



Application for treeME - Neighbourhood Tree Matching Fund

City of London Urban Forestry, Environment & Infrastructure
 519-661-CITY, extension 4457 | treeprotection@london.ca

General Instructions

1	This application is <u>only</u> to be filled out if the tree planting project will take place on private land.
	<p>Eligible Applicants</p> <ol style="list-style-type: none"> 1. Community groups/organization / associations with a registered not-for-profit number. 2. Business Associations with projects located on private land that will have a community benefit such as providing shade to public sidewalks, planting trees in locations with a high percentage of impervious cover (ie: asphalt, concrete etc.), planting trees in locations with low canopy cover and/or industrial areas, decreasing the heat island effect. 3. Neighbourhood residents compiled of individuals or a combination of households seeking less than \$3,000. If awarded payment will be allocated through reimbursement to the residents with submitted receipts. 4. Neighbourhood based groups without a registered not-for-profit or charitable number. Applicants seeking more than \$3,000 partner with a community organization with a registered not-for-profit number, which can be funded in advance of purchases. 5. Businesses with a registered business number. Private businesses that have planting projects located on private land that will have a community benefit such as providing shade to public sidewalks, planting trees in locations with a high percentage of impervious cover, planting trees in locations with low canopy cover and/or industrial areas, decreasing the heat island effect.
2	Funding awarded on behalf of this grant cannot be used to implement landscaping and/or tree requirements for any City of London development applications or permits on the land or adjacent sites.
3	Completed and signed application form.
4	
5	Plant trees in accordance with industry Best Practices treesaregood.org
7	Plant all trees by Nov 1, 2022 and all required documentation submitted by the end of 2022.

8	Submit completed application and required supporting documents to the following: 1. E-mail to treeprotection@london.ca 2. Mail to the following: Attention Urban Forestry – treeME Program A.J. Tyler Operations Centre 663 Bathurst Street London, Ontario, N5Z 1P8
9	If you require assistance, City staff may be contacted by telephone at 519-661-CITY (2489), extension 4457 or by e-mail to treeprotection@london.ca

Project Information

Name of Project			
Number of Trees Planted			
Funding Amount Requested			
Neighbourhood / Community			
Organization Name			
Registration Status			
Charitable Organization No.			
Business No.			
Municipal Address			
City		Prov/Territory	
Phone Number		Postal Code	
Email			

Project Lead / Applicant Information

Name			
Municipal Address			
City		Prov/Territory	
Phone Number		Postal Code	
Email			

Project Address

Municipal Address		Unit Number	
City	LONDON	Province	ONTARIO
Roll Number			
Legal Description of Property			

Contractor Information (if performing the work)

Company Representative Name			
Company Name			
Municipal Address			
City		Prov/Territor	
Phone Number		Postal Code	
Email			

Project Description & Information (Add pages if needed)

Describe your treeME Neighbourhood Project and how it supports any of the goals in the Urban Forest Or Tree Planting Strategies. These strategies can be requested through treeprotection@london.ca if needed.

What do you want this project to accomplish? Create a place to gather? Community event? Document the project goals and the expected outcomes from the project.

How did the idea for the project come about? Who was all involved?

How will your project optimize engagement, involvement, and participation from the neighbourhood?

Project Planning

If you are planning a project that involves construction or landscaping, please attach a map identifying the work to be done including street names and current structures.

Please describe the site where the planting will take place. Are there any obstacles in the way of planting? How will you access the site for the project?

How many and what type of trees do you wish to plant?

What size of trees do you plan to plant?

Who will be do the tree planting?

Other

Budget Worksheet

Part One: Project Expenses

A. Materials & Supplies Expenses: List all the expenses you are requesting to be paid for through the fund

B. Other Project Expenses (not covered under fund)

C. Project Management Expenses = 30% X (A + B)

Total Funding Request Expenses = A + C

Required Matching Funds = 25% x Total Expenses

Part Two: Matching Contribution Sources

A. Volunteer Labour: Each hour of volunteer work is equal to a \$20 matched contribution by the City. If you select the "other" category for volunteer work, please explain.

B. In-Kind Donations:

C. Donated Professional Services: Services must be relevant to the project and proportionate to its needs. Examples include, landscape design, photography, printing etc. Donors must document the hourly value of their professional services on letterhead. Services are valued at the customary rates, up to a maximum of \$75/hr.

D. Cash Support: Cash donations can be secured from fundraising event, individuals, foundations, businesses, and the community.

Total Match Value = A + B + C + D

Total Match Value > Required Matching Funds

Additional Information

Letters of Support Included:

Project Map Included:

Provide a site plan showing structures such as buildings, other elements (such as hydro lines, driveways, sidewalks), property lines, proposed planting boundaries and proposed planting locations.

Insurance

Does the Project Lead or Sponsoring Organization currently hold 3rd party liability insurance of at least \$2 million?

Applicant Declaration

I/We hereby declare that I have read, understood and agree to all of the terms and conditions outlined in this application form.

I/We have read and agree to all of the terms and conditions outlined in this application form.

I/We represent the group named in the application and, to the best of my/our knowledge; the information provided herein is true.

I/We understand that if my project is funded, proof of insurance will be required. If you do not have 3rd Party Liability Insurance, the costs of obtaining insurance should be identified in your project expenses.

I/We will carry out the activities when and as described in the application. We understand that if there are significant changes to our initiative and/or if we fail to carry through with this initiative, we may be required to return the funds to the City of London and that it is our responsibility, as the applicant, to notify the City of London of such changes.

I/We agree that the City of London is not responsible for loss or damage to support materials.

I/We understand that once we submit this application, no further changes can be made.

Print Name:		Date:						-			-		
Signature:													

Notice of Collection

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used in processing your application. Questions about this collection should be addressed to the Manager, Urban Forestry at 663 Bathurst St., London, ON. Tel: 519-661-2489 extension 4977, email: jspence@london.ca.