

Community Partnership Tree Planting Program

Forestry Services

The mandate of the City of Ottawa's Community Partnership Tree Planting Program is to improve and enhance the existing forest cover in the City of Ottawa.

Tree planting projects on private or public property will be considered if an agreement can be established that will ensure the success of the planting and affirm a commitment to long-term maintenance. Acknowledgement and support of this initiative from the property owners or representative members will facilitate acceptance of the planting plan by the City. A clear understanding of the maintenance implications of the project must also be conveyed.

Grants of up to \$2000 are available to community groups, schools, or other non-profit organizations. The number of projects approved is subject to the availability of City funds for this program. Preference will be given to organizations that are prepared to match funding and/or are willing to provide in-kind resources to ensure the successful implementation and maintenance of their project. Grants may be awarded in funding or trees (up to eight 50mm caliper trees, supplied and installed by Forestry Services).

APPLICATION PROCESS

All applicants must submit a conceptual design and a project proposal, which includes the following information:

- The location of the proposed project (name and address);
- The name of one (1) principal contact for the initiative;
- Number of people involved in the project;
- The benefits of the project to the local community and the City of Ottawa;
- Project start and completion dates;
- A brief description of the scope of work with a diagram of the work area;
- A budget outline and the amount of funding requested (include number of trees, preferred species and sizes);
- A plan for aftercare (watering, weeding) during a minimum of three years for the establishment of the trees.

The degree and nature of the reporting requirements will be determined in accordance with the size of the funding and the complexity of the project.

If applicable, recipients must be prepared to submit appropriate receipts and invoices to document their group's use of the funds. The City reserves the

right to reduce or reject a previously approved funding application if the required documentation is not submitted within three months of project completion. Projects receiving Program funding must be completed prior to the end of the calendar year in which the funding was allocated.

Where trees or funds have been awarded, follow-up inspections by Forestry Services staff may be conducted to verify the use of appropriate maintenance techniques and to suggest appropriate measures if problems arise.

Submission Deadlines: Project proposals must be received by the City on or before **December 15th for spring** planting projects and **June 15th for fall** planting projects.

All applications must be submitted to:

Forestry Services
Community Partnership Tree Planting Project
Transportation, Utilities and Public Works, City of Ottawa
110 Laurier Ave W.
Ottawa, Ontario K1P 1J1
Mail Code 15-62

For more information please contact:

City of Ottawa
24-Hour Call Centre at 580-2400
e-mail to: forestry@ottawa.ca

