



Roots for River Reforestation Grant and Technical Assistance Program Funded by The Nature Conservancy

2018 Application Information Package

Announcement Date:	Thursday, February 8, 2018
Informational Webinar:	Thursday, February 22, 2018
Application Due Date:	Friday, March 16, 2018
Recipient Notification:	Friday, March 23, 2018
Recipient Training:	Week of April 1, 2018
Link to Application:	On the Grants and Resources section of sustainablejersey.com

For questions regarding the application and online portal:

Kaitlyn Vollmer: Email grants@SustainableJersey.com or call 609-771-3189

For project related questions contact:

Michelle DiBlasio: Email michelle.diblasio@tnc.org or call 908-955-0342

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A. Background

We are pleased to announce that The Nature Conservancy (TNC) is partnering with Sustainable Jersey on a new **Roots for Rivers Reforestation Grant and Technical Assistance Program**. Dense development in New Jersey directly affects our water supply, and more than 85% of our rivers and streams are impaired due to factors like erosion and polluted stormwater runoff. One important way to help ensure we can continue to rely upon our precious natural water resources is to restore New Jersey's floodplains—the critical land near our rivers' banks. Throughout much of the state, our floodplains have been deforested and left without trees to help filter water, absorb flooding, or cool the river for fish.

TNC has been working over the last five years with local, state, and federal partners in northwestern New Jersey to reforest the floodplains of a key tributary to the Delaware River, the Paulins Kill. TNC has now teamed up with Sustainable Jersey to share lessons learned and to help catalyze restoration efforts across the state in order to achieve a goal of planting 100,000 trees in floodplains by 2020. Planting trees within floodplain land in places where it has been degraded is a great way to engage your community, raise awareness about the importance of freshwater conservation, and most importantly, protect the lands and waters on which we and future generations depend.

The **Roots for Rivers Reforestation Grant and Technical Assistance Program** will support municipal or school district efforts to undertake their own floodplain reforestation initiative on public or private land (with written permission from the landowner). Program participants will receive technical assistance to design restoration projects and funding to cover the material costs of floodplain reforestation.

Informational Webinar: Thursday, February 22, 1:30PM – 2:30PM

You will learn:

- Why floodplain reforestation is important and what is involved
- How to select an appropriate site and develop a project plan
- What technical assistance and funding is available
- How to apply to be part of the program

Register [here](#). Following the webinar, the recording and presentations will be posted on the [Webinar Recordings and Presentations page](#).

If you are interested in the program and unable to attend the webinar, please contact Renee Haider at 609-771-2307 or haiderr@tcnj.edu.

ONLINE Applications are due by Friday, March 16, 2018 at 11:59pm. Email submissions will NOT be accepted. All applications must be submitted online using the links below:

Program Application: <https://app.wizehive.com/appform/login/2018TNCApp>

Selected participants will be notified by March 23, 2018. A meeting will be held the week of April 1, 2018 to assist program participants in developing their implementation plans. Proposed projects should be completed by July 1, 2018.

B. Eligibility Requirements

To be eligible to participate in this program, an applicant must:

- Be a New Jersey municipal government or school district. Funding may be passed through to a non-profit, partner organization, or contractor, but the municipality or school district must be the applicant and will be responsible for the reporting requirements. Checks will be made payable to the municipality or school district and sent to its fiscal agent.
- Be registered or certified with Sustainable Jersey or Sustainable Jersey for Schools certification program AND have an active green team.
- Use the funding to implement a floodplain reforestation initiative.

C. Site Selection and Use of Grant Funding

The first step in crafting a proposal is to identify potential planting sites and determine who owns the land. Identify rivers or streams running through the municipality and look for areas along the banks with the following features:

- No woody vegetation or sparsely planted woody vegetation
- Mowed lawns or impermeable pavement
- Invasive or non-native grasses (reed canary grass, loosestrife, etc.)
- Signs of erosion
- Close proximity to paved roads

Google maps and the use of the satellite imagery can be helpful in located these types of sites. Additional assistance in site selection and project planning may also be available from the [local watershed organization](#) or the [New Jersey Watershed Ambassadors Program](#).

Eligible expenses include materials (trees and protection) associated with planting. The labor associated with planting the trees is the responsibility of the applicant. This can be accomplished through the use of volunteers, employees, or a contractor paid for by the applicant.

D. Application

The online application is designed to collect the information needed to evaluate a proposal without overburdening the applicant.

Program Application: <https://app.wizehive.com/appform/login/2018TNCAApp>

The following sections outline the information needed to complete the online application.

1. Eligibility Inquiry

The applicant must confirm the following:

- It is registered in the Sustainable Jersey or Sustainable Jersey for Schools certification program
- It has established a green team in accordance with Sustainable Jersey program requirements

Sustainable Jersey staff will verify the information provided. Applicants that do not meet the eligibility requirements will not be considered for participation in the program.

