



Wisconsin Urban Forestry Startup Grant Application Guide

The DNR Urban Forestry Program offers grants to support development of ongoing urban and community forestry programs at the local level. Two options are available: a) the regular Urban Forestry Grant, for communities with existing programs; and b) the Startup Grant, for communities that want to start an urban forestry program or resume an inactive program. **This document contains information for those considering a Startup Grant.** For information about regular Urban Forestry Grants, see <http://dnr.wi.gov/topic/UrbanForests/grants/index.html> .

About Startup Grants

The Startup Grant is for small projects focused on initial steps in community urban forest management. The application is designed to determine if you are at this level or beyond (only eligible for Regular grants). A long-term goal for applicants should be development of an ongoing urban forestry program.

- Grants are awarded on a competitive basis.
- Grants range from \$1000–5000 and require a 50–50 match.
(Total project cost range is \$2,000–10,000.)
- The project sponsor must initially fund 100% of project costs with a combination of cash, in-kind contributions and/or donations (donations cannot constitute more than 50% of total project costs). Upon completion, the project sponsor requests reimbursement for 50% of eligible costs.
(501[c][3] nonprofit organizations may request an advance when a grant is awarded.)
- Only one Startup Grant may be awarded to an applicant per year.
- Projects begin January 1 and must be completed within one calendar year.

A maximum of three Startup Grants may be awarded to an applicant within the lifetime of this Startup Grant program. To be eligible for a third Startup Grant, an applicant must either: a) have an existing tree inventory; or b) use the grant process to complete one.

Who May Apply

Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations* **who meet two or more of the following conditions** may apply for a Startup Grant:

- starting, recently started, or resuming a community-wide urban forestry program
- involvement and support for urban forests by boards/committees, elected officials, organizations and/or residents is low to non-existent
- there are no trained staff, contractors or volunteers authorized to handle, advise or oversee community tree care and management
- community urban forestry operations (planting, pruning, removal) is infrequently performed by staff or contractors

If this describes your organization, please complete Section II of the Urban Forestry Startup Grant Application, form 8700-320 and refer to the note at the bottom of the page to confirm your eligibility.

(Prospective applicants are encouraged to contact their DNR urban forestry coordinator for guidance in assessing eligibility. See page 3, under Help.)

*(*501[c][3] organizations must assess eligibility of the community their project serves, not their own organization.)*

Eligible Projects

Projects must relate to community tree management, maintenance or education and take place within Wisconsin cities, villages or other areas of concentrated development. Projects by 501(c)(3) organizations must focus on their community's trees.

Each project may consist of **no more than two** of the following four components:

- tree planting
- tree pruning and/or removal
- tree inventory and/or management plan
- public outreach (may include forming a tree board, writing a tree ordinance, staff and/or volunteer training, or improving awareness of the importance of community trees and their management)

Eligible Costs

Eligible costs are those necessary for completing the project. Costs must be documented, reasonable and consistent with the project scope. Examples include:

- salaries and fringe benefits of people working directly on the project
- cost of services, supplies, equipment or facilities used on the project
- value of labor, services, supplies, equipment or facilities donated to the project by third parties

How to Apply

Applicants must obtain a resolution from their governing body designating a representative to file the application and handle all grant actions on behalf of the applicant. A [sample resolution](#) is linked for your convenience. This can take several weeks. Please plan accordingly. The applicant must **submit the resolution with the application**.

Complete form [8700-320](#), Wisconsin Urban Forestry Startup Grant Application. The form is electronically fillable, printable and savable. It also provides the opportunity to submit by e-mail.

Electronic application is strongly recommended, however paper applications will still be accepted. If you need a paper copy of the application form or the sample resolution, print from the website or contact your urban forestry coordinator.

501(c)(3) organizations must include a copy of their constitution, bylaws or articles of incorporation.

Submit your application and authorizing resolution by:

Electronic format (PREFERRED)

Save, then click Submit by E-mail. You will be given the opportunity to edit the message and provide attachments to an email addressed to: DNRUrbanForestryGrants@wisconsin.gov

Or, mail or fax hard copies to:

Wisconsin Department of Natural Resources
Urban Forestry Grants – FR/4
PO Box 7921
Madison, WI 53707-7921
Fax: 608-266-8576

**Electronic submissions must be received, OR hardcopies postmarked,
by 11:59 p.m., October 1, 2015.**

Help

For more information or assistance, contact the DNR urban forestry coordinator serving your area; see <http://dnr.wi.gov/topic/UrbanForests/contact.html> .

Cities, villages, towns, tribes and 501(c)(3) organizations who do not meet Startup Grant eligibility requirements may be eligible for a regular Urban Forestry Grant; see <http://dnr.wi.gov/topic/UrbanForests/grants/index.html> .

The Urban Forestry Grant Program is one of many tools DNR offers to support community tree management!