

GRANT AGREEMENT

THIS AGREEMENT, made and entered into on the _____ day of _____, 2025 by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an Urban County Government of the Commonwealth of Kentucky, created pursuant to KRS Chapter 67A (hereinafter "Government"), and **Crawford Middle School PTSA, Inc.** (Hereinafter "Organization"), with the mailing address of 1813 Charleston Drive, Lexington, Kentucky 40505.

WITNESSETH:

WHEREAS, the Urban County Council created the Lex Grow Trees Grant Program to provide local funding to certain eligible property owners and organizations as reimbursement for eligible activities, such as tree planting, tree maintenance, tree education, and the development of tree advocates and stewards.

WHEREAS, the Government finds that such a grant program would provide a benefit to the public through improvements to air and water quality, energy savings, and habitat and conservation in the urban county; and

WHEREAS, Organization has applied for a grant from the Lex Grow Trees Grant Program, and the Tree Canopy Ad Hoc Committee has approved the application.

NOW FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN EXPRESSED, GOVERNMENT AND ORGANIZATION AGREE AS FOLLOWS:

1. **Amount of Grant.** Government hereby grants Organization the sum not to exceed \$9,855.78 as reimbursement or prepayment (as provided in Section 2) for the activities described in the Organization's application, which is attached hereto and incorporated herein by reference as Exhibit A, and which is further clarified and authorized in the Application Review, Scoring, and Determination Form, which is attached hereto and incorporated by reference as Exhibit B.
2. **Payments.** Government shall pay the Organization for expenditures the Organization actually incurred, or for expenditures made within thirty days after payment by Government, up to the total amount provided above, only after receipt of an invoice. The funds are limited to the services provided herein and may not be spent by the Organization for any other purpose without the prior written consent of Government. Any invoice must include evidence satisfactory to Government to document entitlement to payment, as well as a progress report. If Organization receives funds under this Agreement for expenditures made after receipt of the grant funds, Organization shall also provide evidence satisfactory to Government that the expenditure was made. Failure to provide any evidence required by this section shall require the Organization to repay grant funds.
3. **Compliance with Program Regulations.** As a condition for receipt of funds provided by this grant, Organization agrees that it has complied with and will continue to comply with all requirements provided in the Lex Grow Trees Grant Program Guidelines, attached hereto and incorporated herein by reference as Exhibit C, in any grant approval letter provided by the Division of Environmental Services, and in the Application Review, Scoring, and Determination Form (Exhibit B). Failure to comply with these requirements may result in denial of funds or repayment.

4. **Final Report Required.** A final report must be submitted within 30 days of completion of the project. This report shall include:
 - a. A description of the project and the benefits derived from its implementation;
 - b. Locations of trees planted, including species;
 - c. Locations of trees pruned or maintained, including species;
 - d. Information about events hosted, including topic, location, numbers of attendees, and photographs taken during the events;
 - e. A maintenance plan, if appropriate, or documentation of having maintenance discussions with individual property owners;
 - f. A summary table comparing the project budget to actual expenditures, along with supporting documentation; and
 - g. Sample outreach and/or educational materials used.

5. **Conflict.** To the extent that there is any conflict between or among this Agreement and any of its Exhibits, the terms and provisions of this Agreement shall prevail, followed by terms and provisions of Exhibit "C", then "B", then "A" in that order.

6. **Amendments.** By mutual agreement, the parties to this Agreement may, from time to time, make written changes to any provision hereof. Organization acknowledges that Government may make such changes only upon approval of its legislative authority, the Lexington-Fayette Urban County Council, and the signature of its Mayor.

7. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and no representations, inducements, promises or agreements, oral or otherwise, which are not embodied herein shall be effective for any purpose. This Agreement shall replace any previous agreement between the parties on the same subject matter.

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

BY: _____
LINDA GORTON, MAYOR

ATTEST:

Clerk of the Urban County Council

Cranford Middle School PTSA
Organization Name (Printed)

BY: [Signature]
Signature

PTSA President
Title

Mr. [Signature]

WITNESS SIGNATURE

Scott McConnell

WITNESS PRINTED NAME

1/2/25

DATE

4881-3166-5349, v. 1

EXHIBIT A
ORGANIZATION'S APPLICATION

Form Name: Lex Grow Trees Grant Application
Submission Time: November 27, 2024 11:43 pm
Browser: Chrome 131.0.0.0 / Windows
IP Address: 217.180.201.93
Unique ID: 1291758029

