Neighborhood Matching Grants Program

**TREE CARE INITIATIVE**

The deadline to submit applications is September 1, 2017.
Applications are time stamped and will not be accepted if submitted after the deadline.

**Overview, Process & Timeline**

**Overview**
The Neighborhood Matching Grants (NMG) Program awards funds to eligible organizations to make neighborhoods better places to live, work, play and shop. The fund was created in 1993 to promote the City of Charlotte’s neighborhood focus by achieving four primary goals:

- Help neighborhoods determine priorities and make improvements in their communities in an efficient, cost-effective manner
- Build the capacity of neighborhood and business associations to improve the quality of life through participation in and management of neighborhood-based projects
- Promote civic involvement and leverage resources to revitalize and reinvest in neighborhoods
- Encourage partnerships among local government agencies, resident and business associations and other community groups to create projects and products that improve neighborhoods

The City of Charlotte’s Housing & Neighborhood & Services Department, Community Engagement office administers the Neighborhood Matching Grants Program. Offices are located at Old City Hall, 600 East Trade Street, Charlotte, North Carolina 28202. Call 704-353-1235 for additional information, or visit [http://charlottenc.gov/HNS/CE](http://charlottenc.gov/HNS/CE)

The Tree Care Initiative Initiative is a special initiative under the larger Neighborhood Matching Grants program; while the general NMG program has guidelines for eligible organizations based on median assessed property value, Tree Care is open to eligible organizations (detailed below), city wide. The City of Charlotte is asking citizens to help protect our tree canopy by bading their neighborhood's trees to control the cankerworm population as well as treating ash trees to protect them against the emerald ash borer insect. Applicants must submit a Letter of Confirmation of Ash from a certified arborist to be considered for ash tree treatment expenses under the Tree Care Grant.

The Neighborhood Matching Grants Fund provides grants of up to $3,000 to organizations to assist with tree banding and ash trees treatment expenses. Like most grant programs, the Neighborhood Matching Grants Program provides funding only to specific kinds of organizations. Because Neighborhood & Business Services seeks to improve neighborhoods by building the capacity of neighborhood organizations, this program is designed to support that purpose. Recognizing that there are many groups that can and do contribute to improving the quality of life in neighborhoods, ineligible organizations are encouraged to partner with those that meet the eligibility criteria. The eligible organization must be the lead entity in project planning and implementation. At least 25% of the match must come from the originally applying organization. At least 50% of the match must be in the form of volunteer hours (valued at $24.14 each).

**Neighborhood Associations** are organizations comprised of the residents in a specifically defined area recognized as a neighborhood. Membership includes all homeowners and renters within the defined geographical boundaries. The association typically has elected officers, by laws or other governing documents, meets regularly, establishes and collects membership dues, and sponsors community projects such as neighborhood clean ups and general beautification, neighborhood festivals, and other community-wide events. Most neighborhood associations address broad based issues of the neighborhood, and strive to improve conditions in the neighborhood as a whole.
A neighborhood association is eligible to apply when all of the following apply to the organization:

- Is established and has been active at least six months
- Is created and managed by residents within the neighborhood
- Is open for membership to everyone in the neighborhood
- 75% of association members live in the neighborhood.
- Has duly elected board officers and established by-laws or governing documents
- Holds regular meetings and maintains records and board minutes
- Expands and/or promotes existing neighborhood goals and objectives

**Other Neighborhood Based Groups**, for example (but not limited to) book clubs, gardening clubs, sports leagues, and civic clubs are eligible for Neighborhood Matching Grants when all of the following apply:

- Has established and has been active at least 6 months
- 80% of the group members live in the neighborhood
- Holds regular meetings and maintains records of these meetings
- The proposed project promotes the greater good of the neighborhood
- A signed letter of agreement or other documentation shows a collaborative partnership with or support from the neighborhood association

**Ineligible Organizations**
Groups that are not eligible to apply include schools and universities, city-wide organizations, home-school programs, healthcare facilities, foundations, individuals or individual business owners, fraternal organizations, religious institutions and organizations, political groups, governmental agencies, and non-profit organizations that are not resident-based. Organizations that discriminate on the basis of race, nationality, ethnicity, religion, creed, or disability are also ineligible.

