

Community Planting and Stewardship Grant

2020 Program Guidelines

Parks, Forestry and Recreation
Urban Forestry



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Purpose

This grant supports initiatives that will increase canopy cover in Toronto through tree planting and stewardship on private land.

Types of Projects Funded

All projects need to be focused on increasing canopy cover by:

- Planting non-invasive trees and shrubs on private land
- Maintaining and caring for existing trees on private land
- Educating and engaging the community in the planting, care and maintenance of trees on private land

Funding Amount

You may apply for a grant from \$5,000 to \$100,000.

Grants must be matched 50-50 (\$1 for every \$1 received) in cash and/or in-kind contributions.

For funding requests of over \$50,000, you must contact Urban Forestry to discuss the project and eligibility beforehand.

Duration

Grant funding is available for projects of up to 12 months in duration (to take place between January 1, 2021 and December 31, 2021).

Eligibility

You must be an incorporated not-for-profit corporation without share capital or a charitable organization or foundation registered as a charity with the Canada Revenue Agency to be eligible to apply.

The following groups or organization are ineligible to apply:

- Grant-making or third-party fundraising organizations

- Individuals or for-profit businesses or ventures
- Political or lobby groups
- Landlord/tenant and condominium corporations
- Any group that is currently in litigation with the City of Toronto is ineligible.
- 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.
- Previously funded groups who have received over \$1 million in funding from the City of Toronto for related activities are ineligible to apply.
- Groups that are eligible for funding under the Greening Partnership Grant

Only direct costs to run or deliver a project that are reasonable and necessary are eligible for funding. The following costs and/or projects are not eligible for funding:

- Projects that do not meet the 50% matching funding requirement (cash and/or in-kind)
- Projects that duplicates or conflicts with a program or service being delivered in the community by the City of Toronto or another organization
- Projects or activities that are contrary to the policies of the City of Toronto and/or applicable federal, provincial and municipal legislation, regulations and policies
- Projects or activities that are not consistent with good arboricultural practice
- Core operating funding
- 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.), contact Urban Forestry if you anticipate people costs exceeding 50%
- 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)
- Fees and/or expenses for memberships, courses, conferences
- Fees and/or expenses for travel, personal vehicles, and parking that are excessive or unrelated to the project
- 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
- Projects taking place outside the City of Toronto
- Projects taking place on lands owned or controlled by the Toronto District School Board, Toronto Catholic District School Board, or Toronto Community Housing Corporation without their prior written approval
- Capital costs or infrastructure (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 controlled 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 bylaws, as a condition for planning and development approval, or any other laws or regulations

Application Process

Applications must be submitted online at www.toronto.ca/treegrants by **4 pm** on **August 14, 2020**.

There are two stages to the evaluation of your application:

Stage 1: Initial Review

- Applications are reviewed for completeness and for alignment with the grant guidelines and assessment criteria
- You will be notified if your application will proceed to full review, if it is declined or if additional information is required

Stage 2: Full Review

- Applications are assessed by a grant review panel of City staff and external members with relevant expertise and experience. The grant review panel will then make recommendations on which projects should be considered for funding and in what amounts.
- All applicants will be notified once the funding decisions have been finalized.

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 grant
- The application should clearly demonstrate the applicant's experience and capacity to successfully complete the project and to maintain the trees over the long term, and describe a feasible process to accomplish the project and has clearly defined project deliverables

- Project costs should be reasonable to achieve the proposed deliverables and the budget should clearly demonstrate how the 50% matching funding requirement (cash or in-kind) will be met or exceeded.
- The application should demonstrate the impact of the project as it relates to the purpose of the grant and in increasing tree canopy cover.

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
- Environmental impact of proposed activities (i.e. biodiversity)
- Community impact and benefit of proposed activities

Funding Terms and Conditions

Applicants approved for funding will be required to enter into a Letter of Understanding (LOU) with the City of Toronto in order to receive funding. The LOU will include the grant amount and the terms and conditions of funding. The following must be provided before any funds are released:

- Certificate of Insurance (COI) – A valid COI with a limit of not less than two million dollars (\$2,000,000) per occurrence with Comprehensive General Liability (CGL) and non-owned automobile coverage for the funding period. More details will be provided to successful applicants.
- [Declaration of Compliance with the City's Anti-Harassment/Discrimination Policy](#)
- Conflict of Interest Declaration

Details will be provided to successful applicants.

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: forestrygrants@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: forestrygrants@toronto.ca