

Tree For Kids

Guidelines

Project State Date:	August 15, 2023
Project End Date:	June 30, 2024
Estimated Total Program Funding:	\$300,000
Award Ceiling:	\$10,000
Award Floor:	\$1,250
Typical Award Range:	\$5,000 to \$7,500
Submit Applications to:	Arizona Department Education - Grants Management Enterprise System
Application Submissions Accepted:	August 15, 2023 - December 31, 2023 (All Schools)
Award Notification:	First Come – First Served Awarded August 15-December 31, 2023
Award Type:	Competitive – State Reverting Grant
Questions:	Kevin Imes – State CTE Director kevin.imes@azed.gov (602)364-2211

OVERVIEW

The Arizona Department of Education – Career and Technical Education division is excited to announce the Trees for Kids Program! This program is open to public school campuses to plant low-biogenic volatile organic compound-emitting trees on school campuses that are appropriate for each school's respective climate.

The purpose of this program is to support the necessary shade structure and health benefits, as well as the beautification of Arizona school campuses and to support the opportunities children have to learn their natural world and air quality. Funds may be used to promote and enhance the quality of Arizona's urban and community schools.

The goals of this program are to:

- Assist schools in initiating or significantly improving their efforts to care for the school community, including assistance for achieving canopy cover goals.
- Encourage schools to develop and maintain a sustainable, balanced, and comprehensive community tree program that is based on a current tree inventory and managed with the guidance of a community stakeholders.
- Promote community tree benefits through the proper management and care of trees in Arizona's school communities.

Eligible activities:

- Development and implementation of a school's beautification plan
- Tree planting projects as part of a community service program to enrich learning goals.
- Community tree inventory support

- Training of students, community stakeholders and volunteers to improve healthy environmental practices.

All projects involving tree planting must include students. All trees purchased must meet the American Standard for Nursery Stock and Arizona Nursery Association standards. Planted trees must be guaranteed for one year after planting. All trees must be identified by a certified arborist, forester, or similarly qualified person. All varieties of palm trees species are not included.

ELIGIBILITY

Eligible applicants must be:

- Public Schools in Arizona public school districts, or charter schools
- K-12 participants
- Applicants may submit only one application per year.
- Rolling awards will be made on a first, come first served basis
- Priority given first for schools where 75% or more of the students are eligible for FRPL

FUNDING

- An estimated \$300,000 is available to support awards ranging from \$1,250 to \$10,000 through this program. Awards typically range from \$5,000 to \$7,500.
- Funding will be provided on a reimbursement basis through the Arizona Department Education - Grants Management Enterprise System.
- Award notifications will be on a first come first served basis until all funds have been exhausted.
- All applicants may apply August 15-December 31, 2023
- Priority will be given first for schools with 75% of the student population eligible for Free and Reduced Lunch
- Additional non-FRPL school applications will be considered January 1-31, 2024, as funding is available
- One-time funding, state reverting grant
- Reimbursement for all approved grant expenses must be submitted by mid-June. Grantees will be notified of specific final deadline date for June reimbursements.
- A final completion report must be submitted by September 30, 2024. No additional reimbursement can be made for expenses in the completion report.
- Vendors chosen by the LEA through proper procurement procedures should offer assurances that the trees to be planted are healthy and likely to survive one year and more after planting.
- Award recipients may only allocate award funds to cover costs associated with the cost of trees, personnel/labor, installation costs, and contractual services to install or provide tree advice. No funds can be used for installing irrigation systems, irrigation equipment, or indirect costs of an irrigation system. Awarded funds may be used for hoses and watering bags.

PROGRAM CONTACT

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PROPOSAL INSTRUCTIONS

Applicants must submit proposals according to the following instructions. Failure to do so will render your application ineligible. All proposals should be submitted through the Arizona Department Education Grants Management Enterprise System. Project proposals should clearly and concisely address environmental factors such as air quality, much needed for infrastructure for shade and cooling as well as the mental and physical benefits trees provide.

