

Roswell's

Tree Planting Partnership



A City program to provide financial support to organizations who want to enhance and beautify the City by increasing Roswell's tree canopy and density.

www.roswellgov.com/TreePlanting



City of Roswell

Tree Planting Partnership Program

Application Guidelines

Partnership Program Mission:

The Tree Planting Partnership program has been designed to provide matching funds to interested parties for the enhancement and beautification of the City. The program will fund projects that increase the City's tree canopy and density.

Eligible Projects and Locations:

These include, but are not limited to:

- Hardwood tree purchase and planting (a list is provided on page 5);
- State and/or City right-of-way beautification projects;
- Storm damage assistance projects; and
- Public properties.

Note: Preference will be given to tree planting projects that occur on public property. The eligibility of other projects must be determined before submitting an application. Please contact the Tree Partnership Coordinator for assistance.

Eligible Organizations:

Note: Preference will be given to public entities and not-for profit organizations. Eligible organizations include, but are not limited to:

- Church groups;
- Garden clubs;
- Girl/Boy Scout troops, 4H Clubs, Boys/Girls Clubs;
- Rotary Clubs, Kiwanis Clubs, Junior League or other civic organizations, etc.;
- Schools, PTAs, student organizations, classrooms, etc.;
- Local businesses;
- Landscape design companies; and
- Non-profit organizations.

Partnership Application Period:

Eligible Organizations are encouraged to contact the City's Tree Partnership Coordinator about preparing a proposal. Proposals will be accepted throughout the year starting in January. The proposals will be evaluated monthly as needed. The City's matching funds will be available to partners on a first-come, first-served basis.

Project Period:

The optimum tree/landscape material planting season is **November – April** each year. The City will require all tree planting activities to occur during this time frame. If your proposal is selected for an award, please be prepared to start the project as soon as possible.

Pre-Application Planning Meeting:

The City requires that potential partners schedule a pre-application planning meeting with Mr. Danny Blich, Tree Partnership Coordinator to discuss the particulars of the project and inspect the proposed project location. The Tree Partnership Coordinator, City Arborist, and/or Transportation Department representatives will be available to partners needing technical assistance or advice on the tree planting projects.

Partnership Match Amounts:

The City of Roswell agrees to match the partner's cash and in-kind donations 50:50. Typically the City will match the partner's donations ranging from a low of \$500 to a high of \$5,000. The City will accept creative match arrangements provided the partner provides a combination of cash, community donor support and in-kind volunteer labor. Thus, the City's cash match will generally range from 50-75% of the total project costs.

In-kind Match Credits:

The City will accept volunteer labor as an in-kind donation. The partner's organization and management of the volunteers, depending on the size of the tree-planting project, may amount to a credit ranging from 15 to 25%. The City will determine the exact percentage of the credit based on a number of factors (i.e., size and scope of project, number of volunteers committed to the project, project location, etc.). For example, if the City approves a cash match request of \$2,000. The partner organization can receive an in-kind credit of 15% (or an additional \$300) from City funds (a total of \$2,300 in cash from the City) for organizing the volunteers to plant the trees and maintain the planting site.

Expectations of Partners:

Partner organizations must provide cash, materials and/or in-kind contributions amounting to 50% of the total project costs unless volunteer labor is also provided by the partner organization. The City may offer partner organizations with volunteers a 15 to 25% credit, thus reducing the partner's match obligation. The exact percentage credit awarded to the partner organization will be negotiated on a case-by-case basis. The City encourages applicants to partner with other interested groups to complete the tree planting projects. Contributions from other partners will be considered as a part of the required 50:50 match of the City's cash contribution toward the project.

- Pick the tree planting date and location;
- Utility locator service (1800-282-7411, 48 hours before);
- Organize the volunteers;
- Maintenance and watering plan.

Disbursement of Project Funds:

The City's cash match funds can be paid directly to the tree vendor. The City will hire the vendor, or the partner may with the City's permission, to select and deliver the trees and planting materials to the designated site. The partner will select the project site, and provide volunteers to install the trees and maintain the planting site.

When will an organization learn the status of its application?

Partnership funding decisions will be made monthly in the order the proposals are received.

What will the Tree Planting Partnership funds be used to purchase?

The City’s funds (50%) and the Partners funds (50%) are to be used to increase the City’s tree canopy and density. Trees species purchased with City funds must be at least 2 ½” caliper and meet the approval of the City Arborist for canopy and density. All items purchases must directly relate to the tree planting project and the health of the trees.

The following items can be purchased with City funds:

- Hardwood Trees (Minimum 2 ½” to 3” Caliper);
- Delivery and Shipping Costs;
- Tree Stakes and Guide Wires;
- Soil Amendments (i.e., soil conditioners);
- Fertilizers;
- Mulches (pine straw, pine bark, etc...),
- Ground-cover (to mitigate erosion and run-off);
- Large Equipment Rentals (i.e., bobcat, gas powered augers and tillers);
- Small Tools (i.e., pruning shears, shovels, rakes, wheel barrows, etc.);
- Utility locator service;
- “Gator bags” or similar drip watering system.

The following items can be purchased with the Partner funds, donors or in-kind contributions:

- Non-hardwoods trees;
- Maintenance and Upkeep (i.e., pruning, replacing dead trees, watering, fertilizer, mulch);
- Plants, flowering plants, shrubs, ornamental trees; and,
- Installation of irrigation systems.

What items cannot be purchased with the Tree Planting Partnership funds?

- Costs for existing, full-time staff positions on project;
- Expenses for travel to professional meetings, seminars, and workshops;
- Food and beverage costs;
- Land acquisition costs.

