MDOT Urban Tree Program

Application Questions

This document provides an overview of the MDOT Urban Tree Program grant application. For any questions on the application please contact Nick Kurtz at nkurtz@mdot.maryland.gov.

Legend:

- **Bold Text** – Application Questions
- *Italicized Text* – Additional Instructions
- *Required Questions

SECTION 1: Contact Information

1. *Organization Name
2. *Type of Project
3. *Title of Project
4. *Project Street Address & Project City – *this should be the specific address of the planting location.*
5. *Project Coordinator First & Last Name
6. *Mailing Address Line 1 & Mailing Address Line 2
7. *City & State
8. *Zip Code
9. *Phone
10. Fax
11. *Email Address

SECTION 2: Forestry Board Member Information

County Forestry Board signoff is a required component of this application. Please provide your local Forestry Board contact below. The contact you provide will receive an email notification and opportunity to provide their electronic sign-off on the application.

12. *First Name, Last Name, Email
13. *County
14. *Have you been working with a staff member from the Department of Natural Resources on this project?

a. *If yes, please provide the first and last name and email address of the DNR staff member you have been working with.*

See Forestry Board contacts here: https://dnr.maryland.gov/forests/Documents/Chairs-Secretaries-with-websites.pdf

SECTION 3: Project Description

15. ***Please identify the transportation facility or transportation facility project that impacted your community. -** *Please provide details about the transportation project, proximity to your tree planting site(s), the impact to the community, and any additional details you feel relevant related to the transportation facility project.*
16. ***Project Description -** *Please provide a description of your project. Description should include the goals, purpose of the project, and any identified benefits (including educational, wildlife, beautification, shade enhancement, and others)*
17. ***Number of Volunteers & Amount of Time per Volunteer**
18. ***Cooperating Groups**
19. ***Expected Planting Completion Date**
20. ***Please upload your site plan or project design and a photo of the proposed planting site**

SECTION 4: Financial Information

- *Please provide itemized details of your funding request. You will need to provide details on the proposed trees (Species, size, and quantity), costs of maintenance activities (including supplies or staff time necessary for long-term maintenance), and any additional supplies or outreach materials and activities. The Funding Plan details should be reflective only of the funding requested under your MDOT Urban Trees Grant application. Planting plans may include up to 50% non-canopy tree species, however, the plan can only include up to 15% shrubs and 35% shrub-trees.*

21. ***Total Number of Trees**
22. ***Are there additional items (equipment, signage, or maintenance items) for which you are requesting funding?**
23. **Tree List –** (Auto-filled by application)
24. **Item List –** (Auto-filled by application)
25. ***Cost Match**
26. **Total Cost of Trees and Additional Items** (Auto-filled by application)

SECTION 5: Matching and/or in-kind Support

27. *Does this project have any matching funds and/or in-kind support?

Note: Projects with matching funds and/or in-kind support are preferred.

Please list all other sources of matching funds and in-kind support. Click "Add Another" to add additional items.

28. *Requested Grant Amount & Total Cost of Project

Your Total Grant Request must equal the Requested Grant Amount reported.

SECTION 6: Maintenance Plan

Tree Planting projects that receive funding require a 1-year maintenance plan and should include costs for one year following proposed planting date.

Pocket Forest projects that receive funding require a 3-year maintenance plan and should include costs for three years of maintenance following proposed planting date.

    29. *Please describe your maintenance plan. – *Maintenance plan description should include proposed approach, schedule of maintenance activities, and other information that is relevant to inform the maintenance plan. This provides MDOT with information pertaining to how will planting site(s) will be taken care of following planting?*

    30. *Please list all persons responsible for maintenance and their contact number.

SECTION 7: Maryland PLANT Community Award Program Participant (People Loving and Nurturing Trees)

All recipients of MUCFC Grants are required to submit a PLANT Program Application once the project is funded, if they are not already a PLANT Award Program Participant. For information on PLANT go to: https://dnr.maryland.gov/forests/Pages/programs/plantinfo.aspx

    31. *Is your organization currently a PLANT Award Program participant?

    32. If no, when do you plan to apply to PLANT?

    33. Is this project part of your continuing PLANT effort?

SECTION 8: Final Review

    34. Please upload any additional documents you would like reviewed along with your application. You are not required to upload any additional documentation in order for your application to be reviewed and approved.

    35. *Applicant Signature

    36. *Today's Date

SECTION 9: Forestry Board Signature - *(Filled out by County Forestry Board)*

An applicant to the MDOT Urban Tree Program Grant identified you as their local Forestry Board member. Please review the application above and provide your signature if the project has your approval. If you have any questions or concerns, please reach out to Allison Gost at abreitenother@mdot.maryland.gov.

Electronic Signature

Today's Date