



NEIGHBORWOODS TREE CANOPY PROGRAM 2017-2018 PLANTING SEASON PROGRAM GUIDELINES



Thank you for your interest in the NeighborWoods Tree Canopy Program. NeighborWoods is a collaborative partnership between the City of Charlotte and TreesCharlotte focused on meeting Charlotte's tree canopy goal of 50% canopy coverage by 2050.

Neighborhoods selected for NeighborWoods will receive tree planting and care training, trees & planting supplies to increase & protect the tree canopy. Neighbors are encouraged to work together to plant trees in their individual yards and in common areas.

In addition to getting to know your neighbors, NeighborWoods projects benefit neighborhoods by:

- Improving property values
- Neighborhood beautification
- Cooling urban areas
- Improving air quality
- Reducing traffic speeds
- Conserving energy
- Reducing noise
- Providing wildlife habitat

How to Apply

The NeighborWoods tree planting season occurs each year from October through April. To be considered interested neighborhoods should complete the following steps:

1	Review Guidelines & Eligibility - Review these program guidelines including eligibility requirements for the 2017-2018 Planting Season
2	Attend Workshop - Attend a NeighborWoods Pre-Application Workshop to learn about the program, ask questions and receive step by steps instructions for how to apply
3	Build Your Team – NeighborWoods success depends on strong leadership with a dedicated team identified to lead the effort
4	Solicit Participation - Work with your team to have residents complete the participant sign-up sheet(s). Request a letter of support from your neighborhood organization.
5	Apply Online - Complete the online application by May 1, 2017 or receive a paper application by calling 704-353-1235. Applications will be available year round.

Program Eligibility

NeighborWoods is open to all neighborhood based organizations within the City of Charlotte. Neighborhoods within Charlotte's [Neighborhood Matching Grant \(NMG\)](#) eligible geography can receive trees at no cost. Neighborhoods outside of the NMG geography can still participate through the Tree It Forward program.

NMG eligibility can be found here: <http://charlottenc.gov/NBS/CE/NMG/Pages/WhoCanApply.aspx>
Please click on "Check the eligibility of your neighborhood" or call 704-336-4594 for assistance.

Tree It Forward

Protecting and enhancing our tree canopy is a shared goal and a community priority. The NeighborWoods program depends on corporate and individual donations to fund canopy improvements.

Tree It Forward participants are requested to contribute a portion of the tree costs to offset expenses. The cost for Tree It Forward is a suggested \$10 per tree (150 tree minimum/ per neighborhood).

If you are a school, faith-based institution, public housing community, business or other non-residential property please contact Heike Biller at 980-253-9836 to discuss tree planting options.

● Attend NeighborWoods Pre-Application Workshop

At least one neighborhood representative should plan to attend a NeighborWoods Pre-Application Workshop. Workshops for the 2016/2017 planting season will be held as follows:

Workshop Date	Time	Location	Parking
Tuesday January 24, 2017	6 - 7 pm	Landscape Management 701 Tuckaseegee Road	Free parking available onsite
Thursday February 2, 2017	6 - 7 pm	Landscape Management, 701 Tuckaseegee Road	Free parking available onsite
Wednesday February 15, 2017	12 – 1 pm	Old City Hall, 600 E Trade Street	Park at CMGC Parking Deck, 232 S. Davidson St. Please bring your ticket for validation
Thursday March 9, 2017	12 - 1 pm	Old City Hall, 600 E Trade Street	Park at CMGC Parking Deck, 232 S. Davidson St. Please bring your ticket for validation

If you're unable to attend the scheduled workshops, you can request a meeting by e-mailing heike@treescharlotte.org or by calling 980-253-9836.

● Establish Your NeighborWoods Team

NeighborWoods TreeStores are fun & rewarding experiences that are most successful when coordinated as a team. Responsibilities may be shared amongst team members; however one (1) person should be identified as the primary contact for each of the following roles:

- Program Manager: serves as the primary contact and liaison between the neighborhood, the City, TreesCharlotte and other partners for the NeighborWoods program. Responsibilities include:
 - Recruit Tree Steward(s) and Community Correspondent(s)
 - Work with City Staff, TreesCharlotte and NeighborWoods Team to coordinate the NeighborWoods workshop and TreeStore event.
 - Ensure adequate resident participation through resident sign-up & registration
- Tree Steward: creates a sense of ownership for the tree canopy amongst neighborhood participants and assists to ensure continued maintenance. Responsibilities include:
 - Ensure that trees are being watered on a consistent basis

- Remind residents of how to properly care for their newly established trees
- One (1) Tree Steward is recommended for every 50 trees planted on individual lots
- One (1) additional Tree Steward is recommended for each common area that receives tree plantings; these Tree Stewards will be responsible for watering tree plantings in the common areas until they are established and in a position to survive on their own
- Community Correspondent: Responsible for publicizing tree canopy initiatives and soliciting community support & participation. Efforts may include the following as needed:
 - Organizing door-to-door campaigns
 - Work with NeighborWoods Program Manager to hold community meetings
 - Utilize social, digital and/or print media to inform neighbors and solicit participation

● Complete Participant Sign-Up Sheet

Achieving the 2050 tree canopy goal is a team effort that will require TreesCharlotte, neighborhood residents and community partners to plant at least 25,000 trees per year for the next 20 years. Success depends on high levels of neighborhood participation.

