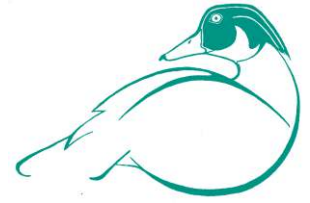


# Cacapon Institute

#10 Rock Ford Road  
Great Cacapon, West Virginia 25422  
Cell: 540 335-0687 Office: 304-258-8013  
[ctree@cacaponinstitute.org](mailto:ctree@cacaponinstitute.org)  
<http://www.cacaponinstitute.org>



## COMMUNITREE APPLICATION

**SAVE THIS PDF FILE TO YOUR COMPUTER  
BEFORE FILLING IT OUT**

**Deadline for Spring Plantings – February 1<sup>st</sup>  
Deadline for Fall Plantings – July 1<sup>st</sup>**



*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.*

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## WHAT IS “CARLA HARDY WV PROJECT COMMUNITREE”?

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**Carla Hardy WV Project CommuniTree (CTree) is a program of Cacapon Institute that is supported by the US Forest Service and WV Chesapeake Bay Program**, which includes the WV Department of Environmental Protection, WV Division of Forestry, WV Conservation Agency, and the Eastern Panhandle Regional Development & Planning Council. Technical and financial support is provided by these partners and additional federal, state, and local organizations.

**The ultimate goal of CTree is to protect rivers and watersheds by reducing stormwater runoff pollution to help restore local streams, rivers, and ultimately the Chesapeake Bay.** To achieve this goal, CTree promotes planting urban trees on publicly-used lands in the Potomac Highlands.

- **“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 additional environmental, social, and economic benefits to communities.
- **“Publicly-used lands”** include public properties (schools, parks, road right-of-ways, etc.) as well as privately-owned properties that serve a public or community function (HOA common areas, churches, cemeteries, etc.)
- **“Potomac Highlands”** are the eight counties of the eastern panhandle of WV (Jefferson, Berkeley, Morgan, Mineral, Hampshire, Hardy, Grant, and Pendleton counties).

### **Additional goals for CTree include:**

- Increasing urban tree canopy in the Potomac Highlands
- Fostering an increased awareness of local water quality issues
- Educating volunteers on the benefits of trees and proper tree selection and care
- Promoting long-term tree care programs within participating communities
- Connecting volunteers with resources to make positive changes in their communities

**The CTree slogan is “Building Communities from the Roots Up!”**, so we prioritize projects that engage whole communities and strive for diversity and inclusiveness.

Cacapon Institute and our partners invite groups in the Potomac Highlands of West Virginia to apply for free “CTree Kits” to plant trees on publicly-used land. Applicants are responsible for:

- 1. Submitting this application by the deadline:**
  - a. February 1<sup>st</sup> for spring plantings (April 1<sup>st</sup> – May 15<sup>th</sup>)
  - b. July 1<sup>st</sup> for fall plantings (October 1<sup>st</sup> – November 30<sup>th</sup>)
- 2. If awarded, planning & implementing a successful community tree planting.** This includes organizing all aspects of the planting, fostering at least \$1,500 in volunteer contribution (see page 13), and submitting the final Planting Report.
- 3. Maintaining their trees** (see Maintenance Agreement on page 11)

Application requirements, deadlines, and information on how to apply are listed below. **After reading the application groups are encouraged to contact Cacapon Institute’s Urban Watershed Forester, Tanner Haid, directly with any questions or concerns by emailing [ctree@cacaponinstitute.org](mailto:ctree@cacaponinstitute.org) or by calling 540-335-0687.** Cacapon Institute staff can meet with you on site to discuss your needs and help you better understand the program and application.

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## HOW DO WE APPLY FOR CTREE?

