

# Schoolyard Tree Planting Grant Program

## **Return Application 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 application form or have inquiries please call the City of Ottawa's Call Centre at 311.

# Schoolyard Tree Planting Grant Program

## Program Criteria/Instructions to Applicants

The mandate of the Schoolyard Tree Planting Grant Program is to improve and enhance Ottawa's existing urban and rural forest cover by creating partnerships with the community for tree planting initiatives in schoolyards

### Application Deadline

Applications must be received by the City by **June 1<sup>st</sup>**. Applications that are approved will be planted or funding awarded for spring season the following year. A minimum of one site visit with a City representative is required as part of the grant review process and must be completed between June 1<sup>st</sup> and December 1<sup>st</sup> of the application year.

### Funding Level

The maximum grant funding level in any one year is \$10,000. Grants may be awarded in funds (up to \$500 per tree) or in trees supplied and planted by the City of Ottawa's Forestry Services. No matching funding is required on the part of the applicant. The number of projects awarded each year is subject to the availability of City funds for this program. A limited number of schoolyard projects each planting season will be awarded with trees. The selection of these projects is at the discretion of Forestry Services.

### Eligible Projects

Tree planting projects on school property within the City of Ottawa are eligible to apply for the Schoolyard Tree Planting Grant Program. Applications will be accepted from Student or Parent Councils, environmental/garden clubs, or other groups/ individuals that can demonstrate a commitment to the tree planting project in partnership with the school. In addition to project coordination, applicants must demonstrate the ability to perform tree maintenance activities.

Funding will not be awarded for projects that have already been completed. Groups may receive funding in successive years however; priority will be given to those groups who have not received past funding. Groups receiving funding will not be eligible for funding for tree planting through other City of Ottawa grant programs within the same year.

**Projects are eligible for funding to cover the purchase and installation of trees only.** The following project elements are not eligible for funding:

- Site furnishings (benches, gazebos, play structures, etc.)
- Ponds
- Pathways
- Fencing
- Signage
- Planters
- Site preparation
- Cedar hedges
- Shrubs, perennials, grasses or other ground covers
- Other non-tree related item

### Expenditures and Reporting

Funding must be spent and projects completed within eighteen months (18) of grant approval. For projects which have received funding dollars, submission of receipts is required within 3 months of expenditures. The City reserves the right to reduce or reject a previously approved funding application if the required documentation is not submitted within three months of project completion.

A final project report is due by **May 1** in the year following project installation and must include the number of trees planted, an evaluation of your tree maintenance program, and photographs of the new plantings. Recipients must acknowledge the City's support from the Schoolyard Tree Planting Grant program in any news articles or related promotional material related to the project.

Follow-up inspections by Forestry Services staff may be conducted to verify the plant installation and use of appropriate maintenance techniques and to suggest appropriate measures if problems arise. After the tree is planted, it is the applicant's responsibility to ensure that the trees are watered and maintained to ensure healthy growth and establishment and that the trees will remain in their planted location.

### Typical Project Timeline

June 1 Year X	→	December 1 Year X	February 1 Year X+1	March 1 Year X+1	Summer Year X+1	→	May 1 Year X+2
Submit application on or before June 1	Review of application	Site visit with City representative required by December 1	Final approval by property owner by February 1	Final approval by City	Project completion and receipts submission	Care of trees	Final report due by May 1 following installation

# Schoolyard Tree Planting Grant Program

## 1. APPLICANT INFORMATION

Name of Organization/ Community Group:		
Address:		
Contact Person(s):	Title:	
Phone:	Fax:	E-Mail:

## 2. SCHOOL INFORMATION

Name of Principal:	Phone:
Name of Custodian:	Phone:
Name of Parent Council Representative:	Phone/ Email:
Name and Address of School:	
<b>School Hours</b>	
Opens:	Closes:
Recess:	Lunch:
Property owner/school principal is in support of the project. <small>(Principal support is required at the time of application and school board and/or property owner approval will be required prior to the award of the grant.)</small>	
<input type="radio"/> Yes <input type="radio"/> No	
Letter of support from principal included in the application	
<input type="radio"/> Yes <input type="radio"/> No	

## 3. PROJECT DESCRIPTION

Project Description and Benefits of the Project: (Attach separate sheet if necessary.)		
Number of People Involved in the Project:	Project Start Date	Project End Date

# Schoolyard Tree Planting Grant Program

## 4. MAINTENANCE (How will you care for the trees?)

**It is the responsibility of the applicant to provide the necessary watering, maintenance and protection of the trees to ensure healthy growth**

Maintenance Contact (person from your group who is responsible for coordinating tree watering) :
Phone/ Email Contact:
Three Year Maintenance Program and Watering Schedule: (Attach separate sheet if necessary.)

## 5. SITE SKETCH

<p>Please attach a sketch or plan of the site showing the location of proposed tree planting and other significant features. Site sketch should include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed (new) tree locations;</li> <li><input type="checkbox"/> Proposed tree species;</li> <li><input type="checkbox"/> Proposed tree size at time of installation (for example: caliper, height);</li> <li><input type="checkbox"/> Location of hose bib/ watering source;</li> <li><input type="checkbox"/> Existing structures (for example: buildings play equipment, planters, sheds, fences etc.);</li> <li><input type="checkbox"/> Location of winter snow storage;</li> <li><input type="checkbox"/> Existing vegetation;</li> <li><input type="checkbox"/> North arrow;</li> <li><input type="checkbox"/> Access to site;</li> <li><input type="checkbox"/> Street names;</li> <li><input type="checkbox"/> Overhead utilities (for example: hydro; lights; cable etc).</li> </ul>
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## 6. PLANTING INFORMATION

Number of trees <b>or</b> amount of funding requested	# _____ trees <b>OR</b> \$ _____ funding
Cost estimate included with your application form (if requesting funding) :	<input type="radio"/> Yes <input type="radio"/> No

## 7. ADDITIONAL INFORMATION

Has your group applied for other grants for this project?	<input type="radio"/> Yes <input type="radio"/> No	If yes, name of grant and amount:
Does your group have other funding sources? (Parent Council, School Board etc)	<input type="radio"/> Yes <input type="radio"/> No	If yes, name of grant and amount:

## 8. AUTHORIZATION

As an authorized representative of \_\_\_\_\_, I attest that all information contained in this application is accurate to the best of my knowledge. I accept the terms and conditions for funding as outlined Program Criteria/Instructions to Applicants.

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

\_\_\_\_\_  
Date

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

# Schoolyard Tree Planting Grant Program

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 Application form and report may be available to the public unless the party submitting the information requests that it be treated as confidential.

Application Received: \_\_\_\_\_  
(Office use only)