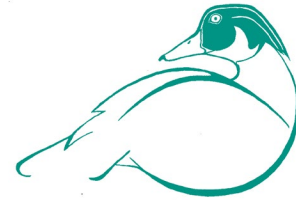


Cacapon Institute

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COMMUNITREE APPLICATION GUIDELINES

"Building Communities from the Roots Up"



Cacapon Institute and its affiliates do not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

We strive to be inclusive, regardless of age or disability and seek a diverse workforce and audience.

WHAT IS "CARLA HARDY WV PROJECT COMMUNITREE"?

Carla Hardy WV Project CommuniTree (CTree) is a Cacapon Institute program supported by the WV Chesapeake Bay Program, including the WV Department of Agriculture, 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 other 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 & care
- Promoting long-term tree care programs within participating communities
- Connecting volunteers with resources to make positive changes in their communities

Application requirements, components, and additional information on how to apply are listed on the following pages.

After reading the Application Guidelines, interested parties are encouraged to contact Cacapon Institute's Forestry Programs Coordinator, Crys Bauer, with any questions or concerns by emailing ctree@cacaponinstitute.org. Cacapon Institute staff can schedule site visits to discuss needs and help applicants better understand the program and application process.

WHO CAN APPLY FOR CTREE?

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

WHAT ARE THE APPLICATION REQUIREMENTS?

- Project must take place on publicly-used property in the Potomac Highlands
- Project must demonstrate strong volunteer and education objectives and the ability to engage whole communities embodying the CTree mission of **"Building Communities from the Roots Up!"**
- Application must explain the [ecological, social, and environmental benefits](#) of the tree planting
- Fulfill the \$1,500 volunteer contribution through volunteerism or material donations
- **Successful Applicants will then be responsible for**
 1. **Planning & implementing a successful community tree planting, including organizing all aspects of the planting, fostering at least \$1,500 in volunteer contribution (see Estimated Volunteer Contribution Worksheet on page 7 of CTree Application), and submitting the final Planting Report.**
 2. **Maintaining their trees (see Maintenance Agreement on page 6 of CTree Application)**

WHAT ARE THE APPLICATION COMPONENTS?

1. **Cover Sheet** – Page 1 (5 Points)
2. **Proposal** – Pages 2 - 5 (70 Points)
3. **Site Checklist** – Page 6 (5 Points)
4. **Signed Tree Maintenance Form** – Page 7 (5 Points)
5. **Signed Liability Waiver** – Page 8 (5 Points)
6. **Estimated Volunteer Contribution** – Page 9 (5 Points)
7. **Site Photos and Proposed Planting Plan** (Submit with application – 5 Bonus Points)
8. **Past Performance with CTree Projects** (5 Points – Automatic 5 points for all new groups applying for a CTree kit for the first time)

WHAT DOES A SUCCESSFUL APPLICATION LOOK LIKE?

- ✓ ***The most successful applications come from groups that consult with us during the application process.*** Cacapon Institute can provide a site visit to help determine the best tree planting site and the best CTree Kit for that particular site and 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 indicate 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 present your ideas in a compelling yet detailed 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.
- ✓ ***Be inclusive!*** Cacapon Institute prioritizes projects that engage whole communities and strives for diversity and inclusiveness, exemplifying the CTree slogan "***Building Communities from the Roots Up!***"
- ✓ ***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 fulfilling 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 priority!

WHAT IS THE TIMELINE FOR A CTREE PROJECT?

Project Season	Spring	Fall
Pre-Proposal* <small>*Cacapon Institute accepts preproposals at any time.</small>	January 1 (Recommended)	June 1 (Recommended)
Full Proposal	February 1	July 1
Award Notification	February 15	July 15
Welcome Packets	February 15	August 15
Planting Season	April 1 – May 15	October 1 – November 15
Project Leader Reporting	May 16	December 1
CTree Care & Maintenance	Ongoing	Ongoing

WHAT ARE "CTREE KITS" AND WHAT KIT SHOULD I REQUEST?

Cacapon Institute has prepared the following 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, and all necessary materials at a wholesale rate and deliver them in the form of a "CTree Kit" to one of the four pickup locations:

- Moorefield:** [WV Conservation Agency Moorefield Field Office, 60 C Industrial Park Road, Moorefield, WV 26508](#)
- Inwood:** [WV Division of Forestry, 145 Pilgrim Street, Inwood, WV 25428](#)
- Great Cacapon:** [10 Rockford Road, Great Cacapon, West Virginia 25422](#)
- Wardensville:** [28813 WV-55 Wardensville, West Virginia 26851](#)

Within your application, please indicate the "CTree Kit" that *best* fits your site and needs. CTree Kits can be modified to suit your planting site, but any specific requests must be marked by checking "Specific Trees" on Page 2 of your application and detailing your requests on Page 4. ***Please be aware that, depending on nursery availability, CTree kits are subject to changes and variations in species and stock size.***

<u>Kit</u>	<u># of trees</u>	<u>Estimated Stock Size</u>	<u>Tree Kit Description</u>	<u>Example Projects</u>	<u>Example Species</u> <i>(SUBJECT TO CHANGE)</i>
Bantam	10-16	3-7 gallon, 4' (+/-) trees	Best for tight spaces (around gates, signs, or pools) or where utilities prohibit large trees.	Moorefield Town Park	Shade Trees: White oak, red maple, red maple, red oak, sycamore, tulip poplar, sweetgum, swamp white oak, river birch, hackberry, American linden Evergreen Trees: White pine, eastern red cedar, Norway spruce, arborvitae, American holly, Virginia pine, pitch pine, loblolly pine Small Trees (for tight spaces): Eastern redbud, serviceberry, flowering dogwood, sweet bay magnolia, hawthorn, cherry Riparian & Wildlands Trees: Sycamore, swamp white oak, river birch, black cherry, pin oak, black willow, sugar maple, hackberry, sweetgum
Lightweight	16-30	3-7 gallon, 4' (+/-) trees	All-purpose trees for shade and beautification. Great for a small group or a first-time planting.	Apple Knolls Subdivision	
Middleweight	30-50	3-7 gallon, 4' (+/-) trees	All-purpose trees for shade and beautification. Great for open areas, parks, schools, and public spaces.	Windmill Crossing Subdivision	
Heavyweight	50-100	3-7 gallon, 4' (+/-) trees	All-purpose trees for shade, erosion control, and wildlife habitat. Best for riparian plantings and wildlands.	Wardensville Garden Market	

READY TO APPLY?

Are you ready to help protect rivers and watersheds throughout the Potomac Highlands and beyond? Are you ready to increase urban tree canopy and receive the benefits of more trees in your local community? Are you ready to connect with your community and help to **"Build Communities from the Roots Up?"** If so, *Cacapon Institute is prepared to help you achieve your goals!*

Cacapon Institute offers multiple opportunities to apply for the CTree program by completing an online Google Form, a fillable PDF, or Word Document. Please follow the links below to complete one of these three options:

[GOOGLE FORM](#)

[PDF](#)

[MICROSOFT WORD](#)

Once your application is complete, please submit via:

- **Google Form Submission**
- **Email** to Cacapon Institute at ctree@cacaponinstitute.org
- **Postal service** to Cacapon Institute c/o WV Project CommuniTree at:
10 Rockford Road, Great Cacapon, WV 25422

For more information on Cacapon Institute or the CTree program, please contact Cacapon Institute's Forestry Programs Coordinator, Crys Bauer, by emailing ctree@cacaponinstitute.org.

