

GRANT AGREEMENT

THIS AGREEMENT, made and entered into on the _____ day of _____, 2024 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 **Bluegrass Greensource** (Hereinafter "Organization"), with the mailing address of 835 National Avenue, Lexington, Kentucky 40502.

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 \$95,312.50 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

Bluegrass Greensource

Organization Name (Printed)

BY:

Shirley Salner
Signature

Executive Director

Title

Pattie Stivender

WITNESS SIGNATURE

Pattie Stivender

WITNESS PRINTED NAME

6/4/24

DATE

4881-3166-5349, v. 1

EXHIBIT A
ORGANIZATION'S APPLICATION

Form Name:	Lex Grow Trees Grant Application
Submission Time:	April 26, 2024 3:07 pm
Browser:	Chrome 124.0.0.0 / Windows
IP Address:	104.254.220.80
Unique ID:	1219419643
Location:	38.0611, -84.4581

Lex Grow Trees Grant Application

Organization information

Name of organization	Bluegrass Greensource
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Street address and zip code	835 National Ave. 40502
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Email	amy@bggreensource.org
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Phone	8593212034
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Contact information

Contact person name	Amy Sohner
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Contact person title	Executive Director
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Contact person phone number	(859) 266-1572
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Contact person email address	amy@bggreensource.org
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Project information

Upload a PDF packet with the project narrative, scope of work and community objectives.	https://drive.google.com/uc?id=1r36raTug2F2PyF6z8tUSE3a-_zHgmUAG&export=download&display=/1219419643BluegrassGreensource_lexgrow_trees.docx.pdf
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Project start date	Jul 01, 2024
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List milestone dates	Program planning: Summer 2024, Ambassador Trainings and Community Meetings: Fall 2024, Spring/Fall 2025 and Spring 2026. A full timeline is listed in the narrative.
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Expected completion date	Jun 30, 2026
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Upload a document with the project budget and explanation	https://drive.google.com/uc?id=1AWFz_vy7GJ3WGejsYeP7F4PHvplYwfeN&export=download&display=/1219419643BluegrassGreensource_lexgrow_trees_budget_narrative_2024.pdf
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Are you willing to accept partial funding?	Yes
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List the address/addresses and Council District where the project is located. Find the Council District at lexingtonky.gov.

This project will take place throughout the city with an emphasis on Lexington Council Districts 1, 2, 6 and 7

Supplemental material

Combine and upload a minimum of three color photographs of the project area.

https://drive.google.com/uc?id=1pJAyseJWuUeW45RJulYD8SpxpVqGZLXO&export=download&display=/1219419643BluegrassGreensource_photos_of_bggs_project_areas.pdf

Upload a map of the proposed project location (this can be a screenshot of a map but the project site must be identified).

https://drive.google.com/uc?id=1fsVCFc7mKU1HM2Rgz9wHnSiWiw8PQL6Q&export=download&display=/1219419643BluegrassGreensource_maps_of_underserved_and_low_tree_canopy_areas_of_lexington.pdf

Combine and upload any other supporting documents or letters of support.

https://drive.google.com/uc?id=1SSx4wZzoCkJKMTnworJyv2r-zx4QO7k6&export=download&display=/1219419643BluegrassGreensource_los_from_northside_na.pdf



BLUEGRASS GREENSOURCE

835 National Ave. Lexington, KY 40502 | 859.266.1572 | bggreensource.org

LexGrow Trees Budget

Total Budget	
Trees	\$ 17,600
Ambassadors	\$ 28,800
Printing	\$ 3,725
Staff Time	\$ 49,875
Total	\$ 100,000

Budget Detail

Trees				
Item	Quantity	Cost	Total	Notes
Neighborhood and Community Meeting	120	\$25	\$ 3,000	12 meetings, 10 trees distributed
Trees from vouchers	500	\$25	\$ 12,500	
Shared Space Tree plantings	84	\$25	\$ 2,100	
Total	704		\$ 17,600	

Ambassadors				
Item	Quantity	Cost	Total	Notes
Tshirt, badge, bag	60	\$40	\$ 2,400	15 ambassadors each season

