

CARLA HARDY WEST VIRGINIA
PROJECT COMMUNITREE

TREE KIT APPLICATION

*PROMOTING URBAN TREE PLANTING AND
ENVIRONMENTAL EDUCATION THROUGH
VOLUNTEERISM ON A REGIONAL SCALE*



Deadline for Spring Plantings – February 1st
Deadline for Fall Plantings – July 1st



*Cacapon Institute does not discriminate on the basis of race, color, national origin, or sex.
We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.*

CARLA HARDY WEST VIRGINIA PROJECT COMMUNITREE

Carla Hardy West Virginia Project CommuniTree (CTree) promotes urban tree planting on public lands in the Potomac Highlands of West Virginia. “Urban trees” are the trees we live with, the trees that grace our towns, neighborhoods, parks, schools, and roadsides. Urban trees protect West Virginia’s rivers by reducing stormwater runoff pollution. They provide many environmental, social and economic benefits. CTree also encourages environmental education through volunteerism by focusing on enhancing and promoting awareness of watershed and riparian issues. Understanding the watershed helps us prevent water pollution and protect our rivers. To protect rivers we must understand the need for such best management practices as stormwater runoff pollution mitigation management and creating buffer zone plantings to reduce soil erosion.

CTree is volunteer based and engages stakeholders in the process of making priority decisions within their respective communities. It offers a strong educational message along with a physical planting component. The WV Project CommuniTree slogan is *“Building Communities from the Roots Up”*.

Watersheds are areas of land that drain to a river.

Urban Trees are the trees we live with at schools, parks, churches, and public spaces

CTree and its partners invite groups in the Potomac Highlands of West Virginia to apply for tree kits to plant on public land. To be eligible, groups are responsible for organizing, coordinating, and planning a community tree planting through this competitive grant. Proposal requirements, deadlines, and information on how to apply are listed below. After reading the application groups are encouraged to contact us with any questions or concerns.

CTree Goals

- Help communities design, implement, and maintain tree planting projects that enhance their quality of life.
- Increase Urban Tree Canopy cover.
- Educate stakeholders on proper tree selection and care.
- Foster an increased awareness of local water quality issues.
- Connect communities and volunteers with resources to make positive changes in their urban landscape.
- Promote long-term tree care programs within participating communities.
- Engage citizens in making priority decisions within their communities.

Project Partners

- US Forest Service and WV Division of Forestry
- WV Conservation Agency, including the Potomac Valley Conservation District and Eastern Panhandle Conservation District
- Cacapon Institute
- Region 9

CTree welcomes applications from public, civic, or volunteer groups including:

- 501(c)(3) Private Nonprofit Organizations
- Service, Youth, and Civic Groups
- Faith-based Organizations
- Tree Boards, Watershed Groups, and other environmental service organizations
- Public and Independent Primary, Intermediate, and Secondary Schools
- Public and Independent Higher Educational Institutions
- Municipal, County, Regional, State, Federal Public Agencies

Application Requirements:

- Be on public property (schools, parks, churches, road right-of-ways, etc.) and within the Potomac River Basin of West Virginia (Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, or Pendleton counties). A [map of priority sites](#) is available online.
- Demonstrate strong volunteer and education components
- Document the [ecological, social, and environmental benefits](#) of the tree planting
- Fulfill [\\$1,500.00 contribution through volunteerism or material donations](#)

Application Components:

- **Cover Sheet** (Page 6: 5 Points)
- **Proposal** (Page 7-9: 70 Points)
- **Site Checklist** (Page 10: 5 Points)
- **Signed Tree Maintenance Form** (Page 11: 5 Points)
- **Liability Waiver** (Page 12: 5 Points)
- **Estimated Volunteer Contribution** (Page 13: 5 Points)
- **Past Performance with CTree Projects** (5 Points – Automatic 5 points for all new groups applying for a CTree kit for the first time)
- **Site Photos or Site Sketch** (Submit with application – 5 Bonus Points)

To apply

- **By email**, to WV Project CommuniTree at ctree@cacaponinstitute.org
- **By postal service**, to WV Project CommuniTree c/o Cacapon Institute, 10 Rock Ford Road, Great Cacapon, WV 25422

Application Timeline – Fall Planting

- **July 1st** → Applications due
- **July 15th** → Award notifications
- **October 1st–November 30th**
Tree Planting Season
- **December 1st** → Planting Report due
- **Ongoing** → Tree care & maintenance