Lex Grow Trees Grant Application

Organization information

Name of organization Crawford Middle School PTSA

Street address and zip code 1813 Charleston Drive
40505

Email crawfordPTSA@gmail.com

Phone 4154076757

Contact information

Contact person name Elizabeth Link

Contact person title PTSA President

Contact person phone number (415) 407-6757

Contact person email address missinglinkster@yahoo.com

Project information

Upload a PDF packet with the project narrative, scope of work and community objectives, or entirety of application (including budget, photos, map and letters of support). https://drive.google.com/uc?id=1rkJFVOZVeowIK1dzjnz5VI-e1Okw4LFF&export=download&display=/1291758029CrawfordMiddleSchoolPTSA_156059812_crawford_ptsa_grant_application_lex_grow_trees_11.27.24.pdf

Project start date Mar 01, 2025

List milestone dates When the trees are planted - April 2025

Expected completion date Mar 01, 2027

Upload a document with the project budget and explanation, if not uploaded previously. https://drive.google.com/uc?id=17xxC0VADExCo1TZpFqN0r2YmGUZ-gyJi&export=download&display=/1291758029CrawfordMiddleSchoolPTSA_156060575_crawford_ptsa_budget_lex_grow_trees_grant_11.27.24.pdf

Are you willing to accept partial funding? Yes

List the address/addresses and Council District where the project is located. Crawford Middle School
1813 Charleston Drive
Find the Council District at lexingtonky.gov. Lexington, KY 40505

Council District 6

Supplemental material

Combine and upload a minimum of three color photographs of the project area, if not uploaded previously. https://drive.google.com/uc?id=1z7zJzJMA0BcoaMrxjvDZBtywVcZjLeYt&export=download&display=/1291758029CrawfordMiddleSchoolPTSA_156060675_crawford_middle_school_photos__grant_application.pdf

Upload a map of the proposed project location, if not uploaded previously (this can be a screenshot of a map but the project site must be identified). https://drive.google.com/uc?id=19_vGpQb1HHY0U457VB8Zx1GcoAA_JZYj&export=download&display=/1291758029CrawfordMiddleSchoolPTSA_156060679_crawford__tree_canopy_map_1.jpg

Combine and upload any other supporting documents or letters of support, if not uploaded previously. https://drive.google.com/uc?id=1XGB3OWq9eu-LyC8igEBHsfCJf2nNG-YE&export=download&display=/1291758029CrawfordMiddleSchoolPTSA_156060885_crawford_ptsa_supplemental_documents__grant_application.pdf

LEX GROW TREES
GRANT APPLICATION
CRAWFORD MIDDLE SCHOOL PTSA

November 27, 2024

I. Crawford Tree Planting Project Description

The Crawford Middle School PTSA (Parent, Teacher and Student Association) is a federally recognized 501(c)(3) non-profit organization which works on projects, events and other activities for the students and teachers and to benefit the school as a whole.

Crawford Middle School is located at 1813 Charleston Drive, in City Council District 6, not one of the targeted Districts for this grant. However, Crawford’s school grounds are very sparse with trees and the student population at Crawford includes 60% disadvantaged students. Crawford is also very close to the I-75 freeway which produces noise and air pollution. As a result, the PTSA believes that our grant application is within the spirit of the Grant’s objectives to improve the tree canopy, increase community buy-in, educate about the benefits of trees, and increase the equity access to a beneficial tree canopy. With all of this in mind, the Crawford PTSA respectfully requests funding for their Tree Planting Project.

A. Our Work Has Already Started

Last school year, the PTSA created and worked on the Crawford Middle School Beautification Project. Unfortunately, Crawford is a bleak-looking school with very few redeeming qualities. Parents have routinely said that the school “looks like a prison.” The lack of trees around the school is a big part of this problem. So, the PTSA decided to do something about it! Our Beautification Project focuses on the planting of trees around the school along with other plants and shrubs. (Please note that we are only asking for funding to plant and maintain trees on the Crawford grounds.)

Our first step was to work with a licensed landscape architect to develop a comprehensive landscape plan. The landscape architect met with members of the PTSA, reviewed the school district’s approved plant/tree list, and conducted a site visit. He then created our landscape plan. A copy of this landscape plan is included with this grant application.

The next step was to get the landscape plan approved by the school district. We submitted the plan and met with the director of the school district grounds supervisor over this past summer. The landscape plan has been approved by the school district, as

long as we hire an underground utility line locating company to map out where the electric and water lines are. The grounds supervisor prepared a marked-up map of the landscape plan, showing approximately where the underground lines are located. We have been instructed to call 811 first and then hire a company like Blood Hound to perform a more thorough job of mapping and marking where these utility lines are. The marked-up landscape plan and a rough work estimate from Blood Hound are included with this application.

Because we were excited to get started with our tree planting, we partnered with Trees Lexington this past September. They agreed to partner with us throughout the entire tree planting project. The PTSA then purchased five trees from Trees Lexington, and they helped us plant these trees on October 9th, farther away from the utility lines and the school building (near a picnic bench area) and with the approval of the school district's grounds supervisor. After the tree plantings, the PTSA members and students have been watering these trees twice a week. We are very committed to this tree planting project, and we intend to take good care of the new trees if we are awarded grant funding.

