



# URBAN FOREST GRANT

Program Guidelines and Application



**Development**  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*



## WHAT IS THE URBAN FOREST GRANT?

The Urban Forest Grant (UFG) enhances Austin’s urban forest through conservation and improvement projects. The UFG funds projects associated with tree planting, education, public service announcements, award programs, disease control, inventorying, and other related efforts that support our urban forest.

The UFG is supported by the Urban Forest Replenishment Fund, which was created to mitigate the impact of tree removals. 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 evaluate 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.

Additional tree information (i.e. programs, benefits, regulations, care and maintenance) can be found at <http://austintexas.gov/trees> or [www.treesaregood.com](http://www.treesaregood.com).

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



## PROMOTE THE PROGRAM!

The UFG is dedicated to improving our community through funding urban forest improvement initiatives. Please help us spread the word about the program in any written presentations and/or signage about your project. By sharing that you received a UFG, you may inspire others to apply and realize their future tree project ideas, too!

## WHO SHOULD APPLY?

Do you have an idea to support Austin’s urban forest? Many groups are eligible to apply, including:

- businesses
- parent teacher associations (PTAs)
- academic and private institutions
- home owners’ associations
- student/youth groups
- non-profit organizations

While individuals may apply, we prefer group applications to support community engagement. Projects that serve economically disadvantaged communities are encouraged.

## IS MY PROJECT ELIGIBLE?

First and foremost: your proposed project must show a clear benefit to Austin’s urban forest and be for public benefit.

All proposed projects must be within the Austin city limits, on public property or Civic areas (defined in [section 25-2-6\(A\)](#) of your City of Austin Land Development Code) or within 15 feet of these areas, and adhere to all Land Development Code criteria. All projects must comply with federal, state, and municipal regulations.

Grant projects are to be conducted with honesty and reliability. Matching funds are encouraged. This can be accomplished by using funds from alternative sources and by accounting for volunteer 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.

## HOW LONG WILL THE GRANT APPLICATION TAKE?

The UFG program accepts Project Proposal Applications (found on page 6) on rolling deadlines.

We encourage applicants to contact us to discuss potential projects prior to submitting an application by emailing [Jason.Traweek@austintexas.gov](mailto:Jason.Traweek@austintexas.gov). Proposals will be reviewed as they are submitted. Once submitted, proposals can take up to three months to approve.

All applications will be reviewed by ACF. The Community Tree Program serves as Advisor to the ACF regarding grant recipients.

# APPLICATION REQUIREMENTS

- Deadlines** Project Proposal Applications for UFG funding may be submitted at any time, but should be submitted for review a minimum of three (3) months prior the proposed start of the project in order to have sufficient time for review. Complex proposals or incomplete applications will require a longer review time. This fund should not be considered for projects with very short, time sensitive deadlines.
- Bids** If your proposed grant includes a line item for contracted work or materials totaling \$3,000 or more (per item), we require three bids be included with your application.
- Projects on public land** Projects on public lands require the review and approval of City of Austin staff from the appropriate departments. Applicants must discuss proposal ideas with relevant department representatives before submitting an application. See the Contact section (page 5) for the departments and individuals to contact.
- Constraints** The UFG does not fund indirect or overhead expenses and funds may not be used as compensation for work performed by the applicant.

# PROJECT CATEGORIES

Each application must identify the category and subcategory that best represents their Project Proposal Application. If an application 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 <sup>1</sup>	Education & Promotion	Urban Forest Stewardship
<ul style="list-style-type: none"> <li>▪ Tree purchasing</li> <li>▪ Tree installation</li> <li>▪ Tree establishment (irrigation, mulch)</li> <li>▪ Tree care/maintenance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public education</li> <li>▪ Events</li> <li>▪ Print/online materials</li> <li>▪ Research</li> <li>▪ Public art</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invasive species control<sup>2</sup></li> <li>▪ Disease control</li> <li>▪ Mapping</li> <li>▪ Forestry technology</li> <li>▪ Staffing/internships<sup>3</sup></li> </ul>

<sup>1,2</sup> See the [UFG website](#) for specific requirements on tree planting, care, and invasive species removals

<sup>3</sup> Eligible for non-profit or governmental entities only.

## PROJECT PROPOSAL FORMAT

The Project Proposal Application must meet the eligibility and application requirements previously detailed. 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: tree benefit, resident/ community 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 (found of page 6) along with 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 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 utilized to achieve project objectives.

### ***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 budget table of costs, including all supplies, materials, and any other associated 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](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 will be managing this project. State the primary work assigned to each person and the percentage of time each person would devote toward each work assignment. Identify key persons by name and title, and provide the resumes describing relevant experience.

## WHAT IS REQUIRED IF I RECEIVE AN URBAN FOREST GRANT?

### Project Reporting

Quarterly progress reports are required while the project is active. Reports must be in the form of an email and must clearly include the following information.

- Progress / status of the project
- Notable achievements or set backs thus far
- Estimated time to complete the project
- Line item report of expenditures the UFG has funded

### Field Visits

Applicants should 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 (see Contacts on page 6). A letter of approval from the UFG manager must be obtained before proceeding with the changes.

### Post Project Reporting

At the completion of the project, applicants are required to notify the UFG 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 and submitted within 6 weeks of project completion.

Send all reports to: [Jason.Traweek@austintexas.gov](mailto:Jason.Traweek@austintexas.gov)

## URBAN FOREST GRANT CONTACTS



**Sara Watson**

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 Office: (512) 472-4483  
 4315 Guadalupe Street, Suite 300  
 Austin, Texas 78751

**Jason Traweek**

*Urban Forestry Resource Coordinator*  
[Jason.Traweek@austintexas.gov](mailto:Jason.Traweek@austintexas.gov)  
 Office: (512) 974-2332  
 City of Austin, Development Services Dpt  
 One Texas Center, 5th Floor  
 505 Barton Springs Road  
 Austin, Texas 78704

## CITY OF AUSTIN DEPARTMENT CONTACTS

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	<a href="mailto:christine.canul@austintexas.gov">christine.canul@austintexas.gov</a> 512-974-9515
Near a waterway or in a preserve	Watershed Protection	John Clement	<a href="mailto:John.Clement@austintexas.gov">John.Clement@austintexas.gov</a> 512-974-1475

# PROJECT PROPOSAL APPLICATION

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Project Title: \_\_\_\_\_

Project Category:  Tree Planting & Care       Education & Promotion       Urban Forest Stewardship

Project Subcategory:  Tree purchasing       Public education       Invasive species control  
 Tree installation       Events       Disease control  
 Tree establishment       Print/online materials       Mapping  
 Tree care/maintenance       Research       Forestry technology  
 Public art       Staffing/internships

Amount Requested: \$ \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Does the project meet the required basic criteria?***

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Within city limits?   | <input type="checkbox"/> YES | <input type="checkbox"/> 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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| For public benefit?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Adhere to the Land Development Code criteria?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is not for satisfying regulatory compliance requirements?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

***Include in your application:***  This coversheet       Three bids for each line item over \$3,000 that proposes to pay for contracted work or materials  
 Project Proposal (as outlined on pg. 4)