Application Timeline – Spring Planting

- **February 1st** → Applications due
- **February 15th** → Award notifications
- **April 1st → May 15th**
Tree Planting Season
- **May 16th** → Planting Report due
- **Ongoing** → Tree care & maintenance

APPLICATION TIPS

- ✓ **Read all directions!** Make sure your proposal includes all necessary components. Pay very close attention to the points system as it will give an indication of which application components we value the most.
- ✓ **Be creative!** Think outside the box and have fun! Preference will be given to proposals that encourage community pride and are inclusive of the entire community.
- ✓ **Be specific!** The narrative should be easy to read, clearly written, and should present your ideas in an exciting yet specific manner. Preference will be given to groups that clearly demonstrate your community's need and how the goals of your project align with the overall goal of CTree: environmental education through volunteerism.
- ✓ **Find Partners!** CTree prefers projects with multiple partners with varying skills, experience, and knowledge that add to the overall success of the project.
- ✓ **Follow through!** CTree can only support proposals that demonstrate your group's commitment to fulfill the volunteer contribution and tree maintenance requirements. (Groups that do not meet their stated commitments will not be allowed to reapply until they get up-to-date.)

Groups applying for kits for plantings on road right-of-ways along Route 9, Corridor-H, or county roads MUST follow all local ordinances, laws, and regulations for parking and use and access of road right-of-ways. When scouting for tree planting locations, use caution and work in pairs. The driver focuses on the road and the passenger notes locations for further investigation. Park and walk whenever possible. Never use cellular phones, cameras, or other devices while driving.

CTREE "KITS"

Why CTree "Kits"? CTree has prepared a list of suggested tree Kits so groups do not have to take responsibility for purchasing trees and materials. CTree will purchase the trees, as well as tubes, stakes, cages, etc. at a wholesale rate and deliver them to one of the two pickup locations:

- Hardy County:** [WV Conservation Agency Moorefield Field Office, 60 C Industrial Park Road, Moorefield, WV 26508](#)
- Berkeley County:** [WV Division of Forestry, 145 Pilgrim Street, Inwood, WV 25428](#)

On your application Cover Sheet, please indicate by "Kit Name" the one tree kit that *best* fits your project, site, and volunteer capabilities. In your proposal, specifically discuss your kit choice. Be aware that, depending on nursery availability, kits may not be available exactly as listed and are **subject to changes and variations in species and stock size**.

If you have specific questions on the kits or wish to request a species not listed (native plants only), please email Cacapon Institute's Urban Watershed Forester, Tanner Haid, at ctree@cacaponinstitute.org or call 540-335-0687.

TREE KITS WILL BE AVAILABLE AT ONE OF THESE HOLDING LOCATIONS:

Hardy County: [WV Conservation Agency Moorefield Field Office, 60 C Industrial Park Road, Moorefield, WV 26508](#)

Berkeley County: [WV Division of Forestry, 145 Pilgrim Street, Inwood, WV 25428](#)

<u>Kit</u>	<u># of Trees</u>	<u>Stock Size</u>	<u>Example Projects</u>	<u>Species (SUBJECT TO CHANGE*)</u>
Shade-16	16	16 B&B**	Petersburg Elementary School	Red Maple , Red Oak , Sweet Gum , Tulip Poplar , Sycamore , Sugar Maple , Pin Oak , White Oak , Chestnut Oak
Shade-24	24	12 B&B** 12 container	Parker Hollow Dam	Flowering Dogwood , Eastern Redbud , American Crabapple , Serviceberry
Flowering-24	24	12 B&B** 12 Container	Deerfield Village HOA	Red Maple , Red Oak , Sweet Gum , Tulip Poplar , Sycamore , Sugar Maple , Pin Oak , White Oak , Chestnut Oak , Scarlet Oak , Flowering Dogwood , Eastern Redbud , American Crabapple , Serviceberry , Black Cherry , White Pine , Hazelnut , Chokeberry , Arrowwood Viburnum
Mixed-16	16	16 B&B**	Greenway Cemetery	Sycamore , Cottonwood , Red Oak , Pin Oak , Swamp White Oak , Hackberry , Sweet Gum , River Birch , Eastern Redbud , Red Maple , Hazelnut , Elderberry , Blackhaw Viburnum , Chokeberry , Buttonbush , Gray Dogwood
Mixed-24	24	12 B&B** 12 container	Shepherd University	Eastern Hemlock , Eastern Red Cedar , White Pine , Northern White Cedar , Douglas Fir , Loblolly Pine
Mixed-50	50	6 B&B** 44 Container	Route 9 Bike Path	
Mixed-100	100	100 Container	Potomac Center, Inc.	
Riparian-50	50	6 B&B** 44 Container	Opequon Creek and Evan's Run	
Riparian-100	100	100 Container	Moulton Park	
Evergreen-24	24	12 B&B** 12 container	St. James Catholic Church	
Evergreen-50	50	6 B&B** 44 Container	North Jefferson Elementary School	
Evergreen-100	100	100 Container	522 Business Park	