B. Our Grant Request

Our grant request is for 30 (3-gallon) trees, funding to cover the underground utility line locator company's fees, company costs to auger/dig holes before the Community Tree Planting Day, Trees Lexington's fees to organize and manage that day, tree diapers, tree watering supplies, mulching tools and workshop fees for the students, teachers and parent volunteers. Please see our budget summary below and our detailed budget which is included with this application.

C. Our Motivated Volunteers

We have very motivated parents, teachers and students to work on this project. Crawford's after school program has a gardening club and they have agreed to help us too. In addition, Trees Lexington has offered to have some of their volunteers to help on the community planting day. After the trees are planted, the PTSA will schedule tree-watering shifts for volunteers throughout the 24-month duration of this project, including during the summers. We will also have volunteers to help mulch the trees in the spring and fall of each year.

D. Our Partners

The PTSA's partners for this Tree Planting Project are Trees Lexington and the Crawford Middle School administration. Please see the Letters of Support from Crawford's Principal, Dr. Trimble, and Trees Lexington's Director of Programs, Tyson Gregory, which are included with this application.

E. Our Tree Education Plans

We would also like to educate our school community about the benefits of trees and why we are planting so many trees at Crawford. Offering workshops for students will encourage the next generation to appreciate and take care of trees. Trees Lexington will help us locate an organization to present these workshops. Finally, we will hire Trees Lexington to present a Tree Maintenance workshop to our volunteers in the second year of the project.

II. Project Dates and Schedule

Our starting date for these new trees will be in the spring of 2025, after we receive the funding. We will first call out the 811 service and then have Blood Hound come out for two days of mapping where the utility lines are. We will then consult with the school district's grounds supervisor and adjust the location of the trees accordingly. Next we will consult with Trees Lexington about which trees to purchase and place our order with them to take advantage of their bulk pricing. We will also order tree diapers through them. Trees Lexington will arrange for the auger company to dig holes before our Community Tree Planting day.

After the trees are planted, we will shift our focus to taking care of the trees. This includes watering them twice a week, using tree diapers, mulching in the spring and fall seasons and pruning the trees in year two, as needed.

The 24-month project will end in the spring of 2027, with hopefully very healthy trees and a much improved environment for the Crawford students, teachers, parents and Crawford's neighbors!

III. Project Budget Summary

Our total budget cost for the Crawford Tree Planting Project is \$9,855.78. Almost one half of this number is for the professional underground utility line locator company. This work is necessary since we want to plant trees somewhat close to the school to have the greatest impact on the community. One of our goals is to improve the mental health of the students and teachers. If they are able to see trees while looking out the school windows and walking around the school grounds, their stress levels should decrease, and their productivity levels should increase.

Other budget items include purchasing the trees, auger/digging services, tree diapers to keep the trees hydrated, tree ties and stakes, tree labels to educate the students about various trees, fees for Trees Lexington to organize and run the Community Tree Planting Day, tools to water the trees, tools to lay mulch in the spring and fall seasons and

workshop fees to educate our students and volunteers. For more information, please see the detailed budget included with this application.

IV. Our Supplemental Documents

We have included the following documents for your review:

1. Letter of Support from Crawford's Principal Dr. Trimble
2. Letter of Support from Trees Lexington's Director of Programs Tyson Gregory
3. Crawford's Professional Landscape Plan
4. Approval Email from the School District's Grounds Supervisor
5. Marked-up landscape plan showing the approximate locations of the underground utility lines
6. Email Estimate for Blood Hound underground utility line locator services
7. Detailed Project Budget
8. Images of Tool Prices on Amazon
9. Tree Canopy Study images of Crawford Middle School
10. Photos of Crawford's campus and grounds

If you need any additional information, please let me know. Thank you for your time and attention to our grant application.

Elizabeth Link

PTSA President

Crawford Middle School

Cell phone: 415-407-6757

Email: missinglinkster@yahoo.com

LEX GROW TREES
 GRANT APPLICATION
 CRAWFORD MIDDLE SCHOOL PTSA
 November 27, 2024

Tree Planting and Maintenance Budget

Items Needed	Quantity	Price Each	Total Cost
Trees – 3 gallon – Trees Lex	30	25	750.00
Blood Hound Underground Utility Location Service		Job Estimate	4,620.00
Auger/hole digging – Trees Lex	30	30	900.00
Community Tree Planting Event – Trees Lex fees			400.00
Tree diapers – Lex Trees	30	25	750.00
Mulch – free wood chips	4 truckloads	Spring & Fall	0
Arbor ties & stakes – one set per tree	30	9.99	299.70
Tree labels – 4' x 6' plates with stakes	30	19.50	585.00
Tools to water trees:			
Sillcock keys	6	9.99/2 keys	29.97
150' hoses	4	48.99	195.96
5 gallon buckets	8	25/2 buckets	100.00
Tools to lay Mulch:			
Shovels	6	47.99	287.94
Garden Carts	3	99.99	299.97
Outdoor Broom	1	17.24	17.24
Workshop – Tree Maintenance	1	120.00	120.00
Tree education workshops for students	2	250.00	500.00
		TOTAL	\$9,855.78

