



The City of Austin

URBAN FOREST GRANT

Program Guidelines and Application

PURPOSE

The Urban Forest Grant (UFG) has been established to promote conservation and improvement projects that benefit Austin's urban forest. This program is supported by the Urban Forest Replenishment Fund, which was created to mitigate the impact of tree removals. The UFG enhances the urban forest through projects associated with tree planting, education, public service announcements, award programs, disease control, inventorying, and other related efforts. Additional tree information (i.e. programs, benefits, regulations, care and maintenance) can be found at <http://austintexas.gov/trees> or www.treesaregood.com.

The Austin Community Foundation (ACF) manages this fund on behalf of the City of Austin (COA). ACF receives funds from the City and awards grants to applicants in consultation with the City of Austin. Staff from the Community Tree Division evaluates the program on an annual basis to determine if the amount of funding, processes used to determine eligibility, or any other aspect of the program requires improvement.

UFG Website: <http://austintexas.gov/UFGP>

ELIGIBILITY

Individuals, businesses, academic and private institutions, home owners associations, youth groups and nonprofit organizations may apply for funding for projects that show a clear benefit to Austin's urban forest. Funds may not be used as compensation for work performed by the applicant. The program encourages the use of funds for those that are economically disadvantaged. All Project Application Forms (Appendix A) will be reviewed by ACF. The Community Tree Program serves as Advisor to the ACF regarding grant recipients. All proposed projects must be within the Austin city limits, on public property or Civic areas as defined in section 25-2-6(A) of the City of Austin Land Development Code, or within 15 feet of these areas, for public benefit, and adhere to the Land Development Code criteria. All projects must comply with federal, state, and municipal regulations. Proposals will be reviewed as they are submitted.

Grant projects are to be conducted with honesty and reliability. It is encouraged to match funds received from this grant program. This can be accomplished by using funds from alternative sources and by accounting for labor and materials used with your grant project. Funding from this grant program may not be used for projects intended to meet regulatory compliance requirements.

APPLICATION REQUIREMENTS

Deadlines Applications for UFG funding may be submitted at any time, but should be submitted for review a minimum of 3 months prior the proposed initiation of the project in order to have sufficient time for review. Complex proposals, incomplete applications, and proposals that require Environmental Commission approval will require a longer review time. This fund should not be considered for projects with very short, time sensitive deadlines.

Bids For all funding requests \$3,000 or more that propose to pay for contracted work or materials, three bids are required to be included in the application.

Projects on public land Projects on public lands require the review and approval of City of Austin staff from the governing departments. Applicants must discuss proposal ideas with those department representatives when planning a new project proposal. See the *Contact* section (page 5) for the departments and individuals to contact.

Previous applicants Applicants may not submit applications for new projects until a previously funded project has been completed and the final report has been submitted.

PROJECT CATEGORIES

Each application must identify the type of expenditure category with which their proposal is best associated. If a proposal includes work in multiple categories, each of those categories must be clearly defined in the project description and broken out in the budget. The following table lists the main categories and corresponding subcategories:

Tree Planting & Care ¹	Education & Promotion	Urban Forest Stewardship
<ul style="list-style-type: none">• Tree purchasing• Tree installation• Tree establishment (Irrigation, mulch)• Tree care/maintenance	<ul style="list-style-type: none">• Public education• Events• Print/online materials• Research	<ul style="list-style-type: none">• Invasive species control¹• Disease control• Mapping• Forestry technology• Staffing/Internships²

¹ See the [UFG website](#) for specific requirements on tree planting, care, and invasive species removals

² Eligible for non-profit or governmental entities only.

PROPOSAL FORMAT

The project proposal must meet the aforementioned eligibility and application requirements. If these are met, the proposal will be reviewed by the program manager to evaluate the potential urban forest benefit. Specific items which may be considered are: arboreal benefit, citizen impact and experience, feasibility, ability to encourage the use of local businesses, habitat biodiversity and organization capabilities. Applicants are to submit to ACF the Project Proposal Application Form (Appendix A) and a project write-up formatted as follows:

I. Project Title

II. Project Description and Objectives

Describe the intent of the project and how it would address and benefit Austin's urban forest. Provide a clear and detailed statement of the project's objectives and include the associated project category and subcategory.

