LOUISIANA TREESILIENCE PROGRAM
The Nature Conservancy, Louisiana
Urban & Community Forest Restoration Program

I. TREESILIENCE DISASTER RELIEF PROJECT APPLICATION OUTLINE

This outline is not the actual application. The official application can be found at this LINK and must be completed online. The following outline can be used to help prepare your answers in advance. You will need to complete the application at one time, there is no way to save and come back later.

SECTION 1: PROJECT CONTACTS

1. Lead Project Contact Name
2. Project leader phone number for contact purposes
3. Project leader email
4. Community Official name
    o This is the name of the representative of the governing body, mayor, parish president, HOA president, University President, etc., who owns the property the project will take place on and has the authority to sign a Cooperative Agreement for Assistance. This is essentially a secondary contact.
5. Community Official contact email
6. Community Official phone number for contact purposes
7. Are you a non-profit or NGO working on the behalf of a public entity?
   (yes or no)
8. If you answered yes to the above, what is the name of the non-profit organization you represent?
    o Please be sure to read Program Guidelines about the ways in which NGOs can apply and be involved in project planning and implementation.

SECTION 2: COMMUNITY INFORMATION

9. Community Name
    o The size and boundary of your community is completely dependent on the scope of your project area and can cover a city, parish, neighborhood, school, park, council district, census block, etc. Please be descriptive so we have an understanding of the community your project will serve.
10. What is the population of the community that would benefit from your proposed project? (Please be specific)
    o The number of people you submit should be defined by the community listed above and correlate to the scope of your project.
    o If you have multiple project locations and your project will impact several smaller communities, (i.e., neighborhoods, census blocks, council districts, etc.) please break down your numbers to include the smaller populations along with an overarching total population impacted by your project as a whole.
    o For example, a planting along a roadway, which is a major artery of your town, will most likely reach a higher population than a planting in a small neighborhood park or school. A planning project for the entire city or parish would impact the entire city or parish in ways that a single planting in a neighborhood may not.
    o Your project is not being evaluated based on this number.
11. Parish

12. City or Town if applicable
13. Federal EIN

SECTION 3: PROJECT DESCRIPTION

14. Project name (provide a descriptive name for which your project will be referred ex: "Cypress Island Forest Restoration;" "Dutchtown School Tree Maintenance," etc.)
15. Which of the following best describes your project? (Select all that apply)
    o Tree Planting/Canopy Restoration
    o Tree Maintenance/Pruning
    o Tree Removal and Replacement
    o Tree Inventory
    o Management and Long-term Maintenance Planning
    o Other
16. Project Description (Please provide a brief, precise description of your project. This should not be more than 3-4 sentences.)
17. Did your community's urban tree canopy experience damage from a hurricane in 2020 or 2021 (Laura, Ida, Zeta, Delta)?
    (yes or no)
18. Type of public space your project is located within (ROW, public park, school/university, HOA owned property, Property owned by city/parish, etc.)
19. Enter the closest address to the project location. (If there is more than one location, enter the address with the most amount of work to be done.)
20. Latitude and Longitude of Project area
    o If you have a shape file of the project area, please upload the file with your other documents. Instructions can be found in Section 5 File Upload. This can be in addition to or included in your required project map.
    o To find the latitude and longitude of your project area, navigate to Google Maps. Navigate to your project area. Right click in the approximate center of your project area. The coordinates will be displayed in decimal format at the top of a pop-up box on the screen.
    o Or, in Google Earth, navigate to your project area. Click the yellow, add new placemark (pin) icon and then click the center of your project area. A pin will be added, and coordinates will be displayed in the New Placemark pop-up box in the degrees, hours, minutes format.
    o If you have multiple project locations, please provide multiple latitude and longitudes for each location that work will take place. (for ROW's pick a central location for each logical section that will be worked on).
21. Estimated Project Start Date
22. Estimate Project End Date
    o Please consider that plantings done either for the sole purpose of restoring canopy or as replacements for removed trees, must take place between the months of September and April.
23. Please provide a brief description of your project timeline. (If your project includes different phases, please indicate ideally when each phase will occur. Only 2-3 sentences, 100-word limit)
24. Will your project include tree planting?
    (yes/no)
25. If yes to above question, please answer questions 25-30:
    o Number of trees to be planted.