Crawford Middle School Photos





No Filters Applied

City Boundary 1

City Boundary

Total Acres	54,660 (acres)
Land Acres	54,037 (acres)
Urban Tree Canopy (2012)	10,405 (acres)
Urban Tree Canopy (2020)	12,626 (acres)
Urban Tree Canopy (2022)	13,619 (acres)
Plantable Space	17,663 (acres)
Unsuitable Planting Area	594 (acres)
Urban Tree Canopy (2012)	19%

Crawford Middle School

1813 Charleston Drive

Lexington, KY 40505

859-381-3370

November 26, 2024

To Whom It May Concern,

I am excited to support the Lex Grow Tree project at Crawford Middle School and wish to offer my encouragement as our school seeks funding via this grant. I am in my second year as Principal and have enjoyed working to beautify our school, as well as implement environmentally sustainable projects.

Crawford's PTSA has taken the lead in planting trees in our school yard. The purpose is to increase the tree canopy in Lexington, provide outdoor academic opportunities, as well as add life to our space. I am pleased with their efforts and am encouraged by their initiative in applying for this funding.

Our vision is to expand our students' knowledge base as well as afford them opportunities beyond the traditional classroom setting. I hope Crawford will be awarded the Lex Grow Tree grant, so we can continue to create a welcoming place for our students and families. We appreciate you considering us for this funding opportunity.

Sincerely,

Anne Trimble, Ed.D.
Principal, Crawford Middle School



November 24, 2024

Dear Lex Grow Trees Grant Review Committee:

Trees Lexington is pleased to support the Lex Grow Trees grant application by the Crawford Middle School Parent Teacher Student Association (PTSA). Trees Lexington is a 501(c)(3) nonprofit organization working to increase the tree canopy in Lexington and build community through tree education and maintenance events.

Through efforts led by Elizabeth Link, the president of the Crawford Middle PTSA, Trees Lexington had recently partnered with the PSTA to assist with the planting of 5 new trees on the school campus. As Fayette County Public Schools has an 11% UTC and an estimated 43% PPA per the latest Tree Canopy Study, we are very excited to help with the installation and stewardship of additional trees on the campus.

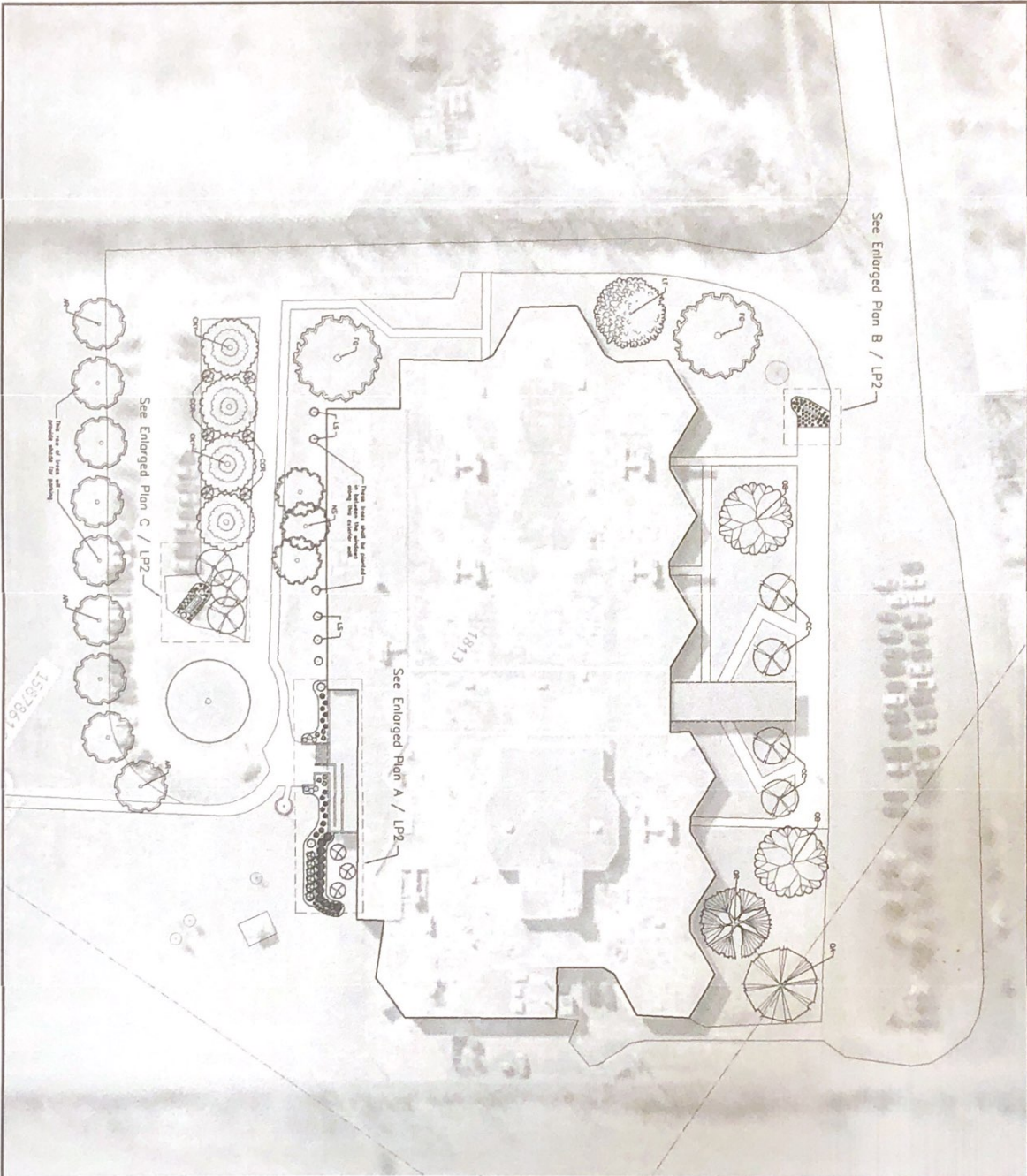
To support the program, Trees Lexington will assist with the selection and purchase of the 3-gallon container trees for the project along with facilitating some contractor work such as pre-augering planting holes for a planting event. We will then provide training for the Crawford Middle PTSA and other community members by leading a community tree event with volunteer and staff support. Additional support will be provided through educational tree workshops with students and teachers at Crawford Middle.

