

PRINCE GEORGE'S COUNTY  
**TREE ReLEAF**  
**GRANT**  
**APPLICATION**



Return this completed document to:

**Department of the Environment**  
 Sustainability Division  
 1801 McCormick Drive, Suite 500  
 Largo, Maryland 20774  
**ATTN: Deborah Weller**

FOR INTERNAL USE ONLY  
 ID: \_\_\_\_\_

The following information is required of all applicants prior to funding. Additional sheets may be attached. Applications must be submitted on 8½” x 11” white paper. Planting maps should be at a scale that is readable and legible. Submit one copy of the grant application and supporting materials. For more information, see <http://www.princegeorgescountymd.gov/457/Tree-ReLeaf-Grant-Program>.

**Date:** \_\_\_\_\_ **Grant Amount Requested:** \_\_\_\_\_

**Date of Proposed Planting\*:** \_\_\_\_\_ **Rain Date\*:** \_\_\_\_\_

**Name of Organization or Municipality:** \_\_\_\_\_

**Official Address:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Project Coordinator/Primary Contact</b>	<b>E-mail address</b>	<b>Daytime Phone Number</b>
_____	_____	_____
<b>Planting Supervisor</b>	<b>E-mail address</b>	<b>Daytime Phone Number</b>
_____	_____	_____
<b>Party Responsible for Maintenance</b>	<b>E-mail address</b>	<b>Daytime Phone Number</b>
_____	_____	_____
<b>Nursery Supplier</b>	<b>E-mail address</b>	<b>Daytime Phone Number</b>
_____	_____	_____
<b>Treasurer/Finance Officer</b>	<b>E-mail address</b>	<b>Daytime Phone Number</b>
_____	_____	_____



Rushern L. Baker, III  
 County Executive

\* Trees must be planted between October 1 and May 1.





**1 PROJECT SUMMARY**

State the address and describe the location(s) where the tree planting will take place and how many trees will be planted. Please include a vicinity map showing the location within the community or municipality and a diagram of where you plan to plant the trees obtained through this grant. At a minimum, the diagram should show the general location of the trees by type.\*\*

List the species, size, type (balled & burlapped or containerized) and quantity using the table below as an example of the format to follow. Information can be provided on a separate sheet. Trees and shrubs must be native. This table can be combined with the itemized tree budget (see #7).

QUANTITY AND TREE TYPE

QUANTITY	SPECIES TO BE PLANTED	SIZE (diameter)	TYPE
5	Black Gum	5 inches	Balled

**2 MAINTENANCE PLAN**

Provide a plan for watering, pruning, tree wrap removal and dead tree replacement. The maintenance plan must be implemented for a minimum of two (2) years.

**3 MISS UTILITY**

Has MISS UTILITY been contacted? YES  NO

**4 PROJECT OBJECTIVES**

Clearly state project objectives. For example, state the purpose of the planting and the benefits of the project. (Please include as separate attachment)

**5 ARE ANY PERMIT(S) REQUIRED AS PART OF THIS PROJECT?**

YES  NO  If yes, please provide the status of such permits.

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**6 WRITTEN COST ESTIMATE**

The applicant must submit three written cost estimates from landscape nurseries for the plant material. Each estimate must be signed by an authorized representative. All bids should include a one (1) year guarantee, furnished by the supplier, on all trees and shrubs. NOTE: Trees and shrubs must be native plants.

**7 ITEMIZED TREE BUDGET**

Provide an itemized tree budget which includes the species, the size and type (balled & burlapped or containerized). Please indicate whether any of the trees will be used as a match. Information should be provided on a separate sheet. See the example provided at the end of the application.

\*\* Trees will be planted according to the Prince George's County Landscape Manual.



## 8 VOLUNTEER HOURS

Provide a list of volunteer services that includes number of volunteers, hours and the service they are providing. Please include this information as a separate attachment. Volunteer time is valued at \$25 per hour.

## 9 OVERALL ITEMIZED BUDGET

List the expenditures and match in an itemized budget and include it as a separate attachment. The overall itemized budget must include the total number of trees from your itemized tree budget.

Grant requests for civic, community and homeowner associations may not exceed \$5,000 per project. Grant requests for municipalities may not exceed \$10,000 per project. Funds may be spent on trees, shrubs, soil preparation, protective fencing and mulch. Costs per plant including soil amendment, gator bags and other expenditures cannot exceed \$150 per tree. Funds will be disbursed to the applicant after project completion and in accordance with an approved application. Funds are available on a first-come basis. Receipts and proof of payment are required as supporting documentation for the disbursement of grant funds.

Financial assistance is in the form of a 50-50 match grant. This means that for every Tree ReLEAF grant dollar an equal match (cash or in-kind) must be provided by the applicant. The total project value is 100 percent with 50 percent from grant dollars and 50 percent from match (applicant). Match dollars can be in the form of cash and/or the cash value of donated goods and services. Budget examples are provided at the end of this application.

Applications for Tree ReLEAF funds must be signed by the landowner where the trees are to be planted. Homeowner associations must provide proof of ownership. By signing below you are authorizing approval. The applicant agrees to:

- Implement the above-described project consistent with this agreement and the County Tree ReLEAF Grant Application criteria.
- Allow the County to inspect the plantings and assess tree survivability within a year of the planting and then every three years thereafter.

Applicants are strongly encouraged to use the PGCTreeTRAK App to document the location of each tree that is planted.

**Note:** Prince George's County assumes no responsibility or liability for claims, suits, damages, costs, replacements, losses or expenses which arise from or are connected with the organization's or municipality's tree planting program.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Coordinator | Department of the Environment**

\_\_\_\_\_  
**Adam Ortiz, Director | Department of the Environment**



## BUDGET TABLE EXAMPLES

### EXAMPLE - ITEMIZED TREE BUDGET

QUANTITY	SPECIES	SIZE (height)	TYPE	COST/TREE	GRANT REQUEST	MATCH FUNDS	TOTAL COST
10	Red Maples		Balled	\$100	\$1,000		\$1,000
6	Redbud		Balled	\$65.50		\$393	\$393
<b>TOTAL: 16</b>				<b>\$165.50</b>	<b>\$1,000</b>	<b>\$393</b>	<b>\$1,393</b>

### EXAMPLE - ITEMIZED VOLUNTEER HOURS

SERVICE	NUMBER OF VOLUNTEERS	HOURS	MATCH
Planting	5	20	\$500
Two years of maintenance	2	280	\$7,000
<b>TOTAL</b>	<b>7</b>	<b>300</b>	<b>\$7,500</b>

### EXAMPLE - OVERALL ITEMIZED BUDGET

ITEM	QUANTITY	COST PER UNIT	GRANT REQUEST	MATCH FUNDS	TOTAL COST	COMMENT
Trees	16	\$87.06	\$1,000	\$393	\$1,393	Total from itemized Tree Budget
Mulch	10 cubic yards	\$8.48	\$84.80		\$84.80	
Gator Bag	32	\$17	\$544		\$544	
Volunteer Hours	300	\$25/hr	N/A	\$7,500	\$7,500	Total from Volunteer Budget
<b>TOTAL</b>			<b>\$1,628</b>	<b>\$7,893</b>	<b>\$9,521</b>	