



Kaulunani Community Grant Program 2024 Request for Proposals

Aloha Tree Lovers!

Kaulunani, the Urban and Community Forestry program of Hawai'i's Division of Forestry and Wildlife, invites proposals that support local urban and community forestry initiatives or projects. These grants help communities and organizations develop and sustain programs that grow urban and community trees and forests.

The Kaulunani Advisory Council recognizes that our mission is best fulfilled through engaging people of diverse backgrounds, beliefs, experiences, and cultures with a focus on our priority populations - Native Hawaiians and low-income individuals. To that end, we identify and lift up equity, diversity, and justice as foundational to our program. Partnerships that promote those values are especially encouraged.

This document contains important information to support community grant program applications.

COMMUNITY GRANT

APPLY ONLINE HERE

Due midnight, Mon July 15, 2024

ARBOR DAY GRANT

APPLY ONLINE HERE

Due midnight, Mon July 15, 2024

Available Funds

\$100,000 total funding is available, awarded across two categories:

- General Community Grant Projects: \$5,000 - \$15,000 award range
- Arbor Day 2024 Grant Projects: \$3,000 - \$5,000 award range

Funding for this program is available from the USDA Forest Service under the Code of Federal Domestic Assistance 10.675, Cooperative Forestry Assistance, Federal Fiscal Year 2024.

Who Can Apply

Non-profit organizations, private organizations, schools, churches, community groups, and State and County agencies. All grantees must be in compliance with State Government vendor requirements and provide [Hawai'i Compliance Express](#) certification. Communities from all islands of Hawai'i are encouraged to apply.

Timeline

Applications due on or before midnight (HST)	Notice of funding approval	Project completion and final financial report & invoice due
July 15, 2024	August 13, 2024	December 31, 2024 (Arbor Day Grants) August 15, 2025 (Community Grants)

Categories

Projects must relate to urban and community forestry on public or publicly accessible land or educational institutions, must take place in Hawai'i, and may consist of one or more of the following program components:

- Community celebrations on or around Arbor Day 2024 (Saturday, November 2nd)
- Tree plantings & giveaways
- Tree nursery establishment/capacity building
- Tree care and maintenance, both education and application
- Education and/or outreach about Urban & Community Forestry issues
- Staff and/or volunteer training
- Management plan development
- Invasive species, pest and disease management for trees
- Trees as green infrastructure (e.g. to manage stormwater runoff, firewise landscaping, education and outreach etc.)
- Urban wood utilization
- Agroforestry
- Workforce development

Eligible Project Component Guidelines

Tree Planting, Giveaways, and Tree Nursery Establishment/Capacity Building

- The estimated total number of trees to be planted/distributed must be included in the project proposal. All proposals must provide a species list (including Weed Risk Assessment scores, see www.plantpono.org for details) and a maintenance plan for all planted trees, including provisions for replacing trees that have not survived.
- Funds can be used to grow, purchase and/or plant trees.
- Kaulunani encourages project coordinators to obtain trees local to their apuhua'a or moku, as is possible.
- Funds can also be used to enhance the growing environment of a tree or group of trees for long-term success. This includes activities to increase available soil volume, irrigate trees, and for tree protection.
- Strategically planting trees to maximize their long-term benefits is encouraged. For example, planting trees to conserve energy, improve or expand recreational space, enhance community resilience, or increase business patronage will receive special consideration. Refer to the USDA Forest Service's [Vibrant Cities Lab](http://www.vibrantcitieslab.org) for resources and ideas.
- Strategically planting trees to increase equitable distribution of tree canopy cover across

a community is encouraged. Learn more about Hawaii's tree canopy [here](#).

- Refer to [PlantPono](#) and [SelecTree](#) (Pacific Islands list) to aid in selection of appropriate tree species

Tree Maintenance

- If hiring tree pruning services, seek a certified arborist who follows ANSI 300 standards. Refer to the [Aloha Arborist Association](#) and the [International Society of Arboriculture's Certified Arborist](#) databases.
- Tree maintenance should focus on a prescriptive approach to long-term tree health and structural improvements. This could include structural pruning/training of young trees, crown cleaning and corrective pruning of mature trees, deep root feeding, cabling/bracing, and soil compaction mitigation.
- Funds can be used for equipment to maintain and care for trees, including hand and pole pruners, pruning saws, mulch, watering bags or tanks, and staking materials. Any single piece of equipment must not exceed \$5,000 or it is ineligible.
- Funds can also be used to conduct training/upskilling for employees and volunteers, related to tree care and maintenance.

