

# Community Planting and Stewardship Grant

2022 Program Guidelines

Parks, Forestry and Recreation  
Urban Forestry

---



## Table of Contents

Community Planting and Stewardship Grant.....	0
Purpose .....	2
Types of Projects Funded.....	2
Funding Amount .....	2
Duration .....	2
Eligibility.....	2
Application Process .....	5
Assessment Criteria.....	5
Funding Terms and Conditions.....	6
Accommodation .....	6
Information Sessions .....	6
Application Support.....	7

## 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, 2023 and December 31, 2023).

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

<p><b>Applicant Ineligibility</b></p>	<ul style="list-style-type: none"> <li>• Grant-making or third-party fundraising organizations</li> <li>• Individuals or for-profit businesses or ventures</li> <li>• Political or lobby groups</li> <li>• Landlord/tenant and condominium corporations</li> <li>• Any group that is currently in litigation with the City of Toronto</li> <li>• 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</li> <li>• Previously funded groups who have received over \$1 million in funding from the City of Toronto for related activities</li> <li>• Groups that are eligible for funding under the Greening Partnership Grant</li> </ul>
<p><b>Project Ineligibility</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Projects that duplicate, conflict with, or falls within the scope of another program or service being delivered or developed by the City of Toronto or another organization (e.g. Ravine Strategy)</li> <li>• 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</li> <li>• Projects or activities that are not consistent with good arboricultural practice</li> <li>• Projects or activities that meet 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</li> <li>• Research projects, summer camps, political or religious activities/services</li> <li>• Purchase, care or maintenance of invasive species</li> </ul> <p><b>Location</b></p> <ul style="list-style-type: none"> <li>• Projects taking place outside the City of Toronto</li> <li>• Projects taking place on lands controlled by the City of Toronto</li> </ul>

	<ul style="list-style-type: none"> <li>• Projects taking place on or adjacent to an Environmentally Significant Areas (ESA), Areas of Natural and Scientific Interest (ANSI), Provincially Significant Wetlands, protected areas under the Ravine and Natural Feature Protection By-law, or any other protected or sensitive natural area without the prior written approval of Urban Forestry</li> <li>• 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</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Projects that do not meet the 50% matching funding requirement (cash and/or in-kind)</li> </ul>
<b>Ineligible Costs</b>	<ul style="list-style-type: none"> <li>• Requests for core operating funding</li> <li>• 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)</li> <li>• 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%</li> <li>• Ineligible expenses: 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; Capital costs or infrastructure (building repairs or renovations, construction of sheds or garden beds, purchase of computers or audio/visual equipment etc.); Land purchase; Advocacy expenses; Fundraising activities; Endowments or endowment building; Scholarships, grants or bursaries; Awards and prizes; Alcohol purchase.</li> </ul>

# Application Process

---

Applications must be submitted online at [www.toronto.ca/treegrants](http://www.toronto.ca/treegrants) by **4 pm on August 19, 2022**.

Note: we are using a new online system to receive and process grant applications. If you have any questions please email us at: [forestrygrants@toronto.ca](mailto:forestrygrants@toronto.ca).

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, equity 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](mailto:forestrygrants@toronto.ca).

## Information Sessions

---

Interested in learning more about this grant program and the application process? Join us at one of our information sessions. The information sessions will be held virtually online. The details and registration are available below:

- June 8, 2022, 11 am – 12 pm, [Registration Link](#)
- July 5, 2022, 11 am – 12 pm, [Registration Link](#)

# 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, comments or complaints regarding the grant program.

Please email: [forestrygrants@toronto.ca](mailto:forestrygrants@toronto.ca)