



# Schoolyard Tree Planting Grant Program



**Return Report to:**

[tree@ottawa.ca](mailto:tree@ottawa.ca)

OR

City of Ottawa Public Works,  
Forestry Services Branch  
100 Constellation Crescent  
Ottawa, ON K2G 6J8  
Mail Code 26-62

**ATTENTION: Forestry Services**

OR

Fax to: (613) 580-2611

If you require assistance to complete the report or have inquiries please contact the City's Call Centre at 311.

## Instructions and Deadline

This form has been provided for your convenience however, should you wish to provide the project evaluation using your own format, please be sure to answer all sections and questions in the order they appear. Evaluation reports should be type written and point form is encouraged where appropriate. Full completion of this Project Evaluation Report form is mandatory for all Schoolyard Tree Planting Grant recipients.

The report is due by May 1 in the year following project installation.

Email, mail, fax or deliver the completed evaluation report (including all supporting documents such as receipts, financial statements, photos etc) to:

City of Ottawa  
Public Works, Forestry Services Branch  
100 Constellation Crescent  
Mail Code 26-62  
Ottawa, ON K2G 6J8

FAX : 613-580-2611  
EMAIL : [tree@ottawa.ca](mailto:tree@ottawa.ca)

## Applicant Information

Name and address of Organization/ Community Group:		
Name and address of School:		
Contact Person(s):		Title:
Phone:	Fax:	E-Mail:
Name of Principal:		Phone:
Name of Custodian:		Phone:
Name of Parent Council Representative:		Phone/ Email:

## Project Description

Amount Requested from Schoolyard Tree Planting Grant (\$ or # trees):	
# _____ trees	OR \$ _____ funding
Amount Granted:	
Photographs of the new plantings included:	<input type="checkbox"/> Yes

Describe how the project met the stated mandate of the Schoolyard Tree Planting Grant and the benefits to the community and environment (use a separate sheet if necessary) :

Provide a chronology of events covering all aspects of the project's implementation. When did the work take place? Provide before and after photographs of the project :

Describe how this project was maintained and an evaluation of your maintenance program to date and for the next 2 years (use a separate sheet if necessary) :

## Project Financial Reporting

If funding was provided submit a detailed breakdown of how the Schoolyard Tree Planting Grant funds were spent. Identify and attach copies of receipts for all expenses: include cost of tree; cost of installation; tree species; and tree size at time of installation (for example: caliper, height):

Total Expenses: \_\_\_\_\_

Less Schoolyard Tree Planting Grant: \_\_\_\_\_

**Balance:** \_\_\_\_\_

### Authorization

As an authorized representative of \_\_\_\_\_, I attest that all information contained in this evaluation report is accurate to the best of my knowledge. I hereby declare that the funds were used as described in our application and project evaluation report. Unused funds will be returned to the City of Ottawa.

\_\_\_\_\_  
Name of Representative (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Representative

The City of Ottawa is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S. O. 1990, c.M.56, as amended (“MFIPPA”) with respect to, and protection of, information under its custody and control. Accordingly, all documents and photographs provided to the City in the Community Tree Planting Grant report may be available to the public unless the party submitting the information requests that it be treated as confidential.

Information collected on this form or as support material may become part of a public document.

Evaluation Report Received: \_\_\_\_\_ (Office use only)