



GREENING NEIGHBORHOODS – GRANT PROGRAM & GUIDELINES

<p>PROGRAM OVERVIEW</p>	<p>Beautify Spokane through projects that green neighborhoods.</p> <p>All approved Greening Neighborhood Projects will be entered into a contest that evaluates each project against three criteria; volunteerism, impact and green infrastructure. In addition, the Community Assembly will make a recommendation to the Mayor as to which project should receive the Greening Spokane’s Neighborhood Award.</p> <p>The project that exemplifies the highest standard of all three criteria will be awarded the Greening Spokane’s Neighborhood Award that will be presented to them in person by the Mayor. Additionally, the winning neighborhood will be awarded up to a maximum of \$5,000 for the implementation of a second Greening Neighborhoods Project.</p> <p>(For award details see below.)</p>
<p>AVAILABLE FUNDING</p>	<p>Total Funding Available \$75,000</p> <p>Award maximum per project \$5,000</p>
<p>PROGRAM PURPOSE</p>	<p>The purpose of this grant program is to encourage the planting of trees and other native vegetation, such as, low shrubs, grasses and other perennial plants within public or private common areas exposed to the community population.</p>
<p>ELIGIBILITY</p>	<p>Neighborhood Councils only. Neighborhoods may submit no more than three (3) projects.</p>
<p>PROJECTS FOR CONSIDERATION</p>	<p>Projects that will add trees and other native vegetation in community-maintained areas and/or public right-of-way within or adjacent to the neighborhood.</p>

<p>TIMELINE</p>	<p>June-July Submit applications</p> <p>July Grants approval</p> <p>July-August Finalize proposal, draft and obtain signatures for MOU and necessary contracts, organize event day and volunteers.</p> <p>August-September Project implementation</p>
<p>OTHER REQUIREMENTS/CONSIDERATIONS</p>	<ul style="list-style-type: none"> • A water or watering source for the new plantings must be available and included in the MOU/Maintenance Agreement. • Applicants are required to involve residents to provide volunteer manpower in the planting, care and maintenance of the trees. • Type and size of plantings require approval by a Certified Arborist from the City of Spokane Urban Forestry Department. Applicant is not required to get approval before applying; the Project Coordinator will arrange for the review upon receipt of the application. • Consideration will be given to including native vegetation and shrubbery as compliments to trees to prevent run-off and retain moisture. • All plantings must account for required vehicular clearance recovery and unobstructed vehicle lines of sight when applicable. • Awardees will be required to sign a maintenance agreement with the City of Spokane, agreeing to water, prune and provide other care to ensure the survival to the trees and shrubbery that are planted through this program. • Awardees will be required to submit a report, including before and after photographs, and an inventory of tree and other plantings to the Project Coordinator on completion of the plantings. • Road right-of-way plantings will require technical review coordination with necessary departments for approval of use. • A specific area that the applicant represents must be identified

	and evidence of local resident involvement and concurrence will be required.
PROJECTS NOT QUALIFIED	<ul style="list-style-type: none"> • Projects proposed to remove or move currently planted trees. • Projects proposed to be completed on private property, subsequently benefiting an individual property owner. • Projects begun prior to project approval. • Projects presented without evidence of approval by the Project Coordinator and other parties.
PROGRAM PROCEDURES	<ul style="list-style-type: none"> • A memorandum of understanding (MOU) between the applicant and the City of Spokane must be executed before any costs can be incurred which will be paid for by this grant. • Approval of appropriate tree species by the Urban Forester will be required before any payment will be authorized. The Forest Spokane Project Coordinator will coordinate plan approval with the Urban Forestry Arborist.

Program Overview

The City of Spokane has embarked on an effort to green and beautify Spokane by creating the Forest Spokane initiative. This initiative aims to engage neighborhood councils and residents to participate and take ownership in the beautification efforts within their neighborhoods.

Neighborhood Councils are encouraged to participate in this greening effort by applying for the Greening Neighborhoods – Grant Program which aims to identify project locations suitable to beautifying Spokane by identifying projects that aim to enhance the landscape through tree plantings and the installation of other native vegetation like, low lying shrubs, grasses and other flowering and non-flowering perennials.