- Work with your NeighborWoods team and others to promote the program. Have neighbors indicate their interest in receiving trees by signing the Participant Sign-Up Sheet.
- Ideal candidates will have a minimum of 75 trees committed to be planted. Applicants with less than 75 trees committed may be partnered with nearby neighborhoods or projects.
- Collaboration between neighboring churches, parks, schools etc. is encouraged.

● Submit the Application

The NeighborWoods can be completed online or a paper version can be provided by calling 704-353-1235. To submit the application you'll need your completed Participant Sign-Up Sheet(s) and a letter of support from your association, HOA or other neighborhood leadership organization.

The application deadline is midnight on Monday May 1, 2017. Selected neighborhoods will be notified by July 3, 2017*.

*The NeighborWoods program has been able to serve all neighborhood applicants to date; if the number of applicants exceeds capacity the following scoring criteria will be applied.

NeighborWoods Selection Criteria	Possible Points
Project Impact/Need <ul style="list-style-type: none"> • Neighborhood has 0%-25% existing residential tree cover (25) • Neighborhood has 26%-49% existing residential tree cover (15) • Neighborhood has >50% existing residential tree cover (5) 	25
Participation/Collaboration <ul style="list-style-type: none"> • Project involves broad-based participation, min 150 trees committed for planting (30) • Project is a collaboration of several organizations and/or diverse groups (15) 	45
Project Design <ul style="list-style-type: none"> • Project includes common areas with tree planting potential (15) • Project includes strategy to promote program to residents (10) • Project shows a clear and reasonable vision for sustaining the tree canopy (5) 	30
Total Possible Points	100

What's next?? If your neighborhood is selected:

- Congratulations!! You'll be contacted to attend an Orientation Meeting. TreesCharlotte staff will also schedule a NeighborWoods workshop in your community. It's helpful for this workshop to coincide with your neighborhood's regular meeting schedule.
- The NeighborWoods workshop will engage residents to participate & provide planting day logistical information. At the workshop, NeighborWoods staff will:
 - Explain the program including neighborhood responsibilities
 - Answer any questions
 - Work with you to select an available Trees Store event date, generally on a Saturday, between October 2017 and April 2018

NeighborWoods General Information:

- Applicants must be registered with the Planning Department's Neighborhood Database, <http://charlottenc.gov/planning/AreaPlanning/NeighborhoodOrganizationalList/Pages/home.aspx>
- Tree plantings are limited to a maximum of three (3) trees per person. Additional trees may be provided during NeighborWoods events, if available, on a first come first serve basis.
- Residents must receive tree planting & care instructions and sign a stewardship pledge to receive trees.
- NeighborWoods application materials including Application and Participant Sign-Up Sheet are available at <http://charmeck.org/city/charlotte/nbs/communityengagement/Pages/NeighborWoods.aspx>

NeighborWoods Frequently Asked Questions (FAQ's):

Q. What is the application deadline for NeighborWoods program participation?

A. The deadline is midnight on May 1, 2017. Selected neighborhoods will be notified by July 3rd.

Q. What kind of trees are available, how big are they and how many can I get?

A. The City contracts with local growers to source more than 40 species of trees that are of the highest quality and well suited for our climate. NeighborWoods trees are approximately 5-8 ft tall with 1-2 inch diameter trunks. Program participants will have opportunity to select up to three (3) trees from a selection of 6-10 species at their neighborhood Tree Store event.

Q. When is the NeighborWoods planting season?

A. The planting season begins in October and ends in April each year. TreesCharlotte plants trees when they are dormant, which greatly increases their chance of survival.

Q. Will the City maintain the trees planted through the NeighborWoods program?

A. Residents are responsible for caring for and maintaining trees received through NeighborWoods. This commitment is affirmed by signing the required NeighborWoods Stewardship Pledge.

Q. I'm not part of a neighborhood association; can I still get free trees?

A. From time to time the City hosts citywide tree stores for Charlotte residents. To learn about citywide tree stores, mulch, tree banding grants or other tree canopy resources call 704-353-1235.