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### Cacapon Institute welcomes applications from any community-based organization, including:

- Service, youth, civic, and social organizations
- Faith-based organizations of all denominations
- Tree boards, watershed groups, and other environmental service organizations
- Public and independent K-12 schools, as well as other educational institutions
- Municipal, county, regional, and state institutions

### Application Requirements:

- Project must take place on publicly-used property in the Potomac Highlands
- Demonstrate strong volunteer and education objectives in their proposal
- Explain the [ecological, social, and environmental benefits](#) of their tree planting
- Fulfill the \$1,500 volunteer contribution through volunteerism or material donations

### Application Components:

- **Cover Sheet** – Page 6 (5 Points)
- **Proposal** – Pages 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)
- **Site Photos and Proposed Planting Plan** (Submit with application – 5 Bonus Points)
- **Past Performance with CTree Projects** (5 Points – Automatic 5 points for all new groups applying for a CTree kit for the first time)

### Application & Project Timelines for:

#### Fall Tree Plantings

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

#### Spring Tree Plantings

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

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## READY TO APPLY?

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### Once your application is complete, please send your application:

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

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## HOW CAN WE WRITE A SUCCESSFUL APPLICATION?

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- ✓ **The most successful applications come from groups that consult with us during the application process.** We can provide a site visit to help you determine the best tree planting site and the best CTree Kit for that particular site, as well as answer any questions you have about the program and your responsibilities.
- ✓ **Read all directions!** Make sure your application 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 applications 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 their community's needs and how the goals of your project align with the goals of the CTree program.
- ✓ **Find Partners!** Projects are more successful when they have multiple partners with varying skills, experience, and knowledge that add to the overall success of the planting.
- ✓ **Follow through!** Cacapon Institute can only support applications 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 fulfill all requirements from their first planting)*

Groups applying for CTree 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. Safety should always be your first priority.

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## WHAT ARE "CTREE KITS"?

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Cacapon Institute has prepared a list of suggested "CTree Kits" so that successful applicants do not have to take responsibility for purchasing trees and materials. If awarded, Cacapon Institute will purchase your trees, as well as tubes, stakes, cages, etc. at a wholesale rate and deliver them in the form of a "CTree Kit" to one of the two following 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 "CTree Kit" the mix of trees that *best* fits your site. You'll need to assure us that this is the right CTree Kit for your site by filling out the Site Checklist on page 10.

In your proposal, specifically discuss your CTree Kit choice. ***Be aware that, depending on nursery availability, your kit may not be available exactly as listed in the table below and is subject to changes and variations in species and stock size.***

## WHICH “CTREE KIT” SHOULD WE REQUEST?

Below is a list of the CTree Kits that you can request. The species listed are examples of what could be included in each kit. They are not a definitive listing of available species as nursery availability fluctuates season by season. CTree Kits can be modified to suit your planting site, but any specific requests must be marked by checking “Specific Trees” on Page 6 of your application and then detailing your requests on Page 8.