Available Funding

The Forest Spokane Initiative would like to announce the availability of grant funds for neighborhood beautification projects. This grant is being administered through the Forest Spokane Project Coordinator. The grant is for use only by neighborhoods and applications will be accepted on a continuous basis and evaluated for eligibility and allocation as received until available funds have been depleted.

If you need additional space, feel free to attach a maximum of three subsequent pages. Applications and supporting material must be submitted on an 8½ x 11 white paper. Submit one copy of the grant application and supporting material. You may send the application by mail, email or fax. The maximum

individual award will be \$5,000 per project. Neighborhood Councils may submit more than one proposal with accompanying application.

Program Purpose

The purpose of this grant program is to encourage the planting of trees and other native vegetation, such as, low shrubs, grasses and other perennial plants within public or private common areas exposed to the community population.

The City of Spokane recognizes that the planting of trees and native vegetation proves invaluable to the overall welfare of our community. Trees provide numerous environmental benefits such as oxygen production, air pollution control, noise abatement, rainfall dispersion to control flooding and aesthetic and wildlife enhancement. For these reasons and many more valuable attributes, this program encourages the planting of trees in community-maintained areas and road rights-of-way within or adjacent to the neighborhood.

Entities Eligible to Apply

Neighborhood Councils within the City of Spokane are eligible to apply for funding.

Projects for Consideration

Neighborhood leaders are invited to propose projects that will add trees and other native vegetation in community-maintained areas and/or public right-of-way within or adjacent to the neighborhood. This area will be community-maintained. A memorandum of understanding (MOU) and a maintenance agreement will be included in the development of the project and appropriate parties will be authorized to maintain the planted area.

Timeline

June-July	Submit applications
July	Grant approval
July-August	Finalize proposal, draft and obtain signatures for MOU and necessary contracts, organize event day and volunteers.
August-September	Project implementation

Other Requirements and Considerations

- A water or watering source for the new plantings must be available and included in the MOU/Maintenance Agreement.
- Applicants are required to involve residents to provide volunteer manpower in the planting, care and maintenance of the trees.

- Type and size of plantings require approval by a Certified Arborist from the City of Spokane Urban Forestry Department. Applicant is not required to get approval before applying; the Project Coordinator will arrange for the review upon receipt of the application.
- Consideration will be given to including native vegetation and shrubbery as compliments to trees to prevent run-off and retain moisture.
- All plantings must account for required vehicular clearance recovery and unobstructed vehicle lines of sight when applicable.
- Awardees will be required to sign a maintenance agreement with the City of Spokane, agreeing to water, prune and provide other care to ensure the survival to the trees and shrubbery that are planted through this program.
- Awardees will be required to submit a report, including before and after photographs, and an inventory of tree and other plantings to the Project Coordinator on completion of the plantings.
- Road right-of-way plantings will require technical review coordination with necessary departments for approval of use.
- A specific area that the applicant represents must be identified and evidence of local resident involvement and concurrence will be required.

Projects Not Qualified

Examples of the types of projects that do NOT qualify for funding are listed below:

- Projects proposed to remove or move currently planted trees.
- Projects proposed to be completed on private property, subsequently benefiting an individual property owner.
- Projects begun prior to project approval.
- Projects presented without evidence of approval by the Project Coordinator and other parties.

Program Procedures

- A memorandum of understanding (MOU) between the applicant and the City of Spokane must be executed before any costs can be incurred which will be paid for by this grant.
- Approval of appropriate tree species by the Urban Forester will be required before any payment will be authorized. The Forest Spokane Project Coordinator will coordinate plan approval with the Urban Forestry Arborist.

Appropriate Trees

Appropriate trees will be selected by the Urban Forest Arborist. Tree species options will be given when species are available and location allows for such options.

INSTRUCTIONS/APPLICATION

Please submit the application pages that follow. Read each question carefully and respond in the spaces provided. Contact the Forest Spokane Project Coordinator (509) 625-6780 if you have any questions.