Project must be initiated and executed by the applying neighborhood-based organization, not the property management company.

**Eligible purchases**
Service fees to Tree Banding and Ash Tree Treatment vendors; funding for the purchasing of Tree Banding supplies from retail stores.
Process & Timeline

The application review process will take about (14) days.

1. Receipt of application by deadline
   a. Applicants will receive an email confirming the application was received
2. Applications will be reviewed and scored by program staff, based on the criteria below
3. Applicants will be notified of their status (approval/denial/contingencies)
   a. Approved applicants will receive information about contract signing
   b. Once the contract is signed, organizations may begin their Tree Care Projects

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td>Application requirements</td>
<td></td>
</tr>
<tr>
<td>• Submitted a letter of support from applying organization (5)</td>
<td>10</td>
</tr>
<tr>
<td>• Submitted a quote from a vendor or retail store (5)</td>
<td></td>
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<tr>
<td>Project budget</td>
<td></td>
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<tr>
<td>• Clear estimate of project expenses and match contributions (10)</td>
<td>20</td>
</tr>
<tr>
<td>• Well documented projection of expenses and matching funds (10)</td>
<td></td>
</tr>
<tr>
<td>Value and documentation of match</td>
<td></td>
</tr>
<tr>
<td>• Match meets or exceeds the minimum 1:1 requirement (10)</td>
<td>30</td>
</tr>
<tr>
<td>• Match is well documented: Letters of support/contribution, signed Volunteer Pledge Sheets (20)</td>
<td></td>
</tr>
<tr>
<td>Project Design</td>
<td></td>
</tr>
<tr>
<td>• Thorough and reasonable projection of project timeline and implementation logistics (20)</td>
<td>40</td>
</tr>
<tr>
<td>• Shows a clear and reasonable vision for implementation by the vendor or volunteers (20)</td>
<td></td>
</tr>
<tr>
<td>Total Possible Points</td>
<td></td>
</tr>
<tr>
<td>Passing score: 60+</td>
<td>100</td>
</tr>
</tbody>
</table>
Contracts

Within (30) days of approval, successful applicants enter into a contract with the City of Charlotte, thus activating the approved project. Approval is withdrawn if specified contingencies are not met and the contract is not signed within the designated time frame (up to 6 months). Contractual agreements reflect project goals, budget, and match commitments that are contained in the approved application. Fraud, misuse of funds, failure to produce the agreed upon match, or non-compliance on other agreements constitutes default on the contract. Appropriate penalties apply, including loss of eligibility for a period of up to two years. A grant may be rescinded at the request of the grantee; however reimbursement of expended funds may be required.

Disbursement of Funds

Projects may not start until after the contract is signed and registered with the Chief Financial Officer (CFO). Funds are not awarded in advance. Organizations submit invoices and/or receipts for expenditures to the Neighborhood Matching Grants office for processing, as needed. Checks are made payable to the organization. If your neighborhood has a bank account, your association must register as a vendor with the City and must submit a W-9. If your neighborhood does not have a bank account, please contact Denise Coleman at drcoelman@charlottenc.gov or 704-353-1235. Please allow up to (30) days for invoice processing. Grantees are urged to use competent, reliable vendors with valid credentials to avoid potential problems and delays. The City contracts solely with the recipient neighborhood organization or business association. Therefore, any discrepancies that may result from the hiring of contractors, consultants or private vendors must be resolved by the grantee.