Education and Outreach

Funds can support forming a tree committee, developing a tree ordinance or policy, training, or professional development for staff or volunteers. See [Arbor Day Foundation](#) for ideas. Funds can also be used to improve awareness and education of the importance of community trees and their management.

Management Plan Development

Funds can be used to develop plans to guide future community tree management. Examples include a shade tree preservation plan, urban forest management plan, tree planting plan, roadside vegetation management plan, forest conservation plan, town forest recreation plan, or any other planning efforts that support or incorporate a community-wide tree program.

Invasive Species, Pest, and Disease Management for Trees

Funds can be used towards preparing for the impacts of invasive species or other pests of concern, including little fire ant, coconut rhinoceros beetle, among others. Examples of supported activities include development of a pest preparedness or management plan, development of a public awareness campaign, and health assessments of trees or other species of concern. Visit <https://dlnr.hawaii.gov/hisc/> for more information.

Eligible Costs

Eligible costs are those necessary for completing the project. Costs must be documented, reasonable, and consistent within the scope of the project. Note that projects must adhere to any procurement policies in place at the applicant's organization, municipality, or educational institution.

✓ Examples of project costs include:

- Services, supplies, equipment*, or facilities used on the project.
- Trees to be planted, site preparation, tree protection, and associated supplies necessary for successful tree planting and establishment.
- Equipment* to increase the organization's capacity to plant trees and successfully manage a community-wide tree program.
- Public outreach and engagement.
- Salaries and fringe benefits of people working directly on the project (up to 40% of the grant request).
- Value of labor, services, supplies, equipment, or facilities donated to the project by third parties

**Equipment is defined as tangible personal property with a per-unit cost of less than \$5,000.*

✗ Ineligible costs include:

- Food and beverages
- Equipment valued at \$5,000 or more
- Land acquisition

Please contact Kaulunani if you have a question about allowable expenses.

Application and Review Process

Applications will be reviewed by the Kaulunani Advisory Council for completeness, eligibility, and applicability to the grant category focus areas. The Council recommends selected proposals to the Division of Forestry and Wildlife administrator for funding. Examples of previously funded projects are available on our Grant page as guidance.

COMMUNITY GRANT
APPLY ONLINE HERE

ARBOR DAY GRANT
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[Community Grant Application](#)

[Arbor Day Grant Application](#)

You have the option to start, save and return to your application, as well as share the link with colleagues.

Cost Share Requirements

The one-to-one cost share requirements using non-federal sources will be waived for this funding opportunity.

However, selected providers must track and report total number of volunteers and total hours of volunteer service contributed by their projects.

Payment Process

All funds awarded will be available for payment in accordance with the following schedule:

- one-third payable after the signing of the grant agreement as accompanied by an

- invoice,
- one-third at a mid-project point as accompanied by a progress report and invoice, and
 - the balance upon completion of the project with verification of payment of all expenses and with submission of a final report and invoice.

[Hawai'i Compliance Express](#) must be in good standing when invoices are submitted or they cannot be processed.

The Division of Forestry and Wildlife (DLNR) reserves the right to make partial payment upon non-compliance of conditions in the grant agreement. Please allow 4–6 weeks from the time of the invoicing/payment request to receipt of the check.

Resources

We encourage the use of the following resources:

- [Plant Pono](#)
- [Best Management Practices \(BMPs\) for Invasive Species Prevention](#)
- [Tree Canopy Viewer Hawaii](#)
- www.Kaulunani.org
- [SelecTree Pacific Islands](#)
- [Stewardship Mapping and Assessment Project](#)
- [Kaulunani Grantee StoryMap](#)

Kaulunani staff will host **Grants Office Hours** as a chance for applicants to ask specific questions about the grant categories, application development, and submission process. These Office Hours will be held virtually using Microsoft Teams and pre-registration is not required.

Meeting dates, times, and links are as follows:

- Wednesday, June 19th, 12-1pm, [meeting link](#)
- Monday, July 1st, 4-5pm, [meeting link](#)
- Thursday, July 11th, 11am-12pm, [meeting link](#)

For more information or assistance please contact:

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For more information about the Kaulunani Urban and Community Forestry Program, please contact Heather McMillen, DOFAW Urban & Community Forester, at heather.l.mcmillen@hawaii.gov