

TREE ReLEAF

Grant Program

FAQs

1 WHAT IS THE TREE ReLEAF GRANT PROGRAM?

The Tree ReLeaf Grant Program is a Countywide program that provides funds to civic, neighborhood, community and homeowner organizations, schools, libraries and local municipalities to plant native trees and shrubs in public or common areas. The program provides a hands-on opportunity for residents to learn how to properly plant and care for trees and shrubs.

2 WHAT IS THE GOAL OF THE PROGRAM?

The goal is to increase the native tree canopy on public and common land and to help improve air and water quality, wildlife habitat, conserve energy and reduce stormwater runoff in the County.

3 HOW DOES THE TREE ReLEAF GRANT PROGRAM WORK?

Interested organizations or municipalities should submit a formal letter requesting funding along with the Tree ReLeaf Grant Application. This program awards funds on a reimbursement basis. Before any work begins on a project, the Department of the Environment (DoE) and the applicant shall enter into a grant award agreement. Upon completion of services, DoE will reimburse the applicant for applicable expenditures up to the amount permitted by the grant. The applicant must provide receipts and expenditures must be consistent with the agreement.

Applications will be accepted on a continuous basis and evaluated for eligibility and allocation of funds. A grant agreement will be subject to the availability of County funds. Any permits necessary for a project are the responsibility of the applicant.

4 WHO MAY APPLY?

Civic, neighborhood, community and homeowner organizations, schools, libraries and local municipalities in Prince George's County are eligible to apply for funding for tree planting projects on community owned land. Homeowner associations must provide proof of ownership.

5 WHAT ARE THE FUNDING LEVELS?

Civic, neighborhood, community and homeowner associations, schools and libraries may apply for grants not to exceed \$5,000, and municipalities can apply for grants up to \$10,000. The program requires a 50 percent match. Funds will be disbursed to the applicant after project completion.

Beautifying the County
one tree at a time



PRINCE GEORGE'S COUNTY

TREE ReLEAF
DEPARTMENT OF THE ENVIRONMENT Grant Program



Rushern L. Baker, III
County Executive



Adam Ortiz | Director

6 WHAT IS MEANT BY A 50 PERCENT MATCH?

For every Tree ReLeaf grant dollar an equal match (cash, volunteer hours or goods) must be provided by the applicant. The total project value is 100 percent with 50 percent from the applicant and a 50 percent matching grant.

7 WHAT IS ELIGIBLE FOR MATCH?

The match must be directly related to the project (no mowing, playground equipment, etc.). It can be either an actual expenditure (cash) or in-kind contribution in the form of the value of personnel, goods and services. For example, the cost of soil amendments, protective fencing and mulch can be used for an in-kind match. Groups are encouraged to actively participate in the tree plantings. Volunteer time can be used as an in-kind match at a rate of \$25/hour.

8 WHAT IS CONSIDERED AN ELIGIBLE FUNDING ITEM?

Items/tasks which are required to implement tree planting projects are eligible for funding. Requests for funds for any other purpose will not be granted. Examples of items/tasks include: plant material, tree protectors and gator bags, site preparation costs (e.g. soil amendment and invasive plant removal) and planting costs.

9 DO I NEED TO GET A WRITTEN COST ESTIMATE FROM A NURSERY?

Yes, you need to submit three written cost estimates for the plant material. Each estimate must be signed by an authorized representative of a landscape nursery, and should include a one (1) year guarantee, to be furnished by the supplier, on all trees and shrubs. Trees supplied by the Maryland Tree-Mendous Program and trees under 1" caliper do not require a guarantee.

10 DO TREES AND SHRUBS NEED TO BE A CERTAIN SIZE?

At the time of planting, trees must be at least 4-feet tall and planted in a 3-gallon (or larger) container or balled and burlapped. Since shrubs can be of varied size we will work with the applicant to assess the appropriate shrub size.

11 WHY DO I NEED TO LOCATE UNDERGROUND UTILITIES BEFORE GETTING A STREET TREE PERMIT?

There are many utilities commonly located under planting strips that would be negatively impacted if a tree were planted too close. Water and sewer lines are of particular concern because tree roots are capable of infiltrating small cracks in the lines and causing pipes to break. Such breaks can be very costly to repair. Also, it is critical to locate underground gas utilities to avoid hitting a gas line when doing tree planting projects.

12 HOW DO I AVOID HITTING AN UNDERGROUND UTILITY LINE WHEN I DIG MY PLANTING HOLE?

Prior to starting your tree planting project, it's required that you locate existing underground utilities (e.g. water and sewer mains, telecommunication lines, and gas lines) so that you can avoid hitting such utilities. Please call MISS UTILITY at 1-800-257-7777 or visit their website at www.missutility.net/maryland/ for assistance with locating underground utilities. It is the Law.

13 NEED MORE INFORMATION?

If you have any questions about what your community can do to improve your proposal or if you need guidance on designing your project, DoE's Sustainable Initiatives Division is available to assist you.

For assistance, please visit www.princegeorgescountymd.gov/sites/Sustainable/Services/CommunityOutreach/ReLeafGrant or, call 301-883-5802 or County Click 3-1-1.