

Neighborhood Grows Application 2017-2018

For assistance in the application process, please contact
Grant Coordinator Mary Petit at 909-608-7438 or
mary_petit@yahoo.com.



Use this page to keep track of all parts of the application process. To access all additional forms beyond the application and budget worksheet, please visit the [Shared folder](#) to download them.

Here is a checklist of forms and steps to take to ensure you have all parts to submit:

- Complete the online application form through this link [HERE](#). Once you submit, you will be emailed a copy of your responses for your records.
- *Download and complete Budget Worksheet
- Most recent 990 (for nonprofits)
- Audited financials (or most recent fiscal year end unaudited financials with an explanation about why audited financials do not exist).
- *Land Use Approval Form
- *Authorized agent designation (document listing who is legally allowed to enter into contracts for the organization)
- IRS designation letter (for nonprofits and fiscal agents)
- Board of directors with affiliations
- Letters of support from partners in this application
- Current organizational budget
- *Nondiscrimination Compliance Statement
- *Drug-Free Workplace Statement
- *Sponsor Form: Fiscal sponsorship acknowledgement letter (if applicable)
- *Certification form for Certified Arborist, Registered Professional Forester, or Licensed Landscape Architect
- Project location map and/or drawings
- *Recycling Certification
- Written Tree Care and Maintenance plan for 3 years post-planting (part of online application)

*Indicates that form is in [Shared folder](#)

Here is a list of the longer response questions on the application. You might want to type your answers in a document, then cut and paste your responses into the online application.

1. ORGANIZATION OVERVIEW: Briefly describe your organization's mission, goals, programs, and whether your organization has participated in tree plantings.
2. PROJECT SUMMARY: Briefly describe your proposed project, including project goals and expected results.
3. LOCATION INFORMATION - - - List the addresses and zip codes of the cities/neighborhoods served by the project. Projects must be within San Bernardino County and be located "in" or "within ½ mile walking distance" of a top 25% disadvantaged community that is in the CA EnviroScreen 2.0 database. If unsure whether the project location is considered an environmental justice community, please contact Mary Petit.
4. BACKGROUND AND RATIONALE. What is the current situation, condition, or problem to be addressed by the project?
5. COMMUNITY BENEFITS AND PARTICIPATION. Describe your target audience and the communities served by this project. How will this project reach out to your communities? How will your target audience and your communities benefit from this project near term and long term?
6. PARTNER INFORMATION - - - List primary project partners or co-sponsors.
7. DESCRIPTION AND SCOPE OF WORK - - - Describe what you want to do; describe how you plan to do it; describe who will be involved with specific tasks; and describe why this is the most effective way to accomplish your project's goals.
8. TREE INFORMATION: Species List - - - Provide a list of the proposed trees for this grant project. Include common names, their genus and species, and the approximate number of each species to be used. List the planting stock size for each tree (must be #15 gallon size or larger). Include information on all trees that may be a match. (Note: IECG's Guardian Tree Nursery stock is approved by CAL FIRE for these grants. Contact Mary Petit for more information. Trees that come from nurseries other than IECG's Guardian Tree Nursery require certification - - - see attached Certification Forms).
9. OTHER PROJECT DELIVERABLES AND BENEFITS: List any additional project deliverables or benefits funded by this grant.
10. BUDGET INFORMATION: Note: Once approved there can be no increases to the approved budget. Increases to individual expense items must be equally balanced by decreases to other items. These changes are subject to prior approval by IECG depending on the amount of change. Under no circumstances can the total approved budget request be increased (This is a reimbursable grant. No cash advances are permitted). ***Download **Budget Worksheet** in Shared Folder
 - a. Budget Detail - Provide a specific budget for work to be done. The expenses should be based on quotes and/or estimates from contractors and vendors or on actual costs that will be incurred. The line items listed should be specific enough to adequately describe detailed project expenses that make up each of the Categories of Expenses on the **Budget Worksheet** provided.
 - b. Contractor and Vendor List - List the contractors and vendors that have provided you with quotes or estimates for this project.
 - c. Matching Funds – List other funding sources, pro bono and in-kind services that will meet grant matching requirements. Volunteer time at the state of CA current

hourly rate of \$27.59 is acceptable as a match. Documentation of volunteer time used as a match is required. (Note: Once approved the total amount of matching funds must be met, or exceeded. Substitutions in matches can be made without prior approval.)

11. Grantee to provide a 3-year care and maintenance plan for all trees planted with this grant. The plan includes but is not limited to:
 - a. Monitoring irrigation for leaks, proper watering, and seasonal adjustments
 - b. Application of appropriate fertilizer according to Best Management Practices
 - c. Structural pruning for young trees according to Best Management Practices
 - d. Treatment of pests and diseases according to Best Management Practices
 - e. Assessment of tree health
 - f. Adjustment or removal of stakes once the trees are established
 - g. Grantee to describe who will be executing this plan, how often the trees are monitored, and provide a log tracking the results. Trees are expected to be monitored weekly for the first 6 months after planting, then every other week for the second 6 months, monthly for the second year, and quarterly for the third year.
 - h. Name of Company or Organization Responsible for the Tree Care and Maintenance Plan
 - i. Owner's Name and Contact Info