After the trees are installed, Trees Lexington will hold a tree maintenance workshop to help guide PTSA members on the care requirements of the trees and ensure long-term health of the new trees

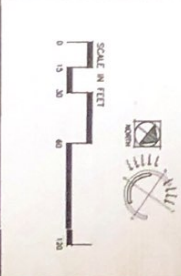
Please feel free to contact me by email (tyson@treeslexington.org) or phone (859-353-7919) should you have any questions or would like additional information about our support of the application.

Sincerely,

Tyson Gregory
Director of Programs
Trees Lexington!, Inc.



PLANTING SCHEDULE			
NO.	SYMBOL	COMMON NAME	SIZE
01		SHADY TREE	12" DB
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Cawford Middle School
 1813 Charleston Drive
 Lexington, Kentucky 40505

LANDSCAPE PLAN

LP-1

Re: Crawford Landscaping Proposal

From: Mazzone, Stephen (stephen.mazzone@fayette.kyschools.us)

To: missinglinkster@yahoo.com

Cc: dani.hawes@fayette.kyschools.us

Date: Friday, September 13, 2024 at 02:35 PM EDT

Good afternoon,

Hope you are having a great Friday!

Are they going to hand dig these holes for the trees and plants?

Looks like the only thing left to do would be to **contact 811**, especially if you are using equipment to dig the holes so that everything gets marked. Normally we have to use **Bloodhound**, and I can give you their contact information.

As far as we are concerned the project proposal will be approved, and the only thing to make sure of now is no utilities are hit when digging.

If there is anything else I can help with, please let me know!

Thanks!

Stephen Mazzone
District Grounds Supervisor
Fayette County Public Schools
859 475 6377
stephen.mazzone@fayette.kyschools.us

