

## Boston Tree Alliance: Grant Applicant Checklist for Project Planning

### Application

- Review the Notice of Funding Opportunity and grant information
- Determine eligibility to apply for funding
- Determine season(s) for planting and review deadlines
- Determine eligibility of project
- [optional] Attend a grant assistance session and/or drop-in hours for project scoping/assistance with grant applications
- Submit application for Boston Tree Alliance grant funds

### Review and Award Process

- Initial proposal and attachment read-through by the Alliance
- Receive and respond to proposal feedback and any comments from the Alliance
- Re-submit project proposal with changes
- Perform landowner outreach for tree siting, ensure space is plantable
- Finalize tree planting and care/maintenance plan
- Alliance approves proposed care/maintenance plan
- Receive overall project approval from Alliance
- Submit required forms and documentation
  - Collect signature for landowner access/maintenance agreement(s)
  - Return landowner agreements to Boston Tree Alliance
  - Send in required insurance documentation
  - Sign Memorandum of Agreement (MOA) with Mass Audubon
  - Submit invoice to Mass Audubon (with W-9) from approved budget
- Receive funds

### Project Implementation

- Attend orientation for grantees
- Execute tree planting plan
  - Hire a certified arborist, if needed
  - Order trees
    - Spring planting: before early March, if possible
    - Fall planting: summer
  - Call DigSafe (2-3 weeks before planting date), adjust tree location if utility conflict is found
  - Plant the trees in your project according to Alliance best management practices
  - Document the planting, location, and requested details about trees
  - Follow-up with the Boston Tree Alliance within 2 weeks of planting
  - Provide pictures and planting data for tree tracking database
- Care for trees according to approved care/maintenance plan
- Report back to the Boston Tree Alliance after 6 months, 1 year, and 2 years with updates, issues, tree health/status, photos of trees, updated landowner contact information.