<b>Kit</b>	<b>Stock Size<sup>1</sup></b>	<b>Example Projects</b>	<b>Example Species (<i>SUBJECT TO CHANGE</i><sup>2</sup>)</b>
<b>Shade-16</b>	16 large trees	<a href="#">Rock Spring Church</a>	<a href="#">White oak</a> , <a href="#">red maple</a> , <a href="#">sugar maple</a> , <a href="#">red oak</a> , <a href="#">sycamore</a> , <a href="#">tulip poplar</a> , <a href="#">sweet gum</a> , <a href="#">swamp white oak</a> , <a href="#">river birch</a> , <a href="#">hackberry</a> , <a href="#">American linden</a>
<b>Shade-24</b>	12 large trees 12 small trees	<a href="#">Mill Creek Ruritan Club</a>	
<b>Evergreen-24</b>	12 large trees 12 small trees	<a href="#">Romney Middle School</a>	<a href="#">White pine</a> , <a href="#">eastern red cedar</a> , <a href="#">Norway spruce</a> , <a href="#">arborvitae</a> , <a href="#">American holly</a> , <a href="#">Virginia pine</a> , <a href="#">pitch pine</a> , <a href="#">loblolly pine</a>
<b>Evergreen-50</b>	6 large trees 44 small trees	<a href="#">North Jefferson Elementary School</a>	
<b>Evergreen-100</b>	100 small trees	<a href="#">522 Business Park</a>	
<b>Flowering-24</b>	12 large trees 12 small trees	<a href="#">Olivet Cemetery Association</a>	<a href="#">Eastern redbud</a> , <a href="#">serviceberry</a> , <a href="#">flowering dogwood</a> , <a href="#">sweet bay magnolia</a> , <a href="#">hawthorn</a> , <a href="#">Japanese cherry</a>
<b>Mixed-16</b>	16 large trees	<a href="#">Martin Robinson Delany OLC School</a>	Customizable mixes of shade, evergreen, and flowering trees. Consult with our Urban Watershed Forester, Tanner Haid, to determine a mix that best suits your planting site. He can be reached at <a href="mailto:ctree@cacaponinstitute.org">ctree@cacaponinstitute.org</a> or by phone at 540-335-0687.
<b>Mixed-24</b>	12 large trees 12 small trees	<a href="#">Berkeley County PSSD</a>	
<b>Mixed-50</b>	6 large trees 44 small trees	<a href="#">Windmill Crossings HOA</a>	
<b>Mixed-100</b>	100 small trees	<a href="#">Village of Washington Trail HOA</a>	
<b>Riparian-50</b>	6 large trees 44 small trees	<a href="#">Romney Business Park</a>	<a href="#">Sycamore</a> , <a href="#">swamp white oak</a> , <a href="#">river birch</a> , <a href="#">black cherry</a> , <a href="#">pin oak</a> , <a href="#">black willow</a> , <a href="#">red maple</a> , <a href="#">hackberry</a> , <a href="#">sweet gum</a>
<b>Riparian-100</b>	100 small trees	<a href="#">Wardensville Garden Market</a>	

<sup>1</sup> “Stock Size” refers to the size of the tree at time of planting, not the size of the tree as it matures. “Large trees” are typically in 7-gallon containers, 6-8’ tall, and 1” caliper. “Small trees” are typically in 3- or 5-gallon containers, 4-6’ tall, and ½” caliper.

<sup>2</sup> Species and stock size are subject to change based on nursery availability.

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**COVER SHEET (5 POINTS)**

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**Group Information**

Group Name: \_\_\_\_\_

Group Type: Choose one... \_\_\_\_\_

Name of Project Leader: \_\_\_\_\_

Job Title: \_\_\_\_\_

Project Leader Mailing Address: \_\_\_\_\_

Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

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

**Planting Site Information**

Planting Site: \_\_\_\_\_

Planting Site Type: Choose one... \_\_\_\_\_

Project Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Permission for Planting (Check Box)

*(Permission must be obtained to be awarded a CTree Kit)*

City: \_\_\_\_\_ County: \_\_\_\_\_

**Project Information**

Planting Season: Choose one... \_\_\_\_\_

CTree Kit: Choose one... \_\_\_\_\_

Specific Trees?

Preferred Pickup Location:  Berkeley County  Hardy County

Tree Pick-up Date: \_\_\_\_\_ Tree Planting 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)



**2.) Description of Need (25 Points)**

*See page 2 for CTree goals. Preference will be given to groups that demonstrate how their tree planting will reduce stormwater runoff pollution, increase tree canopy, and help “Build Communities from the Roots Up!” Use these goals to help describe in general terms what “problem” your group is addressing.*

**a. What is the issue you plan to address?**

**b.**  **You have requested specific trees in your CTree Kit. Please explain in detail below what specific trees you would like to be included with you CTree Kit. (If you do not request specific trees, we will order trees based off the examples on page 5.)**



**3.) Objectives and Goals of your Project (20 Points)**

- a. **What are the short-term and long-term objectives, goals, and benefits of your project?**  
*Explain how your project specifically addresses the issues described on the previous page.*

- b. **Additionally, discuss how your project will foster volunteerism in your community and your plans to educate volunteers about the benefits of, and proper care for, trees.**

**4.) Tree Maintenance & Volunteer Contribution (15 Points)**

- a. **Describe how your trees will be maintained (please reference the Maintenance Agreement on Page 11).** *It isn't the number of trees we plant but the number of trees we grow that is the measure of success. Specifically, talk about who will be watering the trees, how often, using what equipment, etc. and how you will maintain your trees over time.*

- b. **How will you exceed the \$1,500 volunteer contribution?**  
*Priority will be given to applicants that can clearly demonstrate their ability to not just meet, but exceed, the \$1,500 volunteer contribution requirement.*

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**SITE CHECKLIST (5 POINTS)**

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**In 100 words or less, describe your proposed tree planting site.** Where are you planting the trees and what does the site currently look like?