Training Stipend	60	\$50	\$ 3,000	
Hourly total/ambassador	1800	\$13	\$ 23,400	30 hours/ambassador
Total			\$ 28,800	

Printing/Misc.				
Item	Quantity	Cost	Total	Notes
Printing			\$ 1,500	
Food for meetings	16	\$50	\$ 800	community mtgs and ambassador trainings
Social media boosts			\$ 1,000	
Booklets for ambassadors and meetings	100	\$3	\$ 300	
mileage	250	\$0.50	\$ 125	
Total			\$ 3,725	

Staff Time				
Item	Quantity	Cost	Total	Notes
Material Creation	40	\$75	\$ 3,000	
Ambassador Training (4) and recruitment	100	\$75	\$ 7,500	
Neighborhood/Community Meetings	200	\$75	\$ 15,000	12 meetings
Ambassador Management	120	\$75	\$ 9,000	3 hrs/week for each 10 season
Social Media/Promotion	80	\$75	\$ 6,000	
Development and Reporting	125	\$75	\$ 9,375	
Total			\$ 49,875	

LexGrow Trees Budget Narrative

Trees - \$17,600

This project will distribute 704 trees throughout two years at an average of \$25 per tree. Costs were determined by using average costs from Oakland Farm Trees and Pemberton's Greenhouse. Trees will be purchased in bulk and distributed directly at community meetings and through community pick-up locations. Additionally, Tree Ambassadors will pass out vouchers for homeowners to pick up trees at local nurseries or at the community pick-up locations.

Ambassadors - \$28,800

A total of 60 Tree Ambassadors will be the heart of the tree equity portion of the program. Each ambassador will receive a kit including a tshirt, a name badge and a bag so that they can be identified as part of the project. Each kit will cost \$40.

To encourage participation, and honor their commitment, ambassadors will be paid as they work to promote tree plantings. Ambassadors will attend a two hour in depth training session about the benefits of trees and planting and maintenance. This will allow them to answer questions as they are doing outreach in their community. All ambassadors will be paid \$50 to attend the training, and then \$13/hour as they work in the community. Each ambassador will not work more than 30 hours without special permission.

Printing/Miscellaneous - \$3,725

BGGS will print handouts and materials for the community meetings as well as for the ambassadors to use in their outreach. One page (back and front) graphically appealing documents will be created or adapted about tree planting and tree maintenance as well as one about how the tree giveaway program works. Vouchers will also be printed.

BGGS will also create longer lasting booklets that highlight different trees. These will be used by ambassadors to promote "Right Tree, Right Place" concepts during their outreach. These booklets will be bound so that they can be used repeatedly. The cost for these booklets will be \$3 each and 100 will be printed.

Social media will be one of the ways that BGGs promotes the community meetings and recruits ambassadors. Boosting social media posts will cost \$1,000 for the duration of the program.

At the neighborhood meetings as well as at the ambassador trainings BGGs will provide food. This will allow for more participation in the meetings since many will be in the evenings. An average of \$50 per meeting will be spent.

Staff Time - \$49,875

BGGs's expert staff will be used to develop the program, solidify partnerships, organize, promote and present at neighborhood meetings, and manage the ambassador program. The staff will also use their vast experience in fiscal management to manage the grant efficiently.



BLUEGRASS GREENSOURCE

835 National Ave. Lexington, KY 40502 | 859.266.1572 | bggreensource.org

LexGrow Trees Application

April 2024

Overview and Background

Bluegrass Greensource (BGGs) has been working to empower Lexington residents to create a sustainable environment since 2001. Our motto, “small changes, big impact,” reflects our core belief that every person in Central Kentucky can take the small steps today that will lead to big, positive, sustainable changes in our local environment. Our work with preschool through 12th grade students and with adults is unique, innovative and successful. Each year, BGGs staff work in more than 1,300 classrooms and have a total engagement of more than 25,000 individuals throughout Central Kentucky.