III. Approach and Methods

Describe the specific process(es) that will be employed to achieve the project objective.

IV. Timeline

Provide the time frame from initiation to completion of the project. This should include milestones to assess progress.

V. Budget

Identify the amount of funding requested. Provide a detailed list of costs that include all supplies, materials, and any other associated expenses. The UFG does not fund indirect or overhead expenses. Include costs that are to be provided or paid for by other revenue sources to show in-kind contributions to the project. This can be in the form of materials and labor. The current, nationally recognized value of volunteer time can be found here:

https://www.independentsector.org/volunteer_time

VI. Contact Information

Provide the name, phone number, email address, and mailing address of the primary applicant who will be the single point of contact.

VII. Personnel Qualifications

This section should identify the names, qualifications, and contact information for all personnel who would be managing this project. State the primary work assigned to each person and the percentage of time each person would devote toward this work. Identify key persons by name and title, and provide the resumes describing relevant experience.

REPORTING REQUIREMENTS

Project Reporting

Quarterly progress reports are required (every 3 months from the approval date) while the project is active. Reports must be in the form of a document or an email and must clearly include the following information.

- Progress / status of the project
- Notable setbacks or achievements thus far
- Estimated time to finish the work
- Line item report of expenditures from the grant funding

Field visits

Applicants may request field visits from the UFG manager to discuss proposed or ongoing projects. In turn, the UFG manager may request a meeting or visit the site at any time during the project to check the progress of the work.

Changes

Proposed changes to approved grant applications are to be submitted in writing to the UFG manager. A letter of approval must be obtained before proceeding with the changes.

Post Project Reporting

At the completion of the project, applicants are required to notify the grant manager and complete a post-project final report that answers the following six questions:

1. Project title
2. What were the original project objectives and were they attained?
3. What objectives were most successful?
4. What objectives were least successful?
5. Did the results meet your expectations?
6. What would you change if you were to repeat this project?

The report must be in a word or PDF document.

Send all reports to: Jason.Traweek@austintexas.gov

Promote the program!

The UFG is dedicated to improving our community through funding urban forest improvement initiatives. We ask that you to help us spread the word about the program in any written presentations and/or signage about your project. Please let people know that we helped your project so that we can help them realize their future tree project ideas too.

CONTACTS



Austin Community Foundation

Sara Watson

swatson@austincf.org

Office: (512) 472-4483

4315 Guadalupe Street, Suite 300

Austin, Texas 78751



Jason Traweek

Urban Forestry Resource Coordinator

Jason.Traweek@austintexas.gov

Office: (512) 974-2332

City of Austin, Development Services Department

One Texas Center, 5th Floor

505 Barton Springs Road

Austin, Texas 78704

Projects on public lands require the review and approval of City of Austin staff from the governing departments. It is strongly encouraged to discuss proposal ideas with both the UFG manager and these department representatives when planning a new project proposal.

Project Location	Department	Contact	
In a public park or along trails	Parks and Recreation Urban Forestry	Christine Canul	christine.canul@austintexas.gov 512-974-9515
Near a waterway or in a preserve	Watershed Protection	John Clement	John.Clement@austintexas.gov 512-974-1475
Within the street Right of Way	Public Works	Rob Grotty	Rob.Grotty@austintexas.gov 512-974-9198



URBAN FOREST GRANT PROJECT PROPOSAL APPLICATION

Application Date: / /

Project Title: _____

Project Category: (see page 3) _____

Project Subcategory: _____

Amount Requested: \$ _____

Applicant Name: _____

Organization: _____

Email Address: _____

Does the project meet the required basic criteria?

- Within the Austin city limits ☐ YES ☐ NO
- On public property or Civic areas as defined in 25-2-6(A) within the Land Development Code, or within 15 feet of these areas ☐ YES ☐ NO
- For public benefit ☐ YES ☐ NO
- Adhere to the Land Development Code criteria ☐ YES ☐ NO
- Is not for satisfying regulatory compliance requirements ☐ YES ☐ NO

Include in your application:

- ☐ This coversheet
- ☐ Project proposal, as specified on page 4
- ☐ Three bids for all funding requests over \$3,000 that proposes to pay for contracted work or materials

Email applications to:

Austin Community Foundation
swatson@austincf.org