* **Tree substitutions** are allowed if they can be justified based on site specific needs. All requested substitutions must be noted in the application on Page 8 and by checking the box on the Cover Page. Additionally, each kit is subject to variations based on nursery stock availability.

** **1.5" diameter trees** may be Balled & Burlapped (B&B) or 5-7 gallon containers based on nursery stock.

COVER SHEET (5 POINTS)

Organization Name: _____

Type of Organization (watershed group, school, tree committee, church group, etc.): _____

Tax Status (501c-3 non-profit, State Government, etc.) _____

Project Location: _____

Project Location Address: _____

Property Owner: _____ Permission for Planting (Check Box) _____
(Permission must be obtained to be awarded a CTree Kit)

City: _____ County: _____

Planting Season: _____

Selected Tree Kit: _____ Specific Trees? _____

Preferred Pickup Location: _____ Berkeley Co. _____ Hardy Co.

Name of Project Leader: _____

Job Title: _____

Project Leader Mailing Address: _____

Work Phone # _____ Cell Phone # _____

Email: _____

Tree Planting Date _____ Tree Pick-up Date _____

Project Abstract (Briefly describe your project in less than 3 sentences. If you are requesting specific trees with your tree kit, please note those requests on Page 8):

If project is accepted, we grant CTree permission to contact us annually and use tree planting and site pictures for future CTree publications. (Check Box)

PROPOSAL (60 POINTS)

In your proposal, please answer the following questions thoroughly. Make sure your project satisfies all requirements and is turned in by deadline (see page 3).

1.) Organization's History – 10 Points

When did the group form; how often do you meet; how many members, etc.

Be sure to address the following:

- a. Organization's Mission, Goals and Objectives
- b. Current Programs and Services offered by your organization
- c. Organizational Structure (Board, staff, student group)
- d. Has your group participated in or organized a tree planting before?

2.) Description of Need (25 Points)

- What is the issue you plan to address? See page 2 for CTree goals. Preference will be given to groups that demonstrate how the trees will reduce stormwater runoff pollution. Describe in general terms what “problem” your group is addressing.
- How does your project significantly address this issue? Describe in specific terms how the tree kit your group requested will solve the “problem” or address the issue(s) outlined.
- If you are requesting specific trees for your kit, please describe what species you are requesting in this section.

3.) Objectives and Goals for this Request (20 Points)

What are the short-term and long-term objectives, goals, and benefits of this project? In addition to addressing the specific issue(s) listed above, discuss how your project will foster volunteerism in your community and your plans to educate the public about the benefits of, and proper care for, trees.

4.) Evaluation (15 Points)

- It isn't the number of trees we *plant* but the number of trees we *grow* that is the measure of success. Describe how you will care for the trees and monitor their growth and prosperity.
- How will you attain the \$1,500.00 volunteer contribution? Using the Volunteer Contribution and Material Donations Rates on Page 6 discuss how you will document leaders' time commitments and volunteers' labor, or other contributions, to reach the \$1,500.00 requirement.

