



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.

See Forestry Board information: <https://dnr.maryland.gov/forests/pages/fboards.aspx>

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.*

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**
21. ***Is the project being planned on Public or Private Property?**
 - a. **If Public – Are you a public agency that owns the property?** – *If yes, go to next question, If no, please upload a permit from the public agency allowing you to plant and care for the trees.*
 - b. **If Private – Do you own the land that the trees will be planted on?** *If yes, go to next question, If no, please provide a letter from the landowner allowing, you to plant and care for the trees.*

SECTION 4: Financial Information

Provide an itemized budget for your planting request. You will need to provide details on the proposed trees (species, size, and quantity), cost of maintenance activities (including supplies or staff time necessary for long-term maintenance), and any additional supplies or outreach materials and activities. The planting plan can include a maximum of 15% shrubs (by count, not funding)

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

SECTION 5: Matching and/or in-kind Support

28. ***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.

29. ***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.

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

SECTION 7: Final Review

- 32. 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.**
- 33. *Applicant Signature**
- 34. *Today's Date**

***SECTION 8: 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 Nick Kurtz, nkurtz@mdot.maryland.gov

***Electronic Signature**

***Today's Date**