A. ORGANIZATION INFORMATION

1. **Neighborhood Council Name:** _____

2. **President/Chairperson's Name:** _____

Address: _____

City/Zip Code: _____

Phone: _____

E-mail address: _____

3. **Additional Contact Person Name & Title:** _____

Address: _____

City/Zip Code: _____

Phone: _____

E-mail address: _____

4. **Please provide a brief description of the project boundaries:** _____

B. PROPOSED PROJECT INFORMATION

1. **Proposed Summary:** *Describe the project area where the trees and other vegetation will be planted. Please include an inventory of current trees and plants in the area. Describe the location of the area where the project will take place and provide a diagram of where you plan to plant the trees and other vegetation obtained through this grant. Indicate the species type and number of plants to be included in this project. The applicant is not required to get this approved before applying. The Project Coordinator will arrange for the review upon receipt of the application.*

Project Location: **City Right-of-way** _____

Other _____

2. **Maintenance Plan:** *Describe your maintenance plan.*

3. **Water Source:** *A water source for new plantings must be available. Describe the source of water to be used. A maintenance agreement must be signed by all parties who agree to maintain the site through watering and other identified maintenance needs in order to obtain funds from this grant. Technical assistance on the proper way to plant and care for your new trees will be provided by a certified Arborist.*

C. CERTIFICATION

I, _____ hereby certify that the above information is correct and represents the consensus of the residents in the area described. I further certify that I have read the requirements and instructions in this application package and understand and agree to them.

Name: _____ Date: _____

D. APPLICATION SUBMISSION

The Neighborhood Greening Application will be accepted on a continuous basis and evaluated for eligibility and allocation as received until available funds have been depleted. If you need additional space, feel free to attach a maximum of three subsequent pages. Applications and supporting material must be submitted on a 8 ½ x 11 white paper. You may send your application by mail, email or fax.



GREENING NEIGHBORHOODS – CONTEST REGULATIONS AND AWARD

Contest Overview:

All projects elected in to the Greening Neighborhoods – Grant Program will be entered into a contest that is examined under three (3) categories. The project that meets the highest standard of all three categories will win a Greening Spokane’s Neighborhood award which will be presented to them by the Mayor and could win up to an additional \$5,000 in funding to be used for a second greening project within their neighborhood.

The three criteria for the award will be:

Volunteerism: The neighborhood with the greatest participation in volunteering.

Impact: The project with the greatest impact to the neighborhood community.

Green Infrastructure: The project that implements the most sustainable project design that includes a robust variety of trees and other native vegetation.

In addition to meeting the highest standard of the three (3) criteria the Community Assembly will make a recommendation to the Mayor as to which neighborhood project should receive the Greening Spokane’s Neighborhood Award.

All projects awarded will be subject to a maintenance agreement and a memorandum of understanding that must be signed by awardees.

Design Criteria:

Projects should include:

- A water or watering source for the new plantings to be maintained for a minimum of 3 years or as specified.
- A plan for planting, care and maintenance of the trees and other vegetation. (See grant guidelines for specifications)
- The project should include trees and other native vegetation such as shrubs, grasses, and other perennials.

See the Greening Neighborhoods - Grant Program & Guidelines document for more specific information and to obtain an application.

Application deadline: 11:59pm on July 31, 2014

(Print on letter head)

Greetings Neighborhoods,

You are receiving this letter as an invitation to participate in the Greening Neighborhoods Grant Program and Contest. This grant program is part of the Forest Spokane Initiative which aims to implement “green” practices across the City of Spokane over the next two years. Green practices include planting trees and native vegetation like, shrubs, grasses and other perennials. This exciting opportunity not only enhances the beauty of your neighborhood but motivates residents to take action through a unique volunteering event.

Neighborhood Councils are encouraged to participate in this greening effort by applying for the Greening Neighborhoods – Grant Program and working directly with the Project Coordinator, Alicia Powell in the Office of Neighborhood Services. Elected projects will be granted up to a maximum of \$5,000 in funding in order to complete their projects. All elected projects will then be entered into the Greening Neighborhoods Contest.

The contest aims to identify one project that meets the highest standards in volunteerism, impact and green infrastructure. If your project is chosen you will be presented with the Greening Spokane’s Neighborhood Award by the Mayor and your neighborhood will be eligible to receive up to an additional \$5,000 to put towards the implementation of a second greening project.

To be a leading participant in beautifying your neighborhood please contact Alicia Powell in the Neighborhood Services Department by email or by phone at: Apowell@spokanecity.org or (509) 625-6780.

Best Regards,

Alicia Powell
Office of Neighborhood Services
(509) 625-6780
Apowell@spokanecity.org