SITE CHECKLIST (5 POINTS)

Sunlight Exposure (check all that apply)

Full sun_____ Part Sun_____ Shade_____

Topography (check all that apply)

Steep slopes_____ Rocky conditions _____

Presence of storm drains or concrete ditches _____

Vegetation (%)

Mowed Turf_____ Trees/Shrubs_____ Bare Soil_____

Soil Texture(Check all that apply)

Clay_____ Loam_____ Sand_____

Soil Compaction (Check all that apply)

None_____ Moderate_____ Severe_____

Other Soil Features (Check all that apply)

Active soil erosion_____

Potential Soil Contamination_____

Recent Construction or other soil disturbance_____

Site Hydrology (check all that apply)

Upland (dry)_____ Riparian (wet)_____ Tree box (sidewalk tree)_____

Potential Planting Conflicts (check all that apply)

Overhead Wires_____

Pavement_____

Structures_____

Underground Utilities_____

Mowing conflict_____

Wetland present_____

Heavy pedestrian traffic_____

MAINTENANCE FORM (5 POINTS)

In consideration of Carla Hardy West Virginia Project CommuniTree (CTree) providing trees and materials we agree to:

- 1.) Grant CTree volunteers, agents, and contractors permission to inspect and/or provide maintenance on trees planted at:

Street Address	City	State	Zip
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- 2.) Provide proper maintenance for trees planted through the program for **5 years** by:
 - Checking soil moisture weekly during the months of June through September and providing 5-10 gallons of water each week, as needed, depending on soil conditions and precipitation. If “Tree-gators” are installed, we agree to fill them properly once a week during the months stated above.
 - If trees were mulched at time of planting, we agree to maintain a 3-inch layer of hardwood mulch, 2-3 feet in diameter, around each tree. Mulch should not be piled up against the tree trunk, but should instead maintain a 3-inch gap between the trunk and the start of the mulch ring.
 - Maintaining and monitoring tubes, stakes, arbor strap, and other protective devices annually and removing when appropriate
 - Avoiding the use of fertilizers, herbicides, and other chemicals without performing soil tests or consulting a “WV licensed Pesticide Applicator.” Results of such tests are to be reported to a CTree representative before application.
 - Not topping, heading, or rounding over any tree planted through the program. We agree to maintain the tree’s canopy shape and size during all pruning events.

- 3.) Hold CTree and its volunteers, agents, and contractors harmless from any liability arising from the planting or care of any trees planted under this agreement.

Failure to fulfill these maintenance requirements will make your group ineligible to apply for CTree funding in the future.

Name

Date

Street Address

City

State

Zip

Email

Phone

LIABILITY WAIVER (5 POINTS)

As the Project Leader, I understand that the volunteers that work on this project freely choose to be involved in activities requiring physical activity, activities in or on waterways, travel, contact with foreign and unidentified substances and other potential risks of injury or death. I agree that the volunteers that work on this project and I will only perform activities which we are competent to perform and feel comfortable doing. The volunteers that work on this project and I assume any and all risks, whether known or unknown, associated with performing each activity.

The volunteers that work on this project and I hereby release the WV Division of Forestry, Cacapon Institute, the WV Conservation Agency, and all other sponsors and volunteers from any and all actions, causes of action, claims or any liabilities whatsoever, including negligence, for any harm that befalls them or me, or any equipment in my possession or control that arises out of the activities of any volunteer. We also agree to indemnify and hold harmless said parties for any damages or liabilities to third parties that arise out of our activities as volunteers. This waiver has no expiration date.

I hereby release the property owner(s) named below from any and all actions, causes of action, claims or any liabilities whatsoever, including negligence, for any harm that befalls any volunteers or me, or any equipment in our possession or control that arises out of the activities of volunteers or myself.

Property Owner Name: _____

Address: _____

This waiver is given in the interest of permitting these volunteer programs to exist and to serve the community at large, and to enable volunteers for this project and me to feel free to participate as a volunteer member without fear of liability.

I understand that it is my responsibility as Project Leader to read and explain this Liability Waiver to all volunteers actively participating in this project and to ensure they fully understand the policy.

Project Name: _____

Project Leader Name: _____

Date: _____

ESTIMATED VOLUNTEER CONTRIBUTION (5 POINTS)

See examples online at <http://www.cacaponinstitute.org/Forestry/CTree.htm>. Your goal is to demonstrate an estimated contribution of \$1,500 through volunteers and donations.

<u>Item</u>	<u>Description</u>	<u>Date(s)</u>	<u>Quantity</u>	<u>Hours</u>	<u>Rate/Unit</u>	<u>Total</u>
Leadership, Planning, & Organizing (all volunteerism/work before planting day)						
Planting Day (all volunteerism/work on planting day)						
Heavy Equipment (all heavy equipment like tractors, trucks, augurs, etc.)						
Material Donations & Purchases (all additional purchases/donations)						
Total						