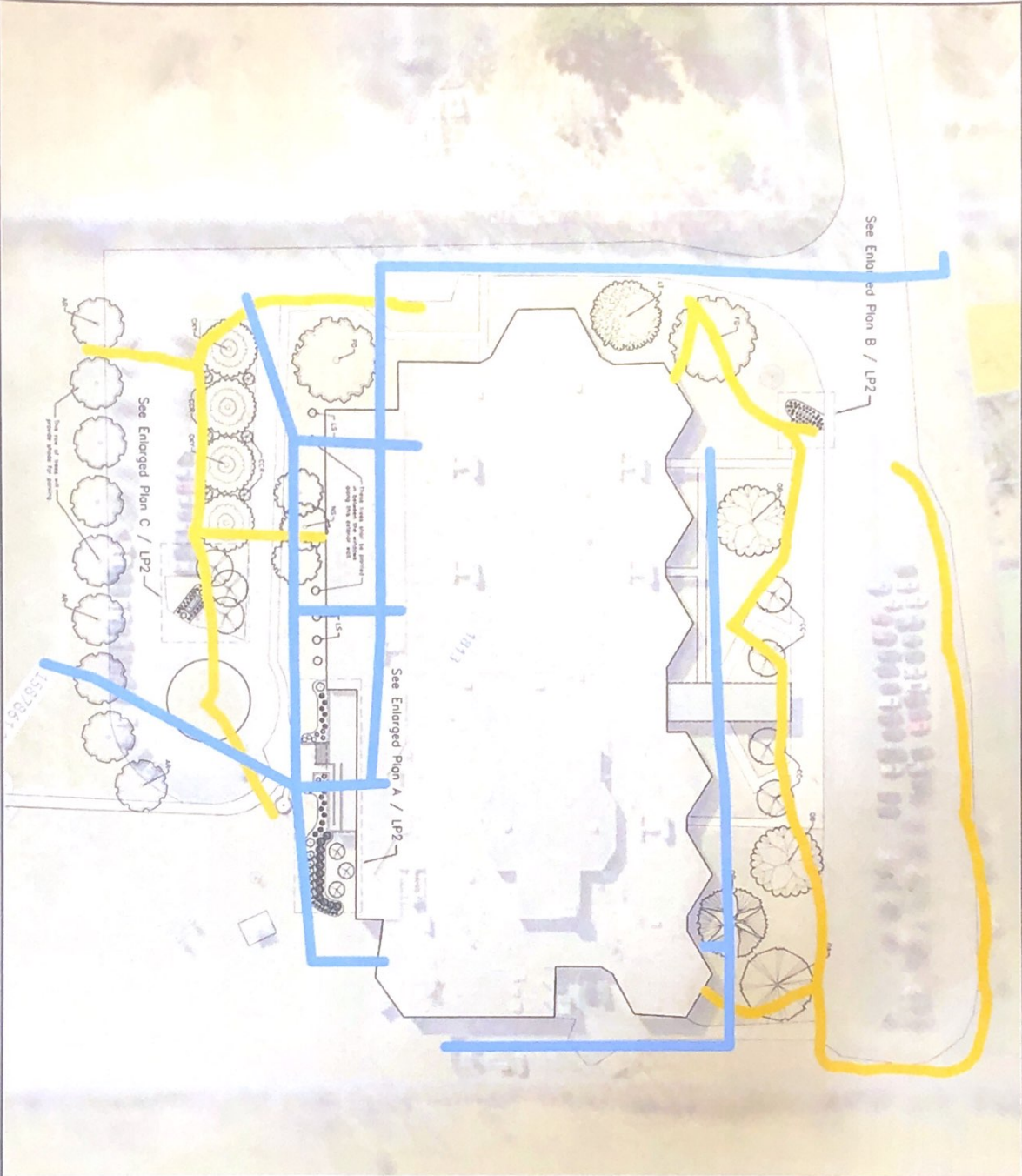
Confidentiality Notice: This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure and distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

From: Elizabeth Link <missinglinkster@yahoo.com>
Sent: Friday, September 13, 2024 12:32 PM
To: Mazzone, Stephen <stephen.mazzone@fayette.kyschools.us>
Cc: Hawes, Dani <dani.hawes@fayette.kyschools.us>
Subject: Re: Crawford Landscaping Proposal

EXTERNAL MAIL

Hi Stephen,

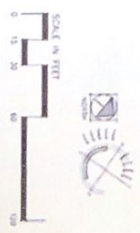
Just sending my questions to you again. See my email below.



PLANTING SCHEDULE

NO.	PLANT NAME	QUANTITY	DATE
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● ELECTRIC
● WATER



From: Westerlund, Alynne alynnewesterlund@bhug.com
Subject: Tree Planting project for Crawford middle school
Date: Nov 27, 2024 at 1:46:29 PM
To: missinglinkster@yahoo.com
Cc: French, Chandler chandlerfrench@bhug.com, BHUG Call Center East BHUGNECC@bhug.com

Afternoon,

Thank you for your interest in our locating services. Our standard rates are as follows:
\$245 per hour/2-hour min, \$61.25 per 15-min increment
Mobilization \$140/hour -2.5 hours round trip

The request came in asking for a rough figure for a landscaping project where the school will be installing approximately 30 trees. The school needs to submit pricing for a grant submission. Here is the rough figure after consulting with an estimator.

2 days or 16 hours + 5 hours of mobilization (which covers 2-day trips)
16 hours+ \$3,920 + 5 hours of mob at \$140 per hour=\$700

Estimated price:\$4620

Have a great Thanksgiving!

