



**root** nashville

**Tree Planting: Small Grant Program  
Request for Proposals**

**Spring RFP Submission Deadline: 5:00 PM - March 1st, 2019**

**Fall RFP Submission Deadline: 5:00 PM - October 1st, 2019**

**Purpose:** The purpose of the Root Nashville Small Grant Program is to provide funding to Davidson county residents, local governments, community groups, and schools for tree planting projects that conserve energy, reduce surface temperatures, improve air quality, reduce air- quality related health risks, and protect water quality.

**Eligibility:** Any Davidson county property owner, any local government entity within the Davidson county limits, any non-profit community groups in Davidson county, any public or private school located within Davidson county, and/or any faith-based organization located within Davidson county may apply for grant funding. Public-private partnerships are encouraged. Applicants must apply for a minimum of 15 trees.

**Funding:** The maximum grant request for each project is \$5,000. Grant award recipients will be provided with trees, Root Nashville tree tags, and guidance (if needed); and will not receive direct funding. Funding will cover one of the following options:

- Up to thirty 1.5-inch caliper trees
- Up to one hundred 1-inch caliper trees
- A combination of 1.5-inch and 1-inch caliper trees (not to exceed a cost of \$5,000)

**During the review process priority consideration will be given to:**

- Projects located within the Root Nashville primary impact areas.  
*Root Nashville impact areas include [South Nashville](#), [North Nashville](#), and [Madison](#).*
- Projects that have 100% confirmed planting sites.  
*The property owner has provided written confirmation of approval for project and a Tennessee 811 design ticket has been submitted and identifies no utility conflicts.*
- Projects that include matching contributions and/or in-kind services.  
*In-kind services may include (but are not limited to): Design work, planting plans, site preparation, event coordination, and volunteer recruitment are examples of what could be used as an in-kind match. Matching contributions could also include the purchase and installation of mulch, irrigation systems, watering & maintenance services, time spent planning for the planting project, and volunteer or staff time spent attending workshops and tree plantings.*

## REQUIREMENTS

**General.** Root Nashville Tree Planting Small Grant recipients will be required to submit the completed application form, site verification form, and project summary by the application deadline; must complete the tree planting project as proposed; and must submit a final report upon completion of project.

**Press and Social Media.** Press and social media coverage must credit Root Nashville as a tree planting partner. Tree plantings events must utilize either Root Nashville branded tree tags or signs on the planting site. Tree tags and signs will be provided to approved applicants at no cost.

**Application Details.** Applications for the spring planting season (January 1, 2019 - April 30, 2019) must be completed and submitted to Root Nashville **no later than March 1st, 2019**. Approved projects for the spring planting season will start January 1, 2019 and must be completed by April 30, 2019.

Applications for the fall planting season (October 1, 2019 - Dec 31, 2019) must be completed and submitted to Root Nashville **no later than October 1, 2019**. Approved projects for the spring planting season will start October 1, 2019 and must be completed by December 31, 2019.

**Planting Location, Plan, and Site Confirmation.** Include a map or hand-drawn diagram of the site (with existing trees and proposed trees). Careful attention should be paid to site selection, the right tree for the right place, and potential encroachment on public right-of-way or utility easements. Overhead utility lines should be shown to demonstrate site-appropriate plant selection. If possible, supply an aerial image of the planting area. A signed site verification form must be submitted with the proposal.

**Project Time Line.** Provide a brief schedule of proposed activities associated with the project. Develop a schedule to keep track of activities to be completed before the planned tree planting event. Exact dates are not required at the time of application, but must be confirmed before trees are ordered. All trees need to be planted in a timely fashion after receiving. The time-line should also list the time the trees will be on site prior to planting to minimize planting delays after delivery of trees to the site.

**Project Breakdown.** Provide a proposed budget that includes the number and species of trees you are requesting from the Root Nashville Tree Planting Small Grant Program, matching contributions, and/or in-kind services.

**Maintenance Plan.** Include a maintenance plan for the first 3 years following planting. Indicate who will be responsible for supervising and implementing the maintenance plan and their qualifications. Standard care and maintenance include supplemental watering as needed, replenishing mulch, seasonal inspection of all trees, early corrective pruning if needed, insect and disease control as needed, and removal of any guys, stakes, wraps and supports no later than one year after planting. If you do not have a maintenance plan, one can be purchased from Cumberland River Compact.

**Tree Species.** Root Nashville encourages planting native Tennessee and locally adapted tree species. See the [Metro Tree Advisory Committee approved species](#) list before finalizing the species request section. Keep in mind plant hardiness, desired mature size, and canopy shape of your trees, and their ability to adapt to your soil type and climatic patterns (e.g. how much rain, how hot, etc.). We will help you with your final species selection, but first, give some thought to the characteristics you would like in your trees. Projects that include known invasive species will be rejected.