The City may at its discretion change the items that funds can be used to purchase and can change the items that cannot be purchased without prior written notice.

How does the City decide which projects are selected for funding?

The City has established the Administration and Finance Committee as the Project Selection Committee. The decision of the Selection Committee is final and no appeal process exists.

More about Partnerships:

After the Selection Committee has made its recommendations, eligible applicants will enter into a 2-year contract with the City of Roswell specifying the terms and conditions of the partnership. The partner can donate their funds to the City, document their cash expenditures, or establish a value for the donations and in-kind contributions.

Partnership Signage:

The City will purchase a small indoor/outdoor plaque with the partners' names and the year.

What credit line should be used for publicity?

The following statement should be used on all banners, signs, publicity, newspaper articles, etc. related to this project: *“This Tree Planting project was funded in part through a partnership between the City of Roswell and (your company or organization name).”*

For more information, contact:

Danny Blitch - Tree Partnership Coordinator
City of Roswell
38 Hill Street, Suite 130
Roswell, GA 30075
(770) 641-3727
dblitch@roswellgov.com

For a Tree Planting Partnership Application, visit: <http://www.roswellgov.com/TreePlanting/>



Hardwood Tree Species List

The following list is provided as a guide, other hardwood or over-story trees will be considered.

Latin Name	Common Name
<i>Acer floridanum</i>	Florida Maple or Southern Sugar Maple
<i>Acer rubrum</i>	Red Maple
<i>Acer saccharum</i>	Sugar Maple
<i>Betula nigra</i>	River Birch
<i>Carya species</i>	Hickories, Pecans
<i>Castanea mollissima</i>	Chinese Chestnut
<i>Celtis occidentalis</i>	Hackberry
<i>Cercidiphyllum japonicum</i>	Katsura Tree
<i>Cladrastis lutea</i>	American Yellowwood
<i>Cunninghamia lanceolata</i>	Common Chinafir
<i>Fagus grandifolia</i>	American Beech
<i>Fraxinus americana</i>	White Ash
<i>Fraxinus pennsylvanica</i>	Green Ash
<i>Ginkgo biloba</i>	Ginkgo
<i>Halesia carolina</i>	Carolina Silverbell
<i>Juniperus virginiana</i>	Eastern Red Cedar
<i>Liquidambar styraciflua</i>	Sweetgum
<i>Liriodendron tulipifera</i>	Yellow Poplar, Tulip Poplar
<i>Magnolia grandiflora</i>	Southern Magnolia
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Nyssa sylvatica</i>	Black Gum, Black Tupelo
<i>Platanus occidentalis</i>	Sycamore
<i>Quercus species</i>	Oaks, except Live Oaks
<i>Robinia pseudoacacia</i>	Black Locust
<i>Sophora japonica</i>	Japanese Pagodatree
<i>Taxodium disticum</i>	Bald Cypress
<i>Ulmus parvifolia</i>	True Chinese Elm

TREE PLANTING PARTNERSHIP

Application Cover Sheet

APPLICANT INFORMATION

Organization or Business' Name and Address:	County:
	FEIN:
Contact Person's Name:	Title:
	Telephone Number:
Email:	Facsimile Number:
Authorizing Official or Owner's Name and Address:	Title:
	Telephone Number:
Email:	Facsimile Number:

PROJECT INFORMATION

Proposed Project Title:		
Description of the Proposed Project (maximum of three (3) sentences):		
Will the tree planting project occur on public property? Select One: Yes <input type="checkbox"/> or No <input type="checkbox"/>		
Proposed Project's Starting and Ending Dates: _____ / _____ / _____ to _____ / _____ / _____		
Amount to be Spent by City:	Number/Value of Volunteer Hours:	Total Project Costs:

AUTHORIZATION AND ASSURANCES

As the authorizing official for the applicant, I certify that to the best of my knowledge that the information in this application is true and correct. The application has been duly authorized, and if selected, the applicant will carry out the project in the manner described herein.	
_____ Authorizing Official's Signature	_____ Date

TREE PLANTING PARTNERSHIP

Application Budget Section

PROPOSED BUDGET

Category:	Estimated Unit Price:	Quantity:	Partner(s) Match:	City's Portion:	Totals:
Hardwood Trees (Minimum 2 ½” to 3” Caliper)					
Trees (preferred 2 ½” to 3” Caliper)					
Shrubbery (Minimum 3 gallons)					
Perennials/Ground Cover (Minimum 1 gallon)					
Soil Amendments/Fertilizers					
Mulches					
Delivery Charges					
Large Equipment Rentals					
Small Tools Rentals					
Tree Stakes and Guide Wires					
Landscape Timbers					
Proposed Project Totals:					
Labor/ Volunteer Labor (In-Kind Donation)					



CITY OF ROSWELL TREE PLANTING PARTNERSHIP

Tree Planting Partnership Project Checklist (include this page with your application)

___ Pre-application Planning Meeting _____ Date

___ Tree Planting Partnership Application Cover (page 7)

___ Authorizing Official's Signature

___ Organization or business description

___ Project Description

___ Budget Narrative

___ Work Plan including:

- Timeline
- Staff Bios (for personnel responsible for tree planting)
- Site Photographs, Two (2) before pictures
- Proposed Site Plan
- Maintenance Plan for Site and Trees

___ Proposed Tree Planting Plan

___ Application Budget (Page 8)

Submit Tree Planting Partnership Applications to:

Tree Partnership Coordinator
City of Roswell
38 Hill Street, Suite 130
Roswell, GA 30075
dblitch@roswellgov.com

**Tree Planting Partnership Program
January 24, 2024**