



## MDOT Urban Tree Program

### Example Application

This document provides a complete sample application overview of the MDOT Urban Tree Program grant application. For any questions on the application please contact Nick Kurtz at [nkurtz@mdot.maryland.gov](mailto:nkurtz@mdot.maryland.gov).

*This application is an example application, all names, numbers, emails, organizations, and information is meant to provide an example of a complete application and all relation to actual names, numbers, emails, organizations and information is completely by coincidence.*

#### Legend:

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

#### SECTION 1: Contact Information

1. \***Organization Name – Urban Trees of Baltimore**
2. \***Type of Project – Tree Planting**
3. \***Title of Project – Tree Planting in the Heart of Baltimore**
4. \***Project Street Address & Project City – *this should be the specific address of the planting location.***  
**123 Street, Baltimore MD, Baltimore**
5. \***Project Coordinator First & Last Name – John Smith**
6. \***Mailing Address Line 1 & Mailing Address Line 2 - 123 Street**
7. \***City & State - Baltimore MD**
8. \***Zip Code - 12345**
9. \***Phone - 123-456-7890**
10. Fax
11. \***Email Address – johnsmith@email.email**

#### 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 – Mary Johnson, maryjohnson@email.email**

13. **\*County – Baltimore City**

14. **\*Have you been working with a staff member from the Department of Natural Resources on this project? Yes – Jane Smith, janesmith@email.email**

- 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.*

**The Urban Trees of Baltimore organization is proposing to plant 100 trees along a heavily travelled bike/pedestrian path that is used to access multiple transit stops operated by the Maryland Transit Administration. The pathway connects a light rail stop with multiple bus routes.**

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)*

**We are proposing to plant 100 trees along the pathway between the transit stops. The trees will have a significant benefit to the community by providing shade for those who utilize the path, improving air quality by helping to filter out high levels of carbon dioxide concentration and provide a cooling effect by mitigating the Urban Heat Island effect. Not only will it provide excellent benefits to the community by improving the environment of an active transportation route, it will also bring together the community during the two tree planting events where volunteers can help to plant the much-needed trees. The volunteers will be trained how to properly plant trees by our DNR contact, and they will be able to earn service hours by participating in the trees event. The tree planting supplies will be provided by our organization as well as a watering truck to water trees once they are in the ground. This will be an important community event, and the new trees will provide excellent benefits for our community members.**

**Using the MDE EJScreen has shown that the community faces strong environmental justice concerns as well as being a large hot spot for the urban heat island effect due to the high level of asphalt and impervious surfaces and the lack of green space.**

17. **\*Number of Volunteers & Amount of Time per Volunteer - 30 volunteers, for 2 hours per volunteer**
18. **\*Cooperating Groups – Baltimore Trees, Community members, Trees for Baltimore, Maryland DNR Forest Service**
19. **\*Expected Planting Completion Date – May 16, 2026**
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 – Please provide a letter from the landowner allowing, you to plant and care for the trees.**

**The project will be on private property; the letter of permission is included in the application.**

#### **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 include up to 15% shrubs.*
22. **\*Total Number of Trees – 100 Trees**
    - **Eastern Red Cedar, 5-gal, 25 trees, \$40 per tree**
    - **Red Oak, 5-gal, 25 trees, \$40 per tree**
    - **White Oak, 5-ga; 25 trees, \$40 per tree**
    - **Eastern Redbud, 5-gal, 25 trees, \$40 per tree**
  23. **\*Are there additional items (equipment, signage, or maintenance items) for which you are requesting funding? – Yes,**
    - **Mulch, 100 bags, \$2 per bag**
    - **Stakes (bundle of 25), 8 bundles, \$20 per bundle**
  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) - \$4,360.00**

#### **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.*

**Yes - Baltimore Tress is providing equipment, Trees of Baltimore is providing volunteers and water.**

**29. \*Requested Grant Amount & Total Cost of Project**

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

**\$4,360.00**

**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.*

**The organization Urban Trees for Baltimore will be conducting the maintenance for the newly planted trees. We will be watering once a week for a year, during drought periods and extended extremely hot days we will be watering twice a week. During watering our maintenance team will prune trees as needed and remove dead leaves/branches, they will also observe the level of mulch around the trees and will add mulch as necessary.**

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

**Tom Smith – 234-567-8910**

**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**

**John Smith**

**34. \*Today’s Date**

**Jan 10, 2026**

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***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 at [nkurtz@mdot.maryland.gov](mailto:nkurtz@mdot.maryland.gov)*

***Electronic Signature***

***Today's Date***