How to Apply

1. Educate yourself about the program.
   a. Attend a Pre-Application workshop prior to the grant application deadline. The schedule for Pre-Application workshops can be found at nbs.charlottenc.gov or by calling 704-353-1235
   b. Organizations can complete the Neighborhood Matching Grants Pre-Application Workshop online. It can easily be found by accessing the Housing & Neighborhood Services Department homepage at http://charlottenc.gov/HNS/CE
2. Have your organization’s representative create an account on the Neighborhood Matching Grants Online Application System by clicking on “How to Apply” on the Neighborhood Matching Grants webpage.
3. Fill out the online application. The application questions as well as tips for completing the application are included at the end of this document.
4. Save the application as you go through it. Do not submit until you are ready. You may save and log back in later to complete.
5. Technical assistance and computer access are available through the Housing & Neighborhood Services Department. Please call 704-353-1235 or email drcoelman@charlottenc.gov
6. Submit the application by midnight on the application due date (September 1, 2017). Applications are time stamped and will not be accepted if submitted after the deadline
Grant Application Questions

Part I: Organizational Information

- **Question:** Organization Name
- **Question:** Verifying documentation: Please upload a copy of your Bylaws (or Articles of Incorporation) indicating you are an active, neighborhood-based or business association
- **Question:** How did you hear about this grant opportunity?
- **Question:** NMG Eligibility; is your organization located within the general Neighborhood Matching Grants Program’s eligible geography? By answering this question, staff will be able to provide potential resources about other grant opportunities.
- **Question:** Board Retreat: Indicate if your organization participated in a Board Retreat within the past year. If yes, upload your Vision to Action Idea Development Workbook to use your $1,500 credit (project must be one that was prioritized at the retreat).
- **Question:** Has your organization previously received a City of Charlotte Tree Banding Initiative Grant?

Part II: Tree Care Project Information

- **Question:** Are you requesting funds for Tree banding? Yes/No
- **Question:** Are you requesting funds for ash tree treatment? Yes/No
- **Question:** Are you requesting funds for BOTH tree banding and ash tree treatment? Yes/No
- **Question:** Tree Care Information Session; have you attend a Tree Care Information Session or a standard Neighborhood Matching Grant workshop in the past year?
- **Question:** Tree Care Geography; Please list the streets you intend to treat (Please upload a map, if available)
- **Question:** How many trees will you band?
- **Question:** How many ash trees will you treat?
- **Question:** Amount of grant funding requested (limit is $3,000)
- **Question:** Upload your budget worksheet
- **Question:** Upload your Vendor Quote
- **Question:** Upload your Tree Care Volunteer Pledge Sheets
- **Question:** Letter of support from organization; please upload a letter of support from your organization pledging support for the application and Tree Care project
- **Question:** Letter(s) of support; please upload a completed Contribution Template or letter of support for each cash or in-kind contribution that is on your budget
Application Reminders

- You do not have to complete your application all in one sitting. Remember to press the “Save” button at the top or bottom of the page to prevent you from losing your data.
- Once you are satisfied with your application, press the “Submit Form” button.
- The Community Engagement office is available for application technical assistance and to provide computer access, please call 704-353-1235 or email drcoleman@charlottenc.gov for further assistance.
- To upload a file, click the “Browse” and choose the desired file from documents from the file upload pop-up on your computer. The file size limit for each question is noted next to the “Browse” button and the system will not accept files greater than this limit. DO NOT ENTER ANY TEXT INTO THE GRAY BOX TO THE LEFT OF THE “BROWSE” BUTTON AS THIS WILL PREVENT YOU FROM SAVING OR SUBMITTING YOUR FORM. If you have uploaded a file and saved your application, the filename of the uploaded file will be indicated under the Browse button. There is no need to upload another document if a filename is noted in this message but you may upload a new file to overwrite your previous selection if you wish.
- If you have documents that you would like to add to your application that are not saved on your computer, and you do not have a scanner to help you do so; you may use the “Fax to File” tool. Click on the “Fax to File” link under “Tools” at the top left of the application.

How to Use the Tool:
Using the fax tool is incredibly simple:

1. To start, click the "Request a Fax #" button below and you will be presented with a toll-free fax number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the Finished Faxing button to see your list of files.
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process.

Lockwood (left) and Sedgefield (right) neighbors band their trees, Fall 2014
TOTAL PROJECT COST (grant funds requested + applicant paid costs, if any)

1. List ALL items/services required for project completion. If a vendor is to be paid list the vendor’s name. If items are to be purchased, indicate where the items will be purchased from (ex. Lowes Home Improvement, Amazon.com, Community Toolbank, etc.).