**A final report must be submitted to Root Nashville within 14 days of proposed planting project and must include:**

1. Name of your organization and contact person
2. Completion status of all proposed activities
3. Date(s) of the tree planting
4. Address or coordinates of the planting site(s), including town/city/zip
5. List of tree species and number planted
6. List of matching contributions (please attach volunteer sign-in sheets)
7. Copies of bills/receipts for mulch, supplies, etc.
8. Any photos, press clippings, or outreach materials related to the tree- planting project

**Proposal Review Criteria:**

All proposals will be reviewed by a committee of three to five members of the Root Nashville Advisory Board. Each proposal will be judged on its own merits and compared to other proposals submitted, resulting in at least three projects per year that best reflects the purpose of the Root Nashville Campaign.

**Criteria to be judged include (but not limited to):**

**Partnerships-** short & long-term maintenance; volunteerism; assistance in Root Nashville campaign goal achievement.

**Scope of Project-** project size is appropriate for the identified resources and funding; environmental impact (priority impact areas and estimated scope of impact).

**Organization of Project-** from the description given in the proposal, the applicant has shown an adequate amount of organization to complete a successful project within the provided time-line. 811 verification and site approval are confirmed.

For more information about Root Nashville tree plantings, campaign goals, impact areas, etc. please go to [www.rootnashville.org](http://www.rootnashville.org). Please direct any questions or requests for application assistance to: [heather.listermann@cumberlandrivercompact.org](mailto:heather.listermann@cumberlandrivercompact.org)

**Return application form, site verification form, and proposal narrative to:**

Root Nashville / Cumberland River Compact  
2 Victory Avenue, Suite 500 Nashville, TN 37213

or

Email to: [heather.listermann@cumberlandrivercompact.org](mailto:heather.listermann@cumberlandrivercompact.org)

**\*\*Electronic submissions encouraged\*\***

**Root Nashville**  
**Small Grant Program 2019**  
**PROPOSAL NARRATIVE**

This can page either be filled out or a short narrative can be separately attached.  
Please limit responses to 1-2 short paragraphs if possible.

**Project description:** *Please include the total number of trees requested, the tree planting location, the planting event date and time, and a secondary planting event date and time (in case of inclement weather).*

**Maintenance:** *Who will be responsible for the trees during the first 3years after planting? This includes mulch replacement, pruning needs, and water needs. Explain how your new trees will be cared for over the short-term and long-term. A maintenance contract can be acquired from Cumberland River Compact for a fee of \$90/tree/year if needed.*

**Project coordination:** *How many volunteers, staff, and/or landscape/arbor professionals do you expect to attend and participate in the tree planting event? Who will be in charge of coordination? If volunteers are needed, who will provide tree planting instruction, and how will they be recruited?*

**List desired tree species in order of preference (minimum of 4).** *Please keep in mind the trees provided by Root Nashville are based on nursery availability and Metro Tree Advisory Board approved species lists. Root Nashville encourages planting native Tennessee and locally adapted tree species. Keep in mind plant hardiness, desired mature size, and canopy shape of your trees, and their ability to adapt to your soil type and climatic patterns (e.g. how much rain, how hot, etc.). We will help you with your final species selection, but first, give some thought to the characteristics you would like in your trees. Projects that include known invasive species will be rejected.*

**Root Nashville  
Small Grant Program 2019  
SITE VERIFICATION FORM**

The purpose of this form is to provide confirmation that the proposed tree planting site(s) submitted in the grant application proposal have been approved by the person or entity that legally owns and/or manages the property.

**Name of Parcel Owner:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Title of planting project approved by parcel owner:** \_\_\_\_\_

**Maximum number of trees parcel owner approves for planting:** \_\_\_\_\_

**Notes from parcel owner:**

*By signing my name below, I certify that I have been provided with all project details and approve the maximum number of trees listed above to be planted on my property. Any questions concerning the planting project have been discussed with the grant applicant authorized representative.*

**Signature of Parcel Owner:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Root Nashville  
Small Grant Program 2019  
APPLICATION FORM**

Name of Applicant Group/Entity: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Individual to Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address/coordinates of the Project Site: \_\_\_\_\_

Total # of Trees Requested: \_\_\_\_\_

Have underground and overhead utilities been located? Yes  No

811 Design Ticket Number: \_\_\_\_\_

**Design ticket verification must be submitted before trees are ordered.**

Applicant must submit a design ticket with Tennessee 811 before presenting grant application to Root Nashville; and must also file a dig ticket within 10 days of planting project to protect the applicant from potential utility damage liability. (Go to <http://www.tenn811.com> for more info.)

Name of Authorized Representative: \_\_\_\_\_

*By signing my name below, I certify that I have conveyed all project details accurately in the accompanying forms and narrative. All details of the planting project have been discussed with the parcel owner and all other involved parties.*

Signature of Authorized Representative: \_\_\_\_\_

Date Signed: \_\_\_\_\_