Our mission is to inspire, equip, and empower Central Kentuckians with the knowledge and tools to ensure clean, healthy, and enjoyable environments for future generations. We believe that all people have the ability to create positive environmental change and that every person should have access to a healthy environment. Trees and tree equity is a core part of this mission.

BGGs created a [Neighborhood Tree Planting Guide](#) as part of a Water Quality Incentive Grant program, and we have been working with neighborhoods to help plant trees for over a decade. Additionally, we have focused on underserved communities in a variety of ways. Spurred by an EPA Environmental Justice Grant, BGGs has been doing energy efficiency workshops targeted to low-income and underserved areas of Central Kentucky since 2017. We have also dedicated significant portions of our annual Sustainability Summit to environmental justice issues.

Project Narrative

Bluegrass Greensource will work for a total of two years enabling Lexington residents to plant trees. We will also work to break down barriers to increase the equitable distribution of trees in our Urban Service Area. This project will be available throughout the city, but will concentrate in Council Districts with the lowest tree canopy as identified by the [2022 Tree Canopy Study](#) (Districts 1, 2, 6 and 7) and areas of the city identified as the most underserved as identified by [EPA's Environmental Justice Screening Tool](#). This project will work to create a cultural shift in the understanding of the benefits of trees by encouraging neighbor-to-neighbor communication as well as community-wide education.

There will be two sections of this project: educational community meetings and the creation of a Tree Ambassador program. Both will work in the targeted areas to change the attitudes and behaviors of their residents. Disadvantaged neighborhoods will be targeted and preference will be given to those with a low tree canopy score.

Bluegrass Greensource will use its vast experience in environmental education and behavior change marketing to create materials that explain the environmental, economic and social benefits of trees. We will also use our very popular [Neighborhood Tree Planting Guide](#) to inform a one page instructional document about how to plant and maintain container sized trees.

Community Objectives

The goal of this project is to increase the tree canopy in Lexington by increasing the knowledge, familiarity and understanding of the benefits of trees, and to therefore increase resident tree plantings throughout the city. The community trainings and ambassador program will help create community buy-in and increase resident engagement, especially in underserved and low canopy areas of the city. BGGS will provide free 1-3 gallon container trees to those participants that express interest and commit to long term maintenance of the tree.

In total, the program will work with residents to plant 704 trees and engage with more than 6,360 people in tree education.

Neighborhood/Community Meetings

To engage our targeted community, BGGs will lead at least 12 community presentations in neighborhoods. BGGs has deep connections with individual neighborhood associations, community groups, community centers and other civic organizations. We will use these connections to find existing meetings we can join and give a 20-30 minute presentation on the benefits of trees as well as how to plant and maintain them. We will also host stand alone meetings at libraries and other community spaces for those interested who may not be part of a specific community group.

All attendees will be eligible to receive either a free tree to take home directly after the presentation, or a voucher for a free container sized tree to pick up at partnering tree nurseries. In some cases, BGGs will partner with a local entity to house trees for pickup so that attendees won't have to travel to far away nurseries to pick up the trees. In order to receive the tree or voucher, the person must attend the presentation and sign a maintenance commitment form as well as agree to a follow up call or email.

These presentations will be intended either for the direct audience (a specific neighborhood association), or will be open to the general public (a community center). BGGs will work with community champions, council members and local schools as well as use its vast newsletter and social media networks to promote the presentations. BGGs also has a commitment from the Fayette County Neighborhood Council to promote the availability of these educational opportunities.

BGGs anticipates that an average of 25 people will attend each meeting and that 10 people will take home trees.

There may be occasions where the community or neighborhood association would like to help organize a tree planting in a shared greenspace. BGGs staff will help with these initiatives as part of the educational program. This will increase the accessibility of the program for residents who may not be able to plant a tree otherwise.

Tree Ambassador Program

BGGS will work with our contacts, and LFUCG Council Members, to identify a total of 60 Tree Ambassadors to help engage the targeted community in tree planting. It is expected that the ambassadors will be residents of the target areas and will promote tree plantings throughout their neighborhoods. Understanding that the neighborhood and community meetings may not be accessible to everyone in the targeted communities, the Tree Ambassador Program will allow these select individuals to represent their communities. They will do this by engaging in the educational training opportunities provided by BGGS and relaying this information to their fellow community members.

