



MillionTreesNYC Community Grant Program *Presented by The Home Depot Foundation*

MillionTreesNYC is an initiative to plant and care for one million new trees throughout New York City by 2017. The initiative is a public-private partnership between Mayor Michael R. Bloomberg's PlaNYC, the New York City Department of Parks & Recreation and New York Restoration Project (NYRP), as well as many community, nonprofit, government and corporate partners throughout NYC.

Program Overview and Objective

Presented through the generous support of The Home Depot Foundation, and managed by NYRP, the MillionTreesNYC Community Grant Program is designed to advance the two main goals of MillionTreesNYC: (1) to plant a million trees across the five boroughs of New York City; and (2) to provide for the long-term care and maintenance of New York City trees. Each year for the next three years, the MillionTreesNYC Community Grant Program will fund organizations with new or existing programming that meets these critical needs. There are two distinct funding tracks, outlined below:

Funding Tracks

TRACK 1 - CITYWIDE GRANT PROGRAM

Beginning fall 2008, The Home Depot Foundation will provide five \$20,000 grants to support citywide tree planting and stewardship initiatives. Program funds may be used to purchase and plant trees as part of the MillionTreesNYC initiative and/or to develop a stewardship program for tree care and maintenance. Citywide grants may also be used to develop an education and community outreach campaign informing New Yorkers about the MillionTreesNYC initiative, the need to get involved in tree planting and stewardship, and opportunities for community engagement. Recipients must demonstrate that proposed programs will include or be available constituents in all five New York City boroughs.

Eligibility:

- Applicants must have either 501(c)3 status or a fiscal conduit with 501(c)3 status and operate within New York City's five boroughs.
- Tree planting sites must be located on public or publicly-accessible property (i.e., cultural institutions; community/senior centers; community gardens; colleges and universities, etc.)
- Funds must be expended within one year of distribution by December 31, 2009.
- Citywide project proposals must relate to one or more of the following categories: tree procurement and planting, community education and outreach, tree care and stewardship, and stewardship training.

TRACK 2 - NEIGHBORHOOD GRANT PROGRAM

Beginning fall 2008, The Home Depot Foundation will provide numerous grants of up to \$5,000 for neighborhood-based tree planting initiatives throughout New York City. Up to a total of \$100,000 in grants will be distributed to organizations throughout the five boroughs. Neighborhood grants will support tree planting initiatives ONLY. All program applications must include a plan for watering and maintaining trees planted through grant funds and must demonstrate support of the local community.

Eligibility:

- Applicants must have either 501(c)3 status or a fiscal conduit with 501(c)3 status and operate within New York City's five boroughs.
- Neighborhood project proposals must relate to tree planting and clearly outline plans for tree stewardship.
- Must have the demonstrated support of the local community.
- Tree planting sites must be located on public or publicly-accessible property (i.e., cultural institutions; community/senior centers; community gardens; colleges and universities, etc.)
- Funds must be expended within one year of distribution by December 31, 2009.



Application Instructions and Guidelines

REQUIRED MATERIALS FOR SUBMISSION

Application Materials

- A 2-page **project description**. Descriptions should be clear and concise, and outline key goals, strategies, and project outcomes. Project descriptions should include the estimated number of trees planted, maintained and/or community members engaged. Project descriptions should also outline a detailed stewardship plan, including the watering measures that will be adopted to ensure tree survivability (if applicable).
- A detailed 1-page **project budget** showing line-item costs for activities described in your project description, i.e. trees, planting materials, tools, supplies, event/educational materials, training, etc. **Grant will not cover staff costs, transportation, food or entertainment expenses.**
- A detailed 1-page **project timetable**, running no longer than one calendar year.
- At least one **letter of support** from local community organization, arbor-related organization, etc.
- A 1-page **organizational project history**, outlining key examples of successfully completed work and programs.

Reporting

Subsequent to project completion, all grantees must submit the following:

- A project outcomes report no longer than two pages is required within 60 days of project completion. Grantees who fail to provide a final report will not be eligible to submit for a second or third year of funding.
- Photos (300 dpi required) demonstrating project accomplishments, if applicable.

GUIDELINES FOR APPLICATION PREPARATION

- All support materials must be clearly labelled, typed in 11-point Arial font, and affixed to the application.
- If the total cost of the project exceeds the grant amount you are applying for, please explain the part of the project that this grant will be applied to, and give details of any other funding that is in place to support the entire scope of the project.
- Images: Do not send discs or videos. If images are essential, send print photographs only.
- **Applications must be mailed with a deadline postmark date December 1, 2008 to:**

**MillionTreesNYC Community Grant Program
c/o New York Restoration Project
254 W. 31st Street, 10th Floor
New York, NY 10001**



MillionTreesNYC Community Grant Program Application

Contact Name	
Title	
Organization Name	
Street Address	
City/State/Zip	
Email Address	
Telephone	
Application Track	<input type="checkbox"/> Citywide Grant <input type="checkbox"/> Neighborhood Grant
Project Scope	<input type="checkbox"/> Tree Procurement and Planting <input type="checkbox"/> Community Outreach and Education <input type="checkbox"/> Tree Care and Stewardship <input type="checkbox"/> Stewardship Training

Project Overview (please provide a few sentences describing the overall project and intent)

Project Location (include address, borough, neighborhood, and a description of the project's geographic scope)

Fiscal Sponsor (If you require a fiscal sponsor, provide the organization name, address, phone, and primary contact name.)

Attach the following information to your application:

(1) Project Description, including a stewardship plan for ensuring the survivability of trees planted (if applicable); (2) Detailed project budget, reflecting funding request; (3) Timetable for project completion; (4) Letter(s) of support; (5) Organization project history; and (6) Other supporting materials (if relevant).

Signed:	
Printed Name:	
Date:	