2. Applicant Information

- Municipality or School District
- County
- Employer Identification Number (EIN)

3. Grant Proposal

- **Grant Funding Requested:** Projects costing between \$1,000 and \$20,000 are eligible
- **Project Title and Brief Description:** Provide a name for the proposed project and a short description of the floodplain reforestation project goals. Include any partner organizations that will be involved and who will be responsible for site preparation and planting.
- **Project Location**
 - Street Address and/or Physical Location (GPS coordinates) and Tax ID Parcel Number (Block, Lot)
 - Landowners (applicant owned, County, private, or other*). Permission from the landowner is required prior to planting
 - *acquiring permission for “other” sites can be a more involved and lengthy process. More information on site permissions can be found in the [webinar presentation](#).
 - River/stream name
 - Photos of project location
 - Dimensions of proposed planting area (length, width, area)
 - Current cover in project area (trees, shrubs, grasses, bare, or other)
 - River/streambank erosion (yes or no)
 - Presence of invasive species (yes, no, unknown; if yes please list species)
- **Project Team Members and Duties:** Provide the name, title, organization, and duties of the key people who will be involved in completing the project.
- **Action Plan and Timeline:** Outline the specific steps your team will take to complete the proposed project. This includes project planning, implementation and maintenance. Identify the timeline for each step to ensure the project can be accomplished by July 1, 2018. An action plan template is available [here](#) and is shown in [Section I](#).

4. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
 - Primary Contact
 - Mayor/District Superintendent
 - Fiscal Contact

The fiscal contact must be a person (typically the Business Administrator) authorized to manage official municipal funds.

5. Required Attachments and Information:

Note: All files uploaded into the online grant application must be in PDF format.

- **Green Team Information (Applicants that have achieved Sustainable Jersey certification *do not* have to provide this information.)**
 - A list of green team members.
 - A summary of recent green team activities. If the green team was just formed, describe future plans.
- **Authorization to Submit Application:** In order to participate in this program, the applicant must upload documentation that it is authorized to apply for this grant by appropriate authority (i.e. mayor, district superintendent, business administrator, or other designated authority). Questions regarding this requirement can be directed to Kaitlyn Vollmer at 609-771-3189 or emailed to grants@sustainablejersey.com.
- **Project Budget:** A sample budget template is available [here](#) and is shown in [Section J](#). Eligible expenses include materials (trees and protection) associated with planting. The labor associated with planting the trees is the responsibility of the applicant. This can be accomplished through the use of volunteers, employees, or a contractor paid for by the applicant. *Please note that the informational webinar on February 22 is intended to provide guidance on tree selection and planting layout.*

6. Optional Information

This can include letters of commitment or support from project partners or more detailed project information.

E. Online Application Portal

The application can be accessed using the link below. Applications must be submitted using the online application portal by **11:59 PM on March 16, 2018**. Only online application submissions will be considered for participation in the grant and technical assistance program.

Application: <https://app.wizehive.com/appform/login/2018TNCApp>

F. Selection Process

Applications will be screened using the following criteria:

- Strength of the action plan
- Likelihood of success as demonstrated by accessibility to resources that will assist with site preparation, planting, and maintenance

G. Terms and Conditions

Program participants will receive half of the grant award upon approval of their site plan. The remaining balance will be paid upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than July 31, 2018.

Recipients are responsible for:

- Planting all materials no later than July 1, 2018 to ensure maximum survival.
- Purchasing and maintaining the seedlings and protection materials.
- Not cutting down, removing, mowing or otherwise disturbing native vegetation in the project area unless deemed necessary for the success of the project. Native vegetation includes, but is not limited to, trees and shrubs that were planted or naturally growing.
- Protecting planting by installing protection materials that will be maintained and monitored at least twice annually. If using tree shelters, tubes shall be removed at an appropriate time (generally when tree diameter is approximately 1.5" or after 4-5 years).
- Obtaining any necessary permits and/or permissions from state, federal, or local agencies that may be required to implement restoration activities in regulated areas or areas that could affect listed species.

H. Program Participant Reporting Requirements

Program participants will be required to complete a final report using an online report form by **July 31, 2018**. Reminders will be emailed to the primary project contact at least 30 days prior to the report deadline. The final report must document the completion of the floodplain reforestation initiative described in the application.

The following information is required in the final report:

- A brief description of the floodplain reforestation initiative that highlights the project outcomes and impact.
- A summary of any modifications to the proposed project outlined in the original application. ***All project modifications must be approved by Sustainable Jersey before being implemented.***
- Samples of communications distributed to the community related to the initiative that also highlights TNC and Sustainable Jersey as project funders.
- At least **TWO** photographs of the site after completion of the project.
- Lessons learned in completing the project, including challenges faced and advice that would be given to others undertaking a similar project.
- A summary of expenses charged to the grant with supporting documentation (e.g., invoices, financial ledger).
- [Grantee's Certification and Declaration](#) signed by the business administrator or other authorized representative.

I. Action Plan and Timeline



**Floodplain Reforestation
Proposed Project Action Plan**

Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed within the grant performance period.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

J. Budget Template



Floodplain Reforestation Budget Template



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the funding will contribute to the completion of a project that will also be funded by other sources, please identify the amount of this funding in the Other Funding Source column.

Applicant Name:

A. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey Funding	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Equipment Cost			\$ -	\$ -	\$ -

B. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey Funding	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Cost of Supplies			\$ -	\$ -	\$ -

C. ITEMIZED PLANTINGS

Item	Size	Quantity	Sustainable Jersey Funding	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Other Expenses			\$ -	\$ -	\$ -

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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