



Schoolyard Tree Planting Grant Program



Return Report to:

tree@ottawa.ca

OR

City of Ottawa
Public Works and Environmental Services Department
Parks, Forestry and Stormwater Services
100 Constellation Crescent
Ottawa, ON K2G 6J8
Mail Code 12-62

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:

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Public Works and Environmental Services Department
Parks, Forestry and Stormwater Services
100 Constellation Crescent
Ottawa, ON K2G 6J8
Mail Code 12-62
Fax : 613-580-2611
Email: 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):


_____ number of trees OR \$ _____ funding

Amount Granted:

Photographs of the new plantings included: 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)