**What percentage of the site is:** Tree Canopy? \_\_\_\_\_ Mowed Turf? \_\_\_\_\_ Exposed Soil? \_\_\_\_\_

**Planting Conditions (check all that apply)**

**Sunlight Exposure** – Full sun  Part Sun  Shade

**Topography** – Steep slopes  Rocky conditions  Ditches

**Soil Condition** – Good (loose/fluffy)  Bad (rocks/clay)  Not sure

**Site Hydrology** – Dry (upland)  Wet (riparian)  Not sure

**Site Exposure** – Windy  Prone to temperature extremes

**Has there been recent construction or soil erosion that has exposed soil?**

**Does the site receive excess salt from roads or any other soil contaminants?**

**Potential Planting Conflicts (check all that apply)**

**Utilities** – Overhead wires (phone/electric)  Underground utilities

*(It's the law to call Miss Utility to determine location of underground utilities)*

**Structures & Infrastructure** (Are any of these directly adjacent to the proposed planting site?)

Sidewalks  Buildings  Roads  Other structures

**Describe:**

**Other potential planting conflicts** (Are there any other potential planting conflicts?)

Mowing Conflict  Heavy pedestrian traffic  Other potential conflict

**Describe:**

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**MAINTENANCE AGREEMENT (5 POINTS)**

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In consideration of Cacapon Institute providing trees and planting materials through the Carla Hardy WV Project CommuniTree (CTree), we agree to the following: *(must check all boxes)*

Grant Cacapon Institute staff, volunteers, and contractors permission to inspect and/or provide maintenance recommendations for trees planted at:

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<b>Planting Site Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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Provide proper maintenance for trees planted through the program, including:

- **Year 1**
  - ✓ Watering your trees with at least **5-10 gallons of water per tree each week**, as needed, depending on soil conditions and precipitation.
  - ✓ **Maintaining and monitoring tubes, stakes, arbor strap**, and other protective devices and then **removing them after 1 year**.
- **Years 2-5**
  - ✓ **Periodically watering** during droughts, especially in years 2-3
  - ✓ **Annually reapplying a 3-inch deep layer of hardwood mulch, 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.
- **Years 5+**
  - ✓ **Continue mulching annually and periodically watering** during droughts
  - ✓ **Not topping, heading, or rounding over any tree** planted through the CTree program. We agree to maintain the tree’s natural canopy shape and size during all pruning events.

Hold Cacapon Institute and its partners, volunteers, 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 Kits and technical assistance in the future.**

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<b>Name</b>	<b>Date</b>
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<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Email</b>	<b>Phone</b>
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**LIABILITY WAIVER (5 POINTS)**

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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 Cacapon Institute, our partners and contractors, 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:** \_\_\_\_\_

**Planting Site 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 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 at least \$1,500 through volunteerism 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>
<b>Leadership, Planning, &amp; Organizing</b> (all volunteerism <b>before</b> planting day)						
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
<b>Planting Day</b> (all volunteerism <b>during</b> planting day)						
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
Choose one...					\$21.10	\$ 0.00
<b>Heavy Equipment</b> (all heavy equipment for picking up trees, auguring the holes, etc.)						
Choose one...					Choose one...	\$ 0.00
Choose one...					Choose one...	\$ 0.00
Choose one...					Choose one...	\$ 0.00
Choose one...					Choose one...	\$ 0.00
Choose one...					Choose one...	\$ 0.00
<b>Material Donations &amp; Purchases</b> (all additional material donations or project-related purchases)						
Choose one...						
Choose one...						
Choose one...						
Choose one...						
Choose one...						
<b>Total</b>						\$ 0.00