To become a Tree Ambassador, residents will attend one of four training sessions to learn about the program, as well as receive in-depth education about the benefits of trees and how to plant and maintain them. BGGS will give the ambassadors a \$50 stipend for attending the two hour training and then \$13/hour to promote the planting of trees in their neighborhoods.

The ambassadors will be provided with tshirts, identification badges and materials describing the program. These materials will include one page documents describing the benefits of trees, planting and maintenance tips and a description of the tree giveaway program. They will also have vouchers to distribute that can be used to receive a free tree from a local nursery.

Ambassadors will be able to talk with and distribute materials in the way that works best for their community. Some may go door to door (in pairs) promoting the program, or set up a booth at their church or their child's school. The intent is to allow the ambassador discretion since they will know their community best. We anticipate that each ambassador will engage directly with at least 100 people.

Ambassadors will be held accountable for their time by completing weekly check-ins with BGGS staff as well as a timesheet. The required timesheet will outline the amount of time they spent promoting the program, how many people they talked with, and what they did. They will have a goal of getting 10 neighbors to turn in vouchers (the vouchers

will be identifiable by ambassador), but their compensation will not be tied to voucher retrieval.

Residents that engage with the ambassadors will get a quick overview of the benefits of trees and, if they seem interested, the ambassadors will promote the availability of free container sized trees to plant on their property. If the resident remains interested, the ambassadors will talk about how to plant and maintain trees referencing the one page handout. At that point, the ambassadors will give out the voucher. The voucher will require the resident to sign a statement saying that they have read and understand the planting and maintenance guidelines and will comply with them when they receive the tree. They will also be required to include their contact information so that BGGs staff can follow up to see if the trees were planted and see if the resident has any further questions.

Vouchers will be redeemable for container sized native trees at local nurseries (e.g. Pemberton's Greenhouses, Oakland Farm Trees, Michlers, etc.). If residents are not able to travel to the nurseries, BGGs will offer multiple pickup locations throughout the grant timeline at more convenient locations.

Measurable Success

This program will be able to measure success in multiple ways. Quantifying the number of trees planted and number of residents educated will be the first success measure identified. In addition, BGGs staff will follow up with all residents that receive a free tree. The follow up will confirm that the trees they received have been planted, include a survey to assess how well the education they received prepared them for planting and maintenance, and about the status of the tree. After each season's follow up calls, the program will be adjusted based on the findings of the outreach.

Conclusion

Bluegrass Greensource is excited to help the City of Lexington with its goals of tree equity as it increases the tree canopy throughout the city. BGGs's expertise in community engagement and tree education will help the city meet these goals and will develop a deeper understanding of trees in more than 6,000 Lexington residents.

Milestones/Timeline

July/August 2024

- Create, research and design materials including:
 - How to plant trees (one pager)
 - Why trees are important (one pager)
 - Information about Program
 - Voucher
 - Kit for Tree Ambassadors
- Solidify relationships with local nurseries
- Schedule meetings with neighborhood groups
- Begin recruiting Tree Ambassadors

Fall 2024

- Tree Ambassador training program #1
- Neighborhood/community meetings

Late Fall 2024

- Follow up with fall 2024 tree recipients

Winter 2025

- Tree Ambassador training program #2

Spring 2025

- Neighborhood/community meetings

Summer 2025

- Tree Ambassador training program #3
- Follow up with spring 2025 tree recipients