Alynne Westerlund

Project Coordinator

Customer Service Department | **Blood Hound**

(800)825-9283 Eastern Division



811 IS THE LAW MAKE **BHUG** YOUR 2ND CALL



Corporate Office
8500 Technology Center Drive
Suite 200
Indianapolis, IN 46278

EXHIBIT B

APPLICATION REVIEW, SCORING, AND DETERMINATION FORM

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
TREE CANOPY AD HOC COMMITTEE
LEX GROW TREES GRANT PROGRAM
APPLICATION REVIEW, SCORING, AND DETERMINATION**

Applicant Name: Crawford Middle School PTSA

Requested Grant Amount: \$9,855.78

Project Elements:

1. Planting Trees
2. Conducting 3 Workshops
3. Maintaining Trees

RECOMMENDATION OF THE SCORING COMMITTEE

- Applicant and proposed project meet program eligibility requirements. Project Score: **92.5**.
- Approve the Grant Application up to the **Full** amount of **\$9,855.78**.
- Approve the Grant Application with the following stipulations:
 1. Applicant shall work with LFUCG Urban and Community Forestry Section Leader and the FCPS Grounds Supervisor to find cheaper utility locating options than hiring Blood Hound.
 2. Provide a revised schedule to the Grant Manager by 12/31/24, showing the date for the removal of the metal T posts and arborist ties.
 3. In final project report, outline plans for long-term watering provisions, especially during the summer months after the grant period has ended.

TREE CANOPY AD HOC COMMITTEE DETERMINATION

After considering the recommendation of the Scoring Committee, the application and supporting information, and having heard evidence, the Committee finds:

The application does not meet the eligibility requirements of the grant program as set forth in the Grant Program Guidelines and the grant application is denied.

--- OR ---

The application meets the eligibility requirements of the grant program as set forth in the Grant Program Guidelines.

The application has been scored and is deemed worthy of funding this granting cycle.

The grant application is approved in the amount of: \$ up to 9,855.78

The grant is approved with the following stipulations: see items 1-3
in the recommendation section above

The application has been scored. Insufficient funds are available to cover the project for this Fiscal Year.

Other: _____



Chairperson

12-19-2024
Date

EXHIBIT C

LEX GROW TREES GRANT PROGRAM GUIDELINES

Lex Grow Trees Grant Program Guidelines

Round 2 – Fall 2024

Objectives

1. Increase the scale and health of our tree canopy.
2. Increase community buy-in and resident engagement in assuring the creation and maintenance of our tree canopy.
3. Guide a cultural shift in the understanding of the benefits of trees for individuals, our economy, our community's social structure, and our collective community's health.
4. Address the equity challenges of access to the benefits of a healthy tree canopy.

Background

As a result of several opportunities and issues facing the residents of Lexington over the past several years, there has been an unprecedented level of concern for our City's tree canopy. Upon hearing these concerns and during discussions on how the City would allocate its share of Federal ARPA funds, the Urban County Council and the administration desired to allocate funds to growing Lexington's tree canopy. In February 2022, the Council authorized \$1.5 Million from budget stabilization funds for improving Lexington's tree canopy. The funds were placed with the Division of Environmental Services to oversee their expenditure. The Tree Canopy Ad Hoc Committee was formed to provide input to the division as to how the funds should be allocated. The committee created the Lex Grow Trees campaign which is dedicated to addressing tree canopy inequalities in Lexington. Four areas of focus that Lex Grow Trees determined are:

1. Mobilization of community and neighborhood tree advocates and stewards
2. Tree planting
3. Tree maintenance
4. Tree education

In the FY22 budget, \$75,000 was allocated to update Lexington's Urban Tree Canopy Study, which had been completed in 2012. The change analysis, completed in the fall of 2022, looked at the most recent data from 2020 as compared to the 2012 data. It provides information on the tree canopy by council district, watershed, census tract, and types of property ownership. The assessment also includes planting plans to achieve various canopy goals. We encourage potential applicants to review this study to help spark potential project ideas.

Based on the Urban Tree Canopy Study, LFUCG-owned properties are, on average, meeting the 30% recommended city-wide canopy goal. The study shows that other publicly-owned properties and most privately-owned properties are in need of increased tree canopy. As such, the Lex Grow Trees Grant Program will provide preference to projects proposed on properties not owned by the City.

Eligible Organizations

1. Federally recognized non-profit organizations 501(c)(3)

2. Incorporated, active neighborhood or homeowners associations
3. For profit organizations

Eligible Activities

1. Tree planting
2. Tree maintenance
3. Tree education
4. Develop and support tree advocates and stewards

Ineligible for Funding

In general, the following items are not eligible for funding; however, potential applicants are encouraged to discuss their proposed project idea with the Division of Environmental Services prior to the application deadline if there are questions about funding eligibility.

