws governing tern protection, existing guidance for the care of MOK nest trees is poorly understood, and the industry as a whole is inexperienced about how best to conduct pruning and other tree care activities around nesting sites. Tree care providers and tree owners risk significant monetary penalties, and imprisonment, for impacting or harming these protected terns, eggs or chicks, and often view MOK’s and their nests with dread or animosity.</p> <p>This project will develop the partnerships and dialogue between tree industry, public agency, and community stakeholders. It will produce a published, commonly available, practicable and comprehensive set of standards for tree pruning and other tree care activities that will help tree care providers get their work done legally and effectively, and increase their awareness and ability to work with wildlife in general. Finally, MOK tree care guidelines and best management practices will be communicated to the arboriculture and urban forestry communities, and to the broader community, via training, access to printed materials, and broadcasting via internet-based platforms.</p> <p>The interlinked Forest Action Plan Strategies being addressed include: prioritizing urban tree care (p135) by developing and sharing information and tools; delivering education and outreach, to the tree industry, tree owners, and to Hawaii residents at large (found throughout the FAP); and supporting seabird protection (p295).</p>
<p><b>Project Description:</b> (~500 words)</p> <p>Describe the activities you will undertake to accomplish the project.</p> <p>Identify project partners and key volunteers.</p>	<p>The project will be facilitated and implemented by Angela Liu, consulting arborist, working on behalf of AAA. AAA has been working closely with Ms. Liu for two years now, and she also is Secretary for the organization. As a consulting arborist and Administrator for AAA, Ms. Liu works government agencies, community members, and tree industry professionals alike. ANSI A300 standards for professional tree care work are an integral part of her operations. The project will be guided by a Steering Committee, which will include AAA along with critical partners such as the Department of Land and Natural Resources/ Division of Forestry and Wildlife, City &amp; County of Honolulu/ Division of Urban Forestry, and Hui Manu-o-Kū. AAA, with guidance from the Steering Committee, will:</p> <p>A. Invite and assemble a Working Group that includes a broader representation of the tree care industry, MOK stakeholders, community forestry partners and community groups.</p> <p>B. Define components of guidelines and BMPs that will be appropriate, comprehensive and of practical professional value; collect, research and analyze existing information regarding tree care near nesting sites.</p> <p>C. Conduct a Working Group meeting to establish the basis for guidelines and BMPs. Factors to be incorporated include scientific knowledge, applicable laws and regulations, economic framework, and the social and political considerations. During the Working Group meeting, facilitator will solicit input from participants to include professional experiences, perspectives, concerns, and questions that need to be addressed.</p>

Example Application

	<p>D. Develop the Guidelines and BMPs – 1) AAA with support from the Steering Committee will draft the Guidelines/BMPs, incorporating research results and input from the Working Group, 2) The Guidelines/BMPs will go through a comment and review period in concert with the Working Group to build consensus and maximize the effectiveness and usability of the resulting products. The Guidelines/BMPs will undergo at most three revisions, and 3) AAA will design the guidelines for publication. The printed material will be mailed to Working Group members, and provided in larger quantities to Steering Committee members for distribution to their constituents.</p> <p>E. Make the guidelines/BMPs available on Web-based platforms, such as on websites and/or social media accounts of AAA, Hui MOK, and other stakeholders.</p> <p>F. Coordinate and conduct training and public outreach events geared towards tree industry professionals to train the industry on the Guidelines/ BMPs. A three to four-hour training program will be geared towards tree industry professionals to train the industry on the Guidelines/BMPs. We will aim for a video presentation of tree trimming near a nesting site, and/or a field session during which participants can observe the application of the guidelines/BMPs.</p> <p>G. Conduct at least one presentation in a community setting, such as the Urban Garden Center or with a gardening group, to increase public awareness about how to use the guidelines to carry out tree care activities while protecting the white tern.</p>
<p><b>End Product/Result:</b> (~250 words)</p>	<p>Key volunteers will include Desiree Page of AAA, and Richard Downs of Hui Manu-o-Kū. Support is being provided by the Division of Urban Forestry in the form of printing services. Representatives from the Division of Forestry and Wildlife, Division of Urban Forestry, and other key agencies are expected to participate.</p> <p>At the end of the project, AAA anticipates to have accomplished the following goals: 1) for the guidelines and BMPs to be widely available and accessible for tree care practitioners, the MOK community, and the lay community alike, and to become established as common professional practice wherever white terns nest in trees. 2) increase the knowledge base of tree care providers so they can work with greater confidence and more professionally where white tern nests are present, including educating and advocating for good tree care practices when working with under-informed tree owners, and 3) for the work process and trainings to foster improved cooperation between the tree industry and MOK community, facilitating the ability of tree care practitioners to get their work done more efficiently and effectively, at the same time that tern populations are fostered and protected.</p>



<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Timeline:</b> Include a timeline of proposed completion dates by project milestones.	2018 September - Coordinate Steering Committee meeting and project work plan October - Convene Steering Committee, review and approve work plan, define specifications for deliverables November - Convene Working Group - deliver presentations to set baseline, solicit participant input November through December - development of tree care guidelines & BMPs 2019 January through March - review and comment period April through May - Finalize, design and print guidelines and public outreach brochure May through early June - Conduct outreach and training events		
<b>Financial Information:</b> <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. (<a href="#">download excel form</a>)</i>			
Funds Requested	\$		
Total Cash Match	\$		
Total In-Kind Match	\$		
<b>Total Amount of Project</b>	<b>\$</b>		
<b>Signature of Agreement</b>			
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](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.**

# 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)