Fall 2025

- Neighborhood/community meetings

Late Fall 2025

- Follow up with fall 2025 tree recipients

Winter 2026

- Tree Ambassador training program #4

Spring 2026

- Neighborhood/community meetings

Late Spring 2026

- Follow up with spring 2026 tree recipients
- Final report to LFUCG

small changes BIG IMPACT



24 April 2024

Lex Grow Trees,

Please accept Northside Neighborhood Association's full support for Bluegrass Greensource's efforts to increase our urban tree canopy. By hosting multiple *Tree Walks* and developing partnerships with LFUCG Urban Forestry, UK Urban Forest Initiative and TreesLexington, Northside has a proven history of appreciating, protecting and prioritizing our tree canopy. We understand the vital role we play in maintaining and growing our residential trees to help Fayette County meet our collective urban tree canopy goals. As hosts to some of Lexington's oldest and most majestic trees, we are eager to forge partnerships with entities that are equipped and poised to help us grow our neighborhood canopy. While NNA works hard to keep our neighbors connected and engaged in issues and challenges facing our diverse and eclectic neighborhood, we need a community partner equipped and poised to facilitate a large-scale educational campaign on 1) why urban tree canopy is important, 2) how to choose the right tree, right place and 3) facilitate the dissemination of new trees.

We commend Lex Grow Trees for taking action to enhance our urban tree canopy and share your passion for and commitment to increasing our urban tree canopy, particularly in District 1 where our neighborhood falls and which hosts the lowest percent tree canopy. This unfortunate reality may be a natural consequence of generational and historic marginalization, but only reinforces our steadfast commitment to changing that statistic.

We pledge our support for Lex Grow Trees' efforts and look forward to collaborating with Bluegrass Greensource to promote the growth of Northside's urban tree canopy by educating our neighbors on the importance of protecting our existing trees, planting the right tree in the right place, and properly caring for our new trees.