1. Planting of trees to fulfill development and/or zoning requirements (e.g., Chapter 17B of the Code of Ordinances, Articles 18 and 26 of the Zoning Ordinance, and Article 6-10 of the Land Subdivision Regulations). Trees proposed for a development site that are in addition to trees that are required by ordinance are potentially eligible for funding if the applicant can demonstrate that they have funds available to complete the required plantings.
2. Tree-related activities, like planting or maintenance, on LFUCG property, or marketing or educational campaigns about trees generally that can be, or is being, performed by LFUCG staff.
3. Indirect costs, including, but not limited to those applied as a percentage of the direct costs of the proposed project budget.

Application Requirements

Applications must include the following information:

1. Organization info
 - a. Name of organization
 - b. Street address and zip code
 - c. Phone number
 - d. Email address
2. Contact information
 - a. Contact person name
 - b. Contact person title
 - c. Contact person phone number
 - d. Contact person email address
3. Project narrative, scope of work, and community objectives (If applicable, include a list of project partners and tree experts who will be engaged in your project.)
4. Project dates and project schedule
 - a. Starting date
 - b. Milestone dates
 - c. Expected completion date
5. Project budget and explanation
6. List the address/addresses and Council District where the project is located. (Find the Council District here: <https://www.lexingtonky.gov/>)

7. Supplemental material
 - a. A minimum of three (3) color photographs of the project area
 - b. A map of the proposed project location (This can be a screenshot of a map but the project site must be identified.)
 - c. Any other supporting documents or letters of support
8. Page limit: 10 pages with font size 12

Selection Criteria

Applications for each funding cycle will be evaluated by the Tree Canopy Ad Hoc Committee. Applications and the activities proposed will be evaluated and grant awards will be made based on consideration of the following factors (the scoring rubric is at the end of this document):

1. Location with a focus on equity (See the [2022 Urban Tree Canopy Study](#).)
2. Number of people reached via engagement or education
3. Ability of the applicant to maintain the project
4. Cost efficiency (budget must be specific, justified, and reasonable)
5. Number of trees (newly planted)
6. Number of trees (maintenance or care of existing)

Additional Grant Program Guidelines and Requirements

1. All applicants must submit a completed application by the deadline.
2. A detailed project plan and budget for all expenses shall be prepared and included in the application. If selected for a grant, a more detailed project plan and budget may be required for the Grant Award.
3. If selected for a grant, the organization must have a taxpayer ID and be willing to provide a W-9 to LFUCG.
4. If selected for a grant, the organization must be willing to sign the Grant Agreement that will be processed for approval by the Urban County Council and the Mayor's signature. A copy of the Grant Agreement is attached.
5. To receive grant funds, grantees will submit Requests for Reimbursement for consideration. Each Request for Reimbursement shall include documentation to support the reimbursement request (*e.g.*, paid invoices, receipts, pay stubs) or quotes for items to be purchased within thirty (30) days of the funds disbursement. The final ten percent (10%) of the grant funds shall not be requested until the project is complete and the final report (see #13 below) is submitted. Upon acceptance of the final report, the final invoice will be processed for payment, and the grant will be closed out.
6. Organizations will have up to 24 months from the time of the execution of the Grant Agreement to complete the projects.
7. Full responsibility for management of the project lies with the organization awarded funds. This includes the following:
 - a. Obtaining approvals.
 - b. Sign-offs from LFUCG offices regarding species selection, sight distance, encroachment/location issues, planting safety issues, and maintenance specifications.
8. All grant-funded projects must be completed in accordance with applicable local, state, and federal law. All required permits, agreements, permissions, approvals, etc. must be obtained by the grant recipient or their representatives prior to commencing work.

9. Any project that includes movement of soil and/or land disturbance shall call 811 for utility locating services per state regulations.
10. The project cannot include permanent changes within the street right-of-way without the prior express written approval from LFUCG or KYTC, as appropriate. Likewise, the project cannot include permanent changes on properties not owned and/or controlled by the grant recipient without the prior express written approval from the property owner.
11. Any project proposing tree planting shall follow LFUCG's Planting Manual under the advisement of LFUCG's Urban Forester (see: www.lexingtonky.gov/forestry). Grantees are encouraged to contact the Urban Forestry staff with questions about proper planting procedures and correct maintenance techniques.
12. All project materials and any associated marketing must be co-branded using the Lex Grow Trees branding.
13. A final report must be submitted within 30 days of completion of the project. This report shall include:
 - a. A description of the project and the benefits derived from its implementation;
 - b. Locations of trees planted, including species;
 - c. Locations of trees pruned or maintained, including species;
 - d. Information about events hosted, including topic, location, numbers of attendees, and photographs taken during the events;
 - e. A maintenance plan, if appropriate, or documentation of having maintenance discussions with individual property owners;
 - f. A summary table comparing the project budget to actual expenditures, along with supporting documentation;
 - g. Sample outreach and/or educational materials used.