

Project Plan Requirements
Community Forestry Cost Share
Tree Canopy Action Plan in Tier 1, Columbia

Program guidelines:

- ✓ *Total funds from MDC can not exceed \$49,000.*
- ✓ *The entire project must be completed by May 1*
- ✓ *All units of government, schools, and non-profit organizations may apply.*
- ✓ *Funds are awarded on a matching basis. MDC would cover 90% of project costs.*
- ✓ *Projects located in communities that currently have Tree City USA designation are eligible for bonus funding. For more information visit [Tree City USA at arborday.org](http://TreeCityUSA.org)*
- ✓ *Applicants may match cost-share funds with cash, donations, and in-kind contributions such as staff and volunteer time directly related to the project.*
- ✓ *Any costs incurred prior to approval of project are not eligible for matching purposes or reimbursement, except tree planting plan or critical tree evaluation fees.*
- ✓ *All project costs approved for funding must be documented, whether the costs apply to the Department of Conservation's portion or the applications match.*
- ✓ *Successful applicants will be reimbursed for the appropriate cost-share amount after the project is complete and approved.*
- ✓ *You may count volunteer time at a rate of \$15/hr.*
- ✓ *The payment process: After project completion, contact Ann Koenig at Ann.Koenig@mdc.mo.gov for project inspection. You will need to provide copies of all invoices, bills, and documentation of in-kind contributions including staff time. Upon approval, a check for reimbursement will be mailed to applicant.*

Applicants must address all items below. Once you get the all budget and relevant plan information complete and submitted, we can move forward with getting your project in the queue to be evaluated for funding. FUNDING IS ON A FIRST COME, FIRST SERVED BASIS.

Overall Project Plan Requirements

- What is your goal with this funding?
- What is your timeline for this project? (please keep in mind the entire project must be completed by May 1)
- What are the costs of this project?
 - Fill out the Reimbursable and non-reimbursable spreadsheet, attached
 - ALL costs must be documented. Examples include a bid from tree nursery, bid from tree inventory company, etc

- If you are using staff time or volunteer time for match, provide an explanation of time (you can use \$15/hour for volunteer time), or staff time (for example, \$20/hour for three hours to plant trees) etc
- To calculate the value of in-kind or donated equipment, use the following link for FEMA RATES: [FEMA Schedule of Equipment Rates 2023 - Final Publication Ready_06-2023.xlsx](#)
- Include at least one way you will publicize this project (how will you let the public know about this project and MDC's funding? Examples include social media or newspaper article)
- Attach a map of where in the community the project will take place
- Include your mailing address, phone number, county, contact name and name of who you want the check made out to (for instance: Columbia's Office of Sustainability)

Tree management plan development

- What will the tree management plan address?