<table>
<thead>
<tr>
<th>Vendors/suppliers to be paid with NMG funds</th>
<th>Items/services to be funded:</th>
<th>Amount:</th>
<th>Quotes Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Hardware</td>
<td>(40) 5-Lb Tanglefoot</td>
<td>$ 1,263.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(60) rolls 180-ft Tanglefoot tree wrap</td>
<td>$ 1,649.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) 100-count vinyl gloves boxes</td>
<td>$ 21.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 putty knives</td>
<td>$ 39.00</td>
<td></td>
</tr>
<tr>
<td>ABC Tree Care Services</td>
<td>Ash tree treatment</td>
<td>$ 1,063.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Project Cost $ 4,035.00

CASH MATCH CONTRIBUTIONS (if applicable)

2. List any cash that will be contributed toward the project by your organization or others. Cash match is not required.

<table>
<thead>
<tr>
<th>Orgs/Entities contributing cash:</th>
<th>Items/services to be paid (if specified):</th>
<th>Amount:</th>
<th>Documentation Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOA</td>
<td>(50) 15 oz Tanglefoot</td>
<td>$ 427.00</td>
<td></td>
</tr>
<tr>
<td>HOA</td>
<td>(50) rolls stretch film 5” x 1000</td>
<td>$ 337.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tax</td>
<td>$ 271.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Cash Match  $ 1,035.00

IN-KIND MATCH CONTRIBUTIONS (if applicable)

3. List any services or supplies to be donated by your organization, individuals, businesses or others (ex. refreshments, professional labor, meeting space, discounts, etc.) In-kind match is not required.

<table>
<thead>
<tr>
<th>Org/Entities donating supplies or services:</th>
<th>Items/services to be donated:</th>
<th>Value:</th>
<th>Documentation Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Doe - neighbor</td>
<td>Bottled water for volunteers</td>
<td>$ 100.00</td>
<td></td>
</tr>
</tbody>
</table>

Total In-Kind Match  $ 100.00

VOLUNTEER HOUR CONTRIBUTION - Atleast 50% of NMG requested funds must be matched through volunteer effort,

4. Complete the Volunteer Hour Worksheet on Tab 2. Values will be inserted automatically.

   Volunteer Hour Match $ 3,958.96

Total Project Value (project cost + contributions) $ 8,093.96

<table>
<thead>
<tr>
<th>Total NMG Grant Request</th>
<th>$ 3,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Match Required</td>
<td>$ 3,000.00</td>
</tr>
</tbody>
</table>
| Total Match Provided                     | $ 5,093.96 | Congratulations, your match looks terrific!
### Volunteer Hour Worksheet

<table>
<thead>
<tr>
<th>List volunteer events - One (1) event per row</th>
<th>Approximate date</th>
<th>Total # of volunteers</th>
<th>Total # of hours committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighborhood canvassing</td>
<td>8/1/2017</td>
<td>4</td>
<td>4.00</td>
</tr>
<tr>
<td>Neighborhood meeting</td>
<td>11/1/2017</td>
<td>20</td>
<td>40.00</td>
</tr>
<tr>
<td>Apply insulation and plastic wrapping</td>
<td>November 4,11,18</td>
<td>20</td>
<td>40.00</td>
</tr>
<tr>
<td>Apply Tanglefoot</td>
<td>December 2,9,16</td>
<td>20</td>
<td>40.00</td>
</tr>
<tr>
<td>Remove material from trees</td>
<td>April 14,21,28</td>
<td>20</td>
<td>40.00</td>
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<td></td>
<td></td>
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</table>

- Total Volunteer Hours: 164.00
- Volunteer Hour $ Value: 3958.96

- **Tips:**
  - Make sure your MATCH TOTAL is equal to or exceeds the TREE CARE-GRANT REQUEST
  - Make sure your Volunteer time is AT LEAST 50% of the TREE CARE-Grant Request
  - You should have a quote for any purchases you want to make or vendor(s) you plan to hire
  - You should have Contribution letters for all in-kind or cash donations listed
  - Volunteer time is valued at $24.14/hour
    - Volunteer labor must be canvassing and/or community building activities
Tree Banding Quick Reference Sheet

“Keep it simple!”