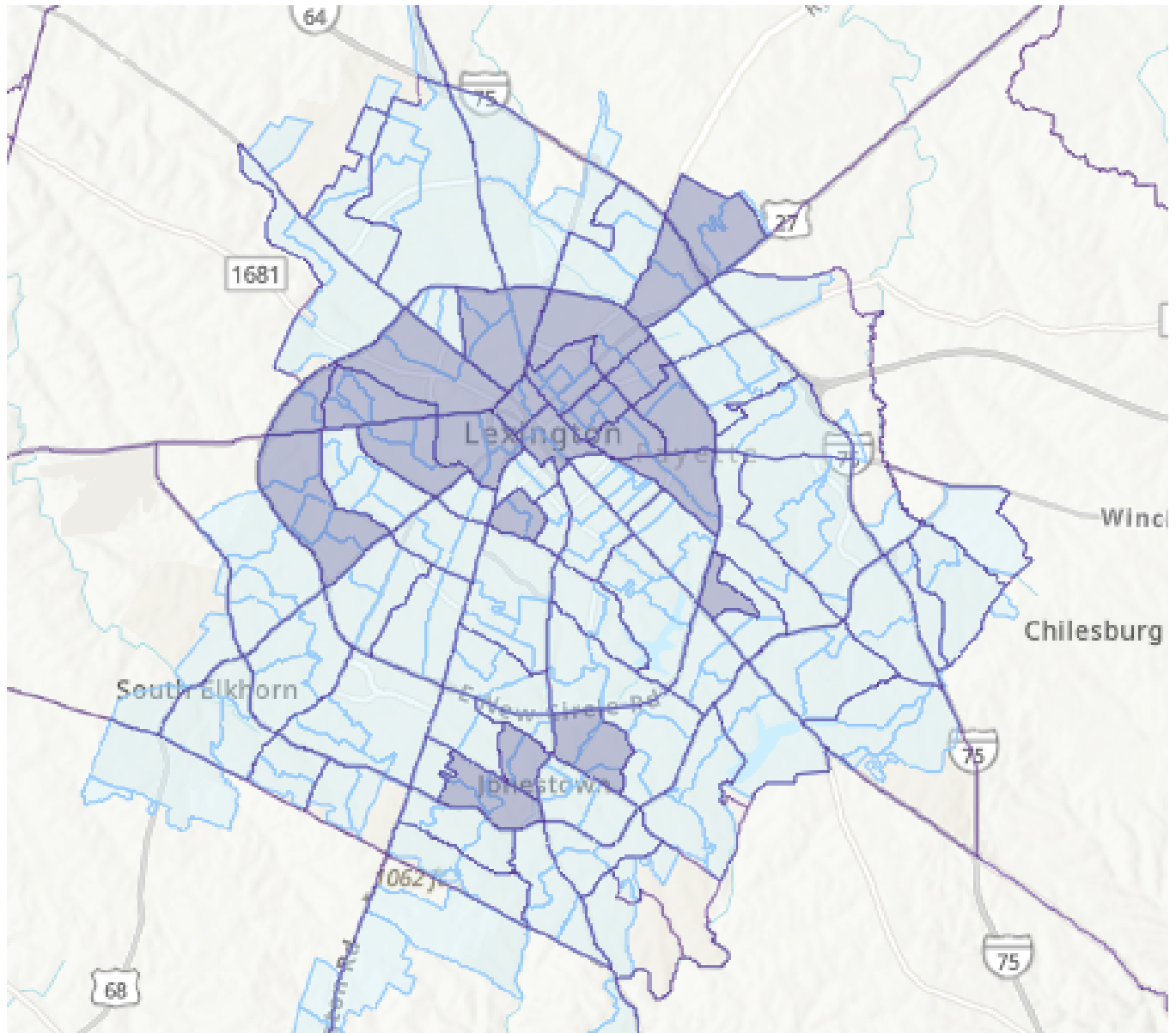
Northside Neighborhood Association

NORTHSIDE NEIGHBORHOOD ASSOCIATION

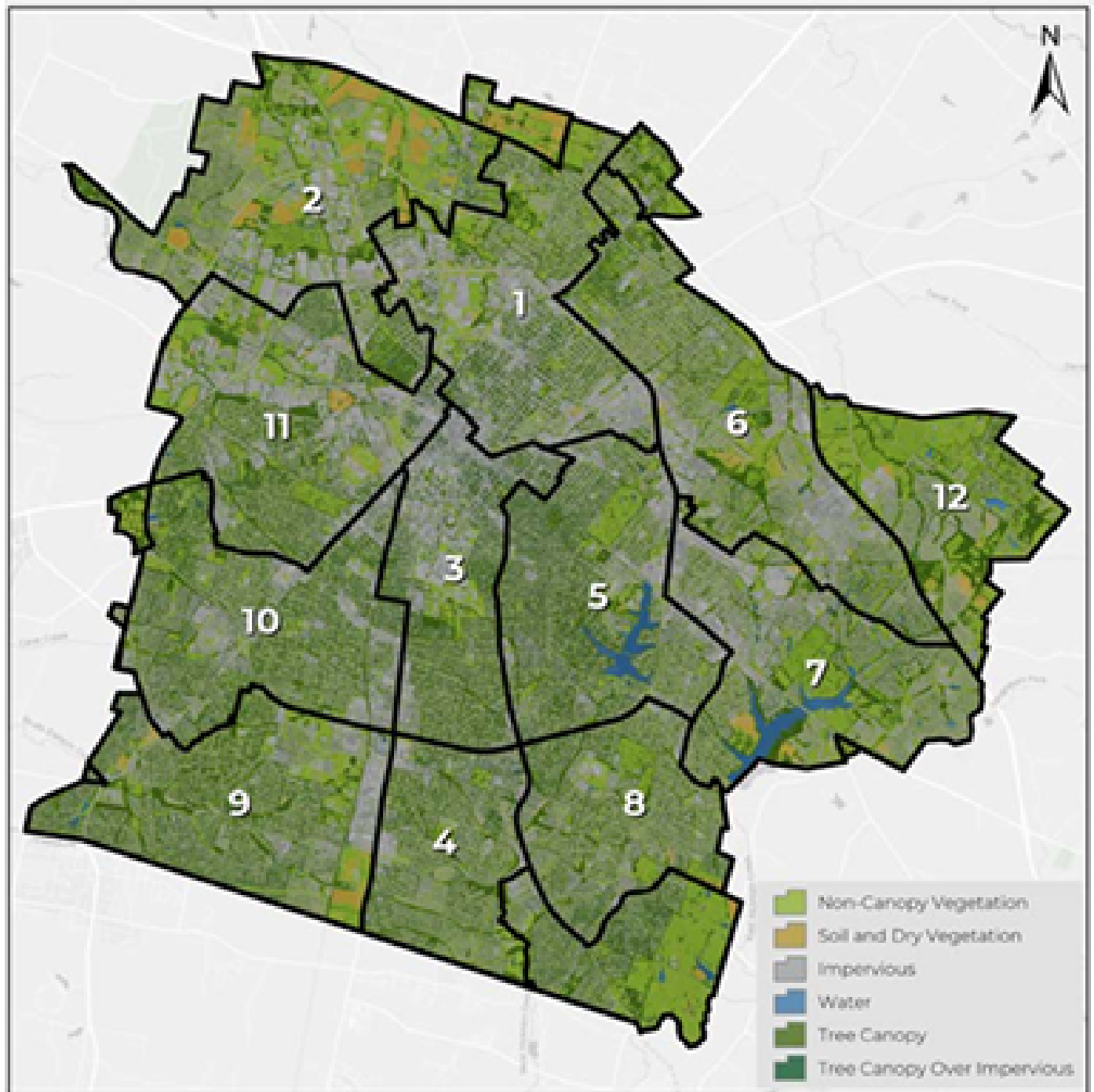
Ben Gallagher, President • Eric Elliott, First VP • Ray Hill, Second VP • Ben Gallagher, Secretary • Jennifer Braddock, Treasurer
Miriam Kienle • Rebecca Cox • Paul Croley • Walker Mattox • Tresine Logsdon • Beth Vaughn • Casey Mather

