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 project review team
☐ 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 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.