

CARLA HARDY WEST VIRGINIA
COMMUNITREE APPLICATION

COVER SHEET (5 POINTS)

Group Information

Group Name: _____
Project Leader Name: _____
Project Leader Mailing Address: _____
Work Phone #: _____ Cell Phone #: _____
Project Leader Email: _____

Planting Site Information

Planting Site Name: _____
Planting Site Type: _____
Planting Site Address: _____
City: _____ County: _____
Planting Site Property Owner: _____
Have you received permission for planting?* _____

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

Project Information

CTree Kit: _____ Specific Trees Requested?*** _____
***If you are requesting specific trees, please note those requests on Page 4*
Preferred Pickup Location: _____
Tree Pick-up Date: _____ Tree Planting Date: _____

Project Abstract (*Briefly describe your project in less than 3 sentences.*)

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

2. Description of Need (25 Points)

Preference will be given to groups that demonstrate how their tree planting will reduce stormwater runoff pollution. (See page 4 of the Application Guidelines to learn some benefits of trees and discover how they can help meet your needs.)

a. What is the issue (i.e., “problem”) you plan to address?

b. If you are requesting specific trees for your CTree Kit, please describe what species you are requesting in this section. (e.g., Requests can include, large species, wet or dry tolerant, trees good for wind break or shade) and explain your request.

4. Tree Maintenance & Volunteer Contribution (15 Points)

It isn't the number of trees we plant but the number of trees we grow that improve our communities. Specifically, in the following section, discuss who will be responsible for watering the trees, how often will the trees be watered, what equipment will be used to water the trees, and how you will maintain your trees over time.

a. How will you maintain your trees? (please refer to the Maintenance Agreement on Page 8).

b. How will you reach the \$1,500 volunteer contribution?

Priority will be given to applicants who demonstrate they can exceed the volunteer contribution requirement.

SITE CHECKLIST (5 POINTS)

In 100 words or less, describe your proposed tree planting site. What does the site currently look like? And how does it currently add value to the community?

What percentage of the site is: Trees? ____% Mowed Turf? ____% Exposed Soil? ____%

Is there anything else located at the planting site of importance?

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? _____

Is soil erosion a problem at the planting site? _____

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 _____

***Law requires contact to Miss Utility before digging can take place.

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:

MAINTENANCE AGREEMENT (5 POINTS)

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

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

Planting Site Address	City	State	Zip
-----------------------	------	-------	-----

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 disqualify your group from future projects.

Group Name: _____

Project Leader Name: _____

Project Leader Signature: _____ **Date:** _____

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 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: _____

Project Leader Signature: _____ **Date:** _____

ESTIMATED VOLUNTEER CONTRIBUTION (5 POINTS)

See examples online at <https://www.cacaponinstitute.org/protect/communi-tree/>. Your goal is to demonstrate an estimated contribution of at least \$1,500 through volunteerism and donations.

Leadership, Planning, & Organizing					
<u>Name</u>	<u>Description of Work Completed</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
SUB-TOTAL					\$
Planting Day Volunteerism					
**Please update the volunteer type to reflect Project Leader, Skilled Laborer, Youth Volunteer, or Adult Volunteer.					
<u>Volunteer Type**</u>	<u>Quantity of Volunteers</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
				\$23.01	\$
SUB-TOTAL					\$
Heavy Equipment, Truck Mileage, & Other Machinery					
*Please update the Item and rate column to reflect Mileage \$0.56/per mile, Hand Auger \$25/hour, Large Machinery or Auger \$50/hour to complete calculations.					
<u>Item*</u>	<u>Quantity (hours/miles)</u>	<u>Date</u>	<u>Rate*</u>	<u>Total</u>	
				\$	
				\$	
				\$	
				\$	
SUB-TOTAL					\$
Material Donations & Purchases**					
**Food and Beverages do not apply					
<u>Description of Materials</u>	<u>Date</u>	<u>Quantity</u>			<u>Total</u>
					\$
					\$
					\$
SUB-TOTAL					\$
Total Estimated Volunteer Contribution					\$ 0.00