



Edmond Tree Grants Program Overview

Program Purpose

- Enhance tree canopy throughout Edmond
- Make trees available to neighborhood groups and schools on public property, for planting within areas that their communities will benefit from
- Provide education about proper tree planting and establishment care practices
- Build community through addition of trees within community spaces, organized planting events and group engagement

Eligibility

- Neighborhood groups and K-12 public schools (or associated parent teacher organizations) within Edmond city limits are eligible. (To find out if your site is within city limits, view <https://gis.edmondok.com/addresslocator/>)
- Previous grant recipients may apply for another grant if a past project has been successfully completed and approved by the Urban Forestry Department.

Requirements

- For eligible neighborhood groups, projects must be located within neighborhood-managed areas such as right-of-ways or platted common areas. For eligible public schools, projects must be located on school grounds or right-of-way adjacent to the school.
- Edmond Tree Grants offers two options for planting. Quantities of trees that may be requested vary between the two options.
 - Option 1. The applicant will engage their school/neighborhood community in a planting event, in collaboration with the Urban Forestry Department.
 - Option 2. The applicant will facilitate the planting of the trees themselves or through a contractor, adhering to the planting specifications detailed in the Edmond Tree Grants Manual.
- Applications must include two points of contact for the neighborhood/school group who will be responsible for coordinating with the Urban Forestry Department on project details, organizing volunteers/tools/other details for the tree planting event (if applying for Option 1), overseeing the tree maintenance plan, and corresponding with Urban Forestry up until approval of the Final Inspection.
- Applicants may request trees in one of the following sizes: seedlings, 3 gal containers, or 15 gal containers. Maximum quantities for sizes within each of the two planting options include:
 - Option 1:
 - Tree seedlings: 125;
 - 3 gal containers: 30; OR
 - 15 gal containers: 10 (plus watering bags, if needed)

- Option 2:
 - Tree seedlings: 75;
 - 3 gal containers: 20; OR
 - 15 gal containers: 5 (plus watering bags, if needed)
- Note: Number of trees available may be subject to change due to program funding and current tree pricing.

Application Contents

- Applications will be submitted through an online form on the City of Edmond’s web site.
- Contact Information – General information about the neighborhood/school and Points of Contact. School applications must include written consent from the school administrator.
- Proposal Information – Applicants may choose to consult with Urban Forestry staff in order to draft this information, if needed.
 - Project Description and Objectives – Project intent, benefits to the neighborhood/school and greater community, detailed statement of objectives, plans for the tree planting event and how the community will be involved (if applying for Option 1), other information pertinent to the project
 - Project Details – Location, planting option (1 or 2 – see above), number of trees requested, preferred species and sizes (see above under “Requirements” for information about available sizes), tree planting details such as who will plant the trees and acknowledgement that tree planting specifications within the Edmond Tree Grants Manual will be followed.
 - Maintenance Plan – In addition to providing information about who will be responsible for establishment care of the trees, applicants must agree to follow specifications that are listed within the Edmond Tree Grants Manual.
- Photos of the proposed project area

Review Process

- Applications will be accepted from fall through late January and reviewed monthly on a first come, first serve basis. If available program budget is used up prior to the set closing date, applications will close until the following program year.
- Once received, applications will be placed on the next available Urban Forestry Commission agenda for review and consideration. The Urban Forestry Commission’s regular meetings are held at 4:30 PM on the second Wednesday of the month.
- If approved, the Urban Forestry Department will facilitate next steps with the Points of Contact. Additional information may be needed from the Points of Contact prior to approval of an application.
- Urban Forestry will prepare the Edmond Tree Grants Agreement, which must be signed by the Points of Contact and returned to Urban Forestry prior to advancement of the project.

Project Facilitation

- Urban Forestry will work with the designated Points of Contact to finalize details for the project. Urban Forestry will provide a site assessment and technical assistance as needed on planting design and technique, as well as providing the trees. Watering bags (for 15 gal trees) may be provided if needed. Grant recipients will be responsible for providing mulch and t-posts/staking materials.
- Option 1: Once trees are procured, Urban Forestry and the Points of Contact will collaborate to facilitate a community planting event with members of the neighborhood/school to install the project
- Option 2: Prior to planting, Points of Contact (and planting contractors, if applicable) will be required to participate in a pre-planting meeting with Urban Forestry. The Points of Contact will be responsible for ensuring that trees are planted in accordance with tree planting specifications found within the Edmond Tree Grants Manual. Urban Forestry will perform a post-planting inspection after trees have been installed. If trees are not planted according to specifications, issues must be corrected in order to receive approval of inspection.
- Once trees have been planted, the Points of Contact will be responsible for overseeing implementation and continuation of tree establishment care, per the Edmond Tree Grants Manual until the Final Inspection has been completed.

Final Inspection

- Two years after the project is completed, Urban Forestry will perform a Final Inspection of the planting.
- Applicants with successful projects may be eligible for future grants.

Distribution of Duties

The neighborhood/school Points of Contact will be responsible for:

- Project application/proposal and related correspondence with Urban Forestry
- Coordinating between Urban Forestry and the neighborhood/school
- Meeting and corresponding with Urban Forestry to finalize project details
- Signing the Edmond Tree Grants Agreement and returning it to Urban Forestry
- Option 1: Organizing volunteers and tools for the planting event
- Determining tree layout and marking planting spots
- Locating underground utilities within the project area through CallOkie.
- Option 2: Participating in a pre-planting meeting with Urban Forestry, facilitating the planting of trees per specifications found within the Edmond Tree Grants Manual, submittal of the Tree Planting Checklist, and correcting planting issues identified in post-planting inspection.
- Providing mulch and t-posts/staking materials for trees per specifications in the Edmond Tree Grants Manual.
- Overseeing tree establishment care per the Edmond Tree Grants Manual
- Maintaining contact availability with Urban Forestry up until approval of the Final Inspection

The Urban Forestry Department will provide:

- Facilitation of grant review process
- Technical assistance for project details such as a site assessment, tree species and general planting design guidance, and other site considerations
- Preparation of the Edmond Tree Grants Agreement
- Procurement of trees for the project
- Option 1: Collaboration with Points of Contact on the community planting event. Event support, including planting demonstration and technical guidance during event
- Specifications for tree planting technique and establishment care of trees, as well as technical guidance during project implementation
- Post-planting inspection
- Consultation on tree issues as needed
- Final Inspection

Contact Leigh Martin with the Edmond Urban Forestry Department with questions about the Edmond Tree Grants program:

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