PO Box 622 Lexington, KY 40588 • northsidelex.com

Maps of Underserved and Low Tree Canopy Areas of Lexington
Program will be targeted in all identified areas.



Map of areas identified as disadvantaged and underserved according to the [EPA Environmental Justice Screening Tool](#)



Map of tree canopy from the 2022 LFUCG Tree Canopy Study (Districts 1, 2, 6 and 7 have the lowest scores)

Photo #1 of BGGs Project Area

Here is an aerial view of neighborhoods near Georgetown Street. This area fits into both the disadvantaged and low tree canopy maps. This is an example of one of the targeted areas.



Photo #2 of BGGs Project Area

Here is an aerial view of neighborhoods near Appian way. This area fits into both the disadvantaged and low tree canopy maps. This is an example of one of the targeted areas.

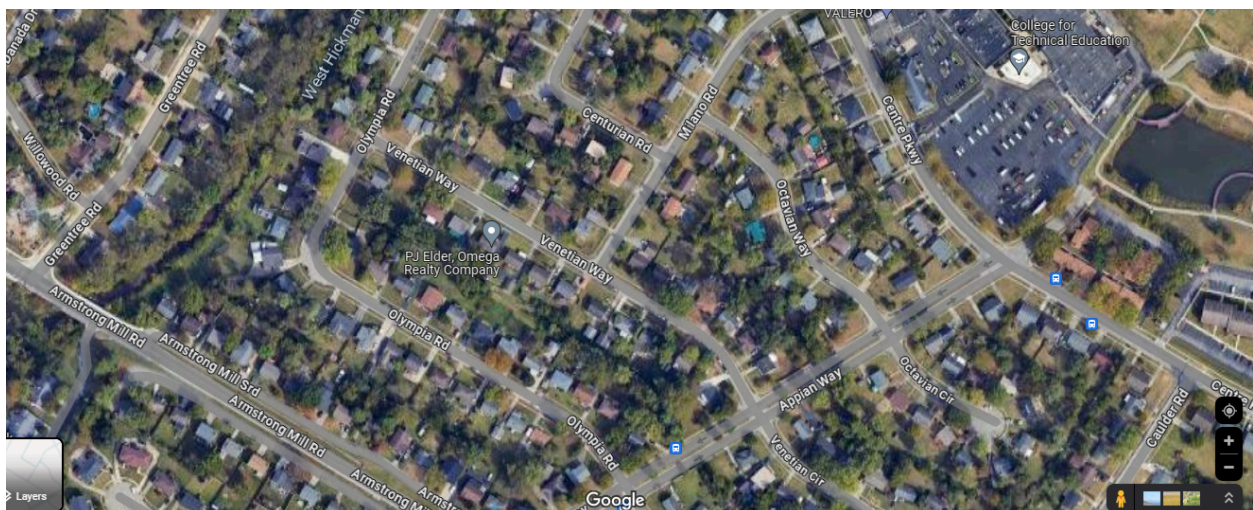


Photo #3 of BGGs Project Area

Here is an aerial view of neighborhoods near Oxford Circle. This area fits into the disadvantaged population map. This council district is not one of the worst in Lexington, but this area does have a low tree canopy. This is an example of one of the targeted areas.

