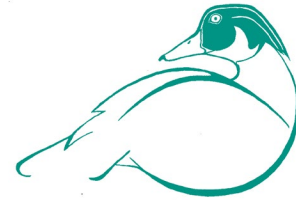


Cacapon Institute

#10 Rockford Road
Great Cacapon, West Virginia 25422
Office: 304-258-8013
ctree@cacaponinstitute.org
<http://www.cacaponinstitute.org>



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

After reading the Application Guidelines, interested parties are encouraged to contact Cacapon Institute's CommuniTree Coordinator, Jeff Blount, with any questions or concerns by emailing ctree@cacaponinstitute.org or by calling 540-335-0687. 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 \$2,000 volunteer contribution through volunteerism or material donations
- If your application is accepted, you will then be responsible for:
 1. Planning & implementing a successful community tree planting, including organizing all aspects of the planting, fostering at least \$2,000 in volunteer contribution, and submitting the final Planting Report.
 2. Maintaining your trees (see [Maintenance Agreement](#) form, which will be provided by Cacapon Institute staff)

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.
- ✓ ***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. ***Please be aware that, depending on nursery availability, CTree kits are subject to changes and variations in species and stock size.***

Kit	Stock Size	Example Projects	Example Species (SUBJECT TO CHANGE¹)
Shade-16	16 7-gallon, 6' (+/-) trees	Shenandoah Bible Baptist Church	White oak , red maple , sugar maple , red oak , sycamore , tulip poplar , sweet gum , swamp white oak , river birch , hackberry , American linden
Shade-24	12 7-gallon, 6' (+/-) trees 12 3-gallon, 4' (+/-) trees	Mill Creek Ruritan Club	
Evergreen-24	12 7-gallon, 6' (+/-) trees 12 3-gallon, 4' (+/-) trees	Romney Middle School	
Evergreen-50	6 7-gallon, 6' (+/-) trees 44 3-gallon, 4' (+/-) trees	North Jefferson Elementary School	White pine , eastern red cedar , Norway spruce , arborvitae , American holly , Virginia pine , pitch pine , loblolly pine
Evergreen-100	100 3-gallon 4' (+/-) trees	522 Business Park	
Bantam-24	12 7-gallon, 6' (+/-) trees 12 3-gallon, 4' (+/-) trees	Olivet Cemetery Association	Eastern redbud , serviceberry , flowering dogwood , sweet bay magnolia , hawthorn , Japanese cherry
Mixed-16	16 7-gallon, 6' (+/-) trees	Martin Robinson Delany OLC School	Customizable mixes of shade, evergreen, and flowering trees. Consult with our CommuniTree Coordinator, Jeff Blount, to determine a mix that best suits your planting site. He can be reached at ctree@cacaponinstitute.org or by phone at 540-335-0687.
Mixed-24	12 7-gallon, 6' (+/-) trees 12 3-gallon, 4' (+/-) trees	Berkeley County PSSD	
Mixed-50	6 7-gallon, 6' (+/-) trees 44 3-gallon, 4' (+/-) trees	Windmill Crossings HOA	
Riparian-50	6 7-gallon, 6' (+/-) trees 44 3-gallon, 4' (+/-) trees	Romney Business Park	Sycamore , swamp white oak , river birch , black cherry , pin oak , black willow , red maple , hackberry , sweet gum

¹Species and stock size are subject to change based on nursery availability.

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!

Please follow the link below to complete your application:

[GOOGLE FORM](#)

For more information on Cacapon Institute or the CTree program, please contact Cacapon Institute's CommuniTree Coordinator, Jeff Blount, by emailing ctree@cacaponinstitute.org.