- City of Charlotte is “recommending” an 8” sticky band
- Start banding just after most of the leaves have fallen (just after Thanksgiving for approximately the last week of November) and to maintain the bands until around April 15th
- For tree banding, in general, it does NOT matter when we have freezing weather (or not)

Tanglefoot Method

Materials needed that LHC stocks:
- Tanglefoot
- Roll type pipe insulation
- Duct tape or stretch film (use ON TOP of the insulation.. NO tape DIRECTLY on tree bark)
- Disposable putty knife
- Scissors to cut band materials
- Gloves

Step 1: Using 3’ or 6’ fiberglass or polyester pipe insulation, start to create a band by wrapping the tree, filling in the hills and valleys of the tree bark
A double wrap may be needed for extremely coarse barked trees, one to fill the hills and valleys, and one to leave a smooth outer surface.
If covering the insulation with tape, an 8” band of insulation is needed so that tape adhesive does not stick onto the tree

Step 2: Cover the insulation with an 8” wide band of duct tape, stretch film or as a last resort, tarpaper
The duct tape or stretch film will bind the insulation AND give you a surface to apply your Tanglefoot product
Tarpaper is not normally available in 8” widths unless someone has taken the time to cut it. By using duct tape or stretch film, you will be using readily available materials.
Do not use staples or nails except if using tarpaper method.

Step 3: Wearing work gloves or disposable gloves, use a plastic putty knife or other “cheap” tool to apply the Tanglefoot over the whole 8” width of your band
It has been found that a 3-6” sticky band is normally not wide enough to prevent “bridging” by falling leaves and sticks or accumulated bugs

Step 4: Check every couple of weeks. Remove any larger leaves or sticks and renew Tanglefoot as needed by simply applying new material over the old. Be mindful of using leaf blowers near the sticky bands.

Bug Barrier Method

Materials needed that LHC stocks:
- Bud Barrier Kit (10’, 30’ and 250’)
- Scissors

Step 1: Using 3” wide Bug Barrier fiber, wrap the tree filling in the hills and valleys of the tree bark
A double wrap may be needed for extremely coarse barked trees.

Step 2: Apply the 6” wide Bug Barrier film
The film should be applied with the sticky side towards the bard of the tree. The top edge of the film even with top edge of Bug Barrier fiber and the film should overlap and stick to itself to stay on the tree.
This will leave a 3” “skirt” that as the worms progress up the tree, they will try and go around the barrier and get stud on the bottom edge of the skirt. Do not use any staples or nails.

Step 3: Check every couple of weeks. If the sticky edge of the film becomes covered, either replace the band or use Tanglefoot on top of the film. Be mindful of using leaf blowers near the sticky bands.
**2018 Tree Care Grants Mentors**

The following neighborhood contacts are willing to provide you and your neighborhood with advice as you plan your tree banding project. Please contact them so that they can provide tips and tricks for finding success in your Tree Banding Project!

<table>
<thead>
<tr>
<th>Neighborhood</th>
<th>Contact</th>
<th>Volunteer or Vendor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumnwood</td>
<td>Bob Carter</td>
<td>Volunteers</td>
<td>704.343.6322</td>
<td><a href="mailto:bcarte1957@att.net">bcarte1957@att.net</a></td>
</tr>
<tr>
<td>Burtonwood</td>
<td>Dave Molinaro</td>
<td>Volunteers</td>
<td>704.536.3762</td>
<td><a href="mailto:dave.molinaro@gmail.com">dave.molinaro@gmail.com</a></td>
</tr>
<tr>
<td>Club Colony</td>
<td>David Terrell</td>
<td>Volunteers</td>
<td>704.408.6467</td>
<td><a href="mailto:dwterrell@gmail.com">dwterrell@gmail.com</a></td>
</tr>
</tbody>
</table>

Grove Park neighbors banding their trees, Fall 2015, using the Tanglefoot kits