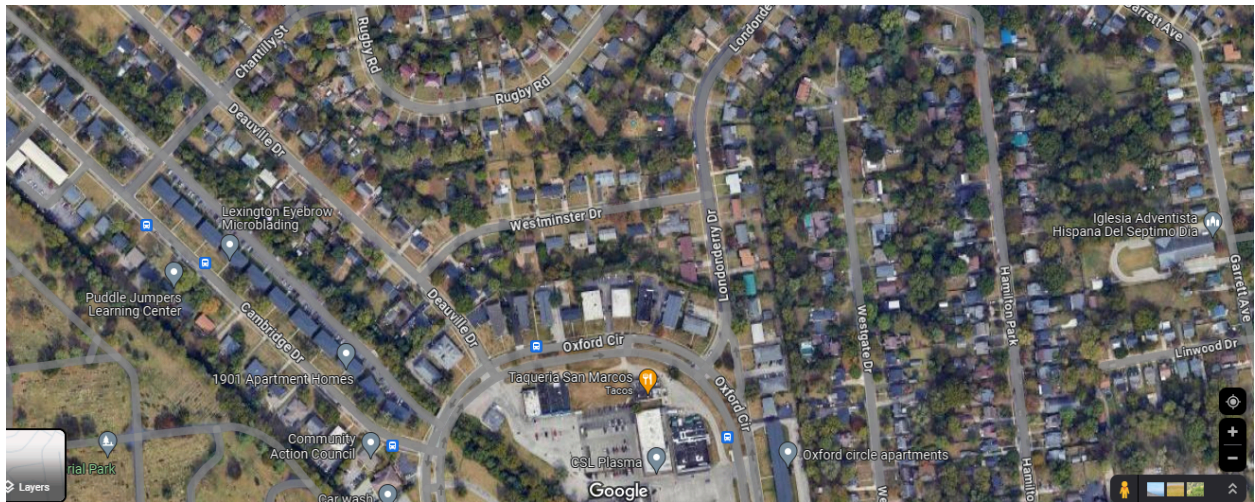


Photo #4 of BGGs Project Area

Here is a street view of E Loudon Ave. This area fits into both the disadvantaged and low tree canopy maps. This is an example of one of the targeted areas.



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: Bluegrass Greensource

Requested Grant Amount: \$100,000.00

Project Elements:

1. Neighborhood/Community Meetings
2. Tree Ambassador Program
3. Distribute 704 Trees

RECOMMENDATION OF THE SCORING COMMITTEE

- Applicant and proposed project meet program eligibility requirements. Project Score: **93.5**.
- Approve the Grant Application for the **Partial** amount of **\$95,312.50**.
- Approve the Grant Application with the following stipulations:
 1. Applicant shall obtain written approval / agreement of materials to be distributed prior to printing and/or distribution (handouts, vouchers, booklets, announcements, etc.).
 2. Applicant shall not request reimbursement for more than 62.5 hours of staff time spent on Development and Reporting.
 3. Applicant shall discuss the potential of tax liability with paid Tree Ambassadors.
 4. Applicant shall work with DES prior to any tree placement / plantings in any right-of-way (especially on East Loudon Avenue).

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: \$ 95,312.50

✓ The grant is approved with the following stipulations: see items #1-#4
in the Recommendation section above.

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

_____ Other: _____


Chairperson

5/31/2024
Date

EXHIBIT C

LEX GROW TREES GRANT PROGRAM GUIDELINES

Lex Grow Trees Grant Program Guidelines

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.

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

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
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.
6. Grantees 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.