

Neighbourhood Tree Giveaway Program

2019 Program Guidelines

Parks, Forestry and Recreation
Urban Forestry



Purpose

This program supports community-led tree giveaway events that will increase canopy cover in Toronto through resident engagement and leadership in tree planting and stewardship on private land.

Types of Support Available

Through this program, eligible community groups can receive one or more of the following supports:

- Financial assistance of up to \$2,500 (depending on the size of the event and number of trees and shrubs to be given away)
- Free native trees and shrubs (while supplies last)
- Education, training, and technical support for planting and caring for new trees/shrubs

Duration

Events should take place from April 15 – June 15, 2020 (dependent on the weather).

Eligibility

You must be a grassroots, community-based not-for-profit group or organization (incorporated or unincorporated) based in Toronto with annual operating budgets of less than \$500,000.

Applicants must have at least one year of experience as a group/organization.

Groups must be accountable to and representative of the community they serve.

Groups must be in good standing with the City of Toronto. Previously funded groups who have failed to meet the terms and conditions of a past grant or who have any outstanding requirements may be ineligible.

Unincorporated groups must work with a trustee organization (incorporated not-for-profit organization with audited financial statements and the financial systems in place to administer grant funding). A trustee organization is not required if you are only requesting free trees and shrubs or technical assistance.

The following costs and/or activities are not eligible for funding:

- Core operating funding or costs related to ongoing programs/services
- Internal or external salaries or other people-costs where they make up more than 50% of the amount requested (including web design, graphics design, writers, translation, labour, etc.)
- Overhead and administrative costs where they make up more than 15% of the amount requested (does not include internal/external salaries or other people-costs)
- Taxes such as GST and HST for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates
- Contingency costs
- Activities taking place outside the City of Toronto
- Capital costs or infrastructure not directly related to tree planting (building repairs or renovations, construction of sheds or garden beds, purchase of computers or audio/visual equipment etc.)
- Summer camps
- Land purchase
- Political activities
- Religious activities/services
- Advocacy expenses
- Research projects
- Fundraising activities
- Endowments or endowment building
- Scholarships, grants or bursaries
- Awards and prizes
- Alcohol purchase
- Tree planting on lands managed by the City of Toronto
- Purchase, care or maintenance of invasive species
- Any tree planting requirement or obligation under the City of Toronto's tree by-laws, as a condition for planning and development approval, or any other laws or regulations

Event Requirements

All trees and shrubs must be planted on private land within the City of Toronto, and cannot be planted in a City-owned or managed land, including parks, ravines, natural areas, and the road right of way.

The event must take place within the City of Toronto in a location accessible by public transit.

Groups must have the staff or volunteer capacity to plan, promote, and deliver an event.

Application Process

There is a one-step application process. Applications must be submitted by email to treeplantingstrategy@toronto.ca by **October 11, 2019 at 4 pm**. Successful applicants will be notified within 4 weeks.

Applications will be reviewed and assessed by City staff and those selected will be invited to meet with a dedicated urban forestry representative to discuss next steps. All applicants will be notified of decision.

Assessment Criteria

Applications will be evaluated based on four areas: Concept, Feasibility, Budget, and Impact.

- The project must closely align with the stated purpose of the program
- The application should clearly demonstrate the applicant's experience and capacity to successfully deliver the event, and describe a feasible process to delivering the event and has clearly defined deliverables
- Event costs should be reasonable to achieve the proposed deliverables
- The application should demonstrate the impact of the event as it relates to the purpose of the program, increasing canopy cover, and increasing resident engagement and leadership.

Additional assessment considerations include:

- Geographic representation across the City of Toronto
- Locations with low canopy cover or a high need for tree planting and/or stewardship
- Community impact of proposed activities

Accommodation

Accommodation of special needs (e.g. documents in alternate formats, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs, please email: treeplantingstrategy@toronto.ca.

Application Support

Potential applicants can contact Urban Forestry for support in determining if their project and organization are eligible to apply for funding or if they have any questions on the grant program.

Please email: treeplantingstrategy@toronto.ca

Frequently Asked Questions

1. What do you consider as "private land"?

For the purposes of this grant call, private land is defined as land not owned or managed by the City of Toronto.

2. Is there a minimum number of trees/shrubs to host an event?

Yes, you need to make a minimum commitment of at least 50 trees/shrubs

3. How are funding decisions made?

Applications are reviewed by Urban Forestry staff

4. Can I apply if I had previously participated in *Tree For Me*?

Yes.