APPLICATION NARRATIVE DETAILS

- Name and Contact information of submitter
- Project Title
- Administration Contact Information
- Start date of the project
- A basic overview/description of project, including need/objectives and/or goals.
- Anticipated Project Benefits – Benefits to the school community students, staff, parents, neighborhood, to the school buildings, such as reduced costs for cooling. Potential for project sustainability should be included.
- Project Implementation including the following elements:
 - Activities (include scope of work)
 - Types and number of trees
 - Participants (project personnel, volunteers, community stakeholders, etc.)
 - Location on campus, clearly identified and marked.
 - Timetable (include project start and end dates)
 - Anticipated Outcome/Results
- Completed Budget Proposal – Amount needed.
- Community Benefit.
- Verification of integration into campus plan.
- Additional resources.

BUDGET GUIDELINES

Funds may be used only for expenditures for trees and the associated planting costs. Associated costs may include labor with tree-planting expertise, hoses, and other equipment, but not a whole irrigation system. Budget proposals should reflect realistic estimates of costs associated with the objectives of the fund.

Volunteer labor is appropriate.

GRANT AMOUNT

The maximum funding will be \$10,000. An applicant may submit no more than one proposal. ADE CTE reserves the right to limit the total amount of each grant depending upon the total number of requests to achieve an allocation which best meets the needs of the fund.

APPLICATION EVALUATION

Award notifications will be on a first come first served basis until all funds have been exhausted. To be evaluated, applications must meet the following minimum requirements:

1. The application must be complete and submitted to Arizona Department Education Grants Management Enterprise System.
2. All applicants may apply August 15-December 31, 2023
3. Priority will be given first for schools with 75% of the student population eligible for Free and Reduced Lunch
4. Additional non-FRPL school applications will be evaluated January 1-31, 2024, as funding is available

CRITERIA

Applications will be evaluated by the following criteria:

1. Trees to be planted must have low emissions of biogenic volatile organic compounds and must be appropriate for each school's respective climate, in terms of temperature, low water usage, and not invasive to native plant species.
2. Proposals should demonstrate that the project is intended to support positive student experiences with nature, shade, improved air quality, and campus beautification.
3. Project's capacity for promoting, improving, and developing a school campus environment.
4. Thoroughness and completeness of planting plan and maintenance plan, if applicable.
5. Reasonable estimates for all expenditures
6. Plan for publicizing project to help the community and students to appreciate the value of the trees to their health and well-being. The communications may also show how the trees can reduce cooling costs for the building.

Not all criteria will apply to all projects. Funds will be awarded based upon the number of applications and available funds. Requested funds may be reduced if cost estimates are judged to be excessive.

PAYMENT PROCESS AND CLOSEOUT

Reimbursement requests should be submitted regularly and additional documentation for expenditures may be required at the time of submission. A final completion report will be required to close out the grant and will include reporting requirement including:

- photos of project
- location and number of trees planted.
- Student reflections

Both reimbursement requests and the completion report will be submitted through the Arizona Department of Education Grants Management Enterprise System (GME).

FREQUENTLY ASKED QUESTIONS

Do I need letters of approval from my campus/district administration? Yes. Documentation of approval and signatures from administrators is required.

Can I get help in planting? Yes. The Career and Technical Education – Office of Career and Technical Student Organizations can help in providing help in planting. Also service organizations that specialize in programs to include students in planting trees may be contacted to help in choosing and planting trees.

What are the allowable expenses? It is intended the funding be specifically for trees and for project implementation, and associated labor costs. These expenses need to be allocable to the project and documented as project expenses. Additional costs such as irrigation and capital equipment, must already be established by the organization and approved by the district and campus administration prior to allowance of these expenses. No funding will be available for irrigation nor the installation of irrigation.

Can I get funding for a project that has already been funded or started? No, previously funded projects and on-going projects are not eligible. However, if the proposed project is a second phase or component to a previously funded project, it may be eligible for funding.

How will the funds be given out for the project? Funds are only given out as the project is worked on and monies spent (reimbursement-based).

Is volunteer labor and student participation allowed? Yes. Volunteers may be used but will require to follow the district board policies.

When will I know if my application was accepted? What is the next step? Applicants will receive a confirmation email indicating whether their application met the application criteria and is being considered. After grant proposals are reviewed, applicants will be notified if their requests have been funded.