26. Estimated size of trees to planted.
27. Species of trees (If you cannot fit them all here feel free to upload a species list along with your quote and other supplemental information. Direction for the file upload can be found in Section 5.
28. Are these trees replacements for trees removed as part of this project?
    o Replacement trees are trees that are planted after a tree is removed as part of your project. For every tree removed, two native species must be planted within the project area or district (2:1).
29. How many of the total trees planted are replacement trees for trees removed as part of the project?
30. Maintenance Plan
    o For tree planting projects, please specify your short term and long-term maintenance plans. How you plan to care for the trees for the first 2 years and then beyond. This includes watering, mulching, staking, etc. for the initially planted tree. Long-term maintenance includes assessment and monitoring, pruning, etc.
    o For guidance see the U.S. Forest Service's Tree Owner's Manual or International Society of Arboriculture Best Management Practice (ANSI Z60.1 and A300).
    o Try to touch on the following:
        ▪ Who will be responsible for tree maintenance?
        ▪ Mulching regime
        ▪ Watering regime
        ▪ Monitoring program
        ▪ Warranty or maintenance contract
        ▪ Pruning and hazard assessment
    o Please note that chosen projects will be asked to provide this as a document for the Cooperative Agreement for Assistance. It is not required at this time but feel free to include as an attachment in Section 5 and indicate that you are doing so in the question.
    o 200-word limit
31. Will your project include tree pruning or removal?
    (yes/no)
32. If yes to above question, please answer questions 32-35.
    o Number of trees being pruned.
33. Value of trees being pruned. (Value can be estimated a few different ways. Please indicate method used to calculate value (iTree, online calculator, arborist, etc.))
34. Number of trees being removed (please note that this number must be half or less than the number of replacement trees planted in question 29 in order to meet program guidelines of planting 2 trees for every 1 tree removed)
35. Value of trees being removed.
36. Does your community already have an inventory or management/maintenance plan?
    (yes/no)
37. If yes, does this project align with the goals and action items in your plan? 2-3 sentences 100-word limit.
38. How does your project relate to hurricane damage? (Please provide a short narrative of how your project correlates to damage from one or more hurricanes which took place in 2020 and 2021. Be as descriptive as possible including number of trees lost, amount of restoration work completed to date, and how this project will impact the resilience of your urban forest canopy moving forward and/or better prepare for future storms.) 200-word limit.
39. Describe how your project meets the needs of and benefits your community at large. (Outline long-term results, outputs, deliverables, etc.) 200-word limit.
40. Describe any potential challenges that could impact the project. 200-word limit

SECTION 4: **PROJECT FINANCIAL SUMMARY**

41. Project cost/Grant funding request amount
    o Minimum requested amount of $30,000.00.
    o Although there is no maximum, most projects will not be funded in excess of $100,000.00. If you are requesting a higher dollar amount, we suggest phasing your project so we can fund phases if the entire amount is not available at this time.
    o Please note that it is important that your project scope can be completed with the amount requested. The quote that you include in Section 5, should be equal or less than your requested amount to allow for slight contingency.

42. In-Kind Match Description
    o Match has been waived for this funding and is not required. However, it is a criterion we are using to evaluate projects. Please explain your in-kind match contribution if you have one. We suggest focusing on post-installation tree care and/or staff and volunteer hours. If staff or volunteer hours, please indicate an estimated total hour and what they will be going towards. Additional trees or materials that you are providing to add to the scope of this project will be considered in-kind for this funding source.
    o For more information on match please see the [Program Guidelines.](#)

43. In-kind Match Value (provide an estimated value to your in-kind match.)

44. Has your municipality or organization received funding from the United States Forest Service in the last 3 years for Urban and Community Forest related projects?
    (yes/no)

45. If yes to above question, please provide a brief description of the funding including type and amount received and project goals. If possible, please upload a copy of your project proposal with your other documents. 100-word limit.

46. Do you have a quote/bid on official letterhead or via email from contractor/vendor for your project's scope of work? (yes or no)
    o Project Quote/Bid Upload in Section 5 (please upload a copy of the quote, bid or cost estimate for this project in which you based your total project budget. Please note that applications without a proper quote, will not be reviewed. Although this bid will not be used to contract the work, it will be used to determine accuracy of project budget and provide TNC with starting point.
    o Please see Program Guidelines for important information about the required Project Quote.

SECTION 5: **FILE UPLOAD/SUPPLEMENTAL DOCUMENTATION**

47. Please enter your email address below and verify it. Upon submitting this form, you will receive an email with a link requesting you to upload the following supplement documentation for your application. Please note that only a project map and quote are required, the rest is optional but could help us better understand your project, its scope, and the impact it will make in your community.

- 1 or more quotes/bids for project scope (REQUIRED)

- Projects maps (pdf, kml, shape file, jpeg) CAD not accepted (REQUIRED)

- Planting plans, species lists. (CAD not accepted)

- Shape file of your project locations to use with GIS.

- Maintenance Plan

- Your municipalities inventory or management plan which supports your project plan.

- Letter of support from partners, NGO's and/or your municipality if administering the project on their behalf.

- Pictures of your project locations.

- If you have received other USFS funding in the last 3 years, please include a copy of your proposal so we can ensure that the scopes do not overlap.

48. Enter email address and verify for file upload.

Upon submitting your application, if you email addresses' match, you will receive an email with instructions to drag and drop your files for upload. It will help us if you have them in a folder with your project or community name as a file name.

THANK YOU for your interest in the Louisiana Treesilience Program. Please email Amanda Takacs with questions at Amanda.takacs@tnc.org.