



Oregon Community Trees

Oregon Arbor Week Booster Grant Agreement

This Agreement is between Oregon Community Trees (OCT), a non-profit professional organization, and the Tree City USA (City) designated below. The mission of OCT is to promote healthy urban and community forests through leadership, education, awareness, and advocacy. We assist community groups, local governments and schools with our expertise to promote urban and community forestry, an often overlooked and very valuable resource that cost-effectively protects Oregonian's quality of life.

OCT's Oregon Arbor Week Booster Grant funds are to be used to celebrate Oregon Arbor Week in your community. Funds shall be used as outlined in your grant application or otherwise approved by Oregon Community Trees based on subsequent correspondence and additional information you provided OCT.

Distribution of Funds by OCT to Grant Recipient

Funds will be available immediately following signature by both parties to this Agreement, and will be mailed to the project coordinator (unless another recipient is designated by the City in writing).

Requirements of the Grantee at the End of the Project

By May 15, 2020 grantees must provide OCT with documentation (a written description) of how funds were spent, approximately how many actual participants attended your event and how OCT was recognized, along with digital photographs or videos of your event – preferably of people using, enjoying or participating in the celebration. These images and the information provided on the application will be used to promote the grantees' Tree City USA and the Arbor Week Booster Grant Program via OCT's website and annual conference. Permission for OCT to use the material in this way shall be automatically granted on acceptance of the award, and it shall be the City's responsibility to obtain any necessary permission when taking the required photos or videos.

Requirement to Use OCT Logo

OCT also requires that the grant recipient display the OCT logo on any materials (printed materials, banners, t-shirts, etc.) produced with grant funds. OCT will supply electronic copies of the logo to each grant recipient. OCT also requires the attribution of OCT grant funding in any press release relating to the City's Arbor Week project. Please include the statement "This project is supported with funding from Oregon Community Trees."

Changes to the Grant Project

In the event that significant changes will need to be made to the grant project due to changes in material costs, changes of event location, etc., please contact OCT via email at octgrants@gmail.com to inform of the changes.

- | | |
|---|---|
| 1. Tree City USA: | <u>Newport</u> |
| 2. Project Coordinator Name: | <u>Judy Mayhew</u> |
| 3. Project Coordinator Email: | <u>j.mayhew@newportoregon.gov</u> |
| 4. Project Coordinator Phone: | <u>541-265-4858</u> |
| 5. Project Coordinator Mailing Address: | <u>169 SW Coast Highway, Newport 97365</u> |
| 6. Grant Amount: | <u>\$346.80</u> |
| 7. Make check out to: | <u>City of Newport</u> |

Signatures:

Tree City USA

Spencer Nebel	City Manager
_____ Name	_____ Title

Mhawke, Acting CM

Signature

2/10/2020

Date

Oregon Community Trees

Morgan Holen	Grant Committee, Chair
_____ Name	_____ Title

Morgan E. Holen

Signature

February 4, 2020

Date

Oregon Arbor Week Booster Grant Application Form 2020



What We Do

The mission of [Oregon Community Trees](#) (OCT) is to promote healthy urban and community forests through leadership, education, awareness and advocacy. We assist community groups, local governments and schools with our expertise to support urban and community forestry, an often overlooked and very valuable resource that cost-effectively enhances every Oregonian's quality of life.

Eligibility

Oregon Community Trees is offering grants of up to \$500 each to at least four [Tree City USA](#) (TCUSA) communities that have been designated for at least one year to enrich Oregon Arbor Week celebrations during April. Communities that received the award in 2019 are not eligible for a grant this year, but keep those great ideas for next year!

Why Oregon Tree Cities?

The national Tree City USA program requires an annual recertification effort that includes an Arbor Day celebration. OCT supports Oregon Tree Cities in these efforts. Since 2014, OCT has provided grants to 29 different Oregon TCUSA cities worth over \$15,000.

Schedule/Deadlines

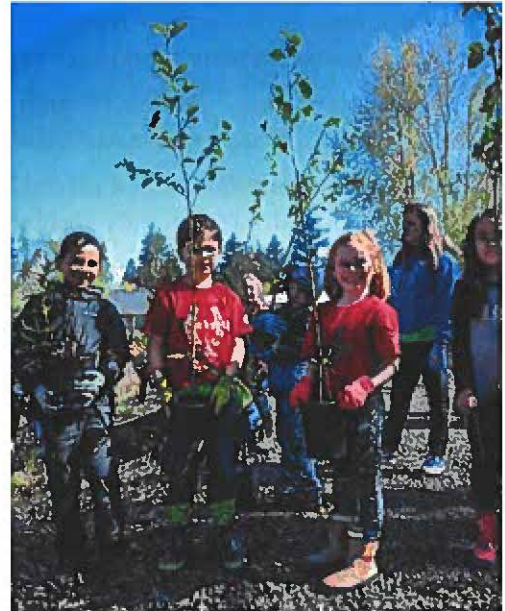
Dec 16	Notice of grants and applications sent out
Jan 27	Applications due
Feb 3	Applications reviewed/decision made
Feb 14	All applicants notified of decision and Grant Agreement sent to grantees
Feb 21	Grant Agreement due back to OCT
Feb 24	Disburse funds
April 5-11	Oregon Arbor Week 2020 (National Arbor Day is April 24, 2019)
May 15	Deadline for grant recipients to provide photos or video to OCT

- Electronic submissions of the PDF form are preferred. Responses may also be provided in the body of an email or a Word document; please number responses 1-19 to match the application form.
- After their Arbor Week or Arbor Day celebration, **grant recipients must provide OCT with documentation of how funds were spent with digital photographs or videos of the activity**—preferably with people participating in the celebration. These images, and information provided on this application, will be used to promote the grant recipient's TCUSA as well as OCT's Arbor Week Booster Grant program on our website and at our annual conference.
- Permission for OCT to use the material in this way shall be automatically granted by the grant recipient on acceptance of the award, and it shall be the grant recipient's responsibility to obtain any necessary permission when taking the required photographs or videos.

Use of Funds

All funds are to be used to celebrate Oregon Arbor Week in your community. Funds can be used for a one-time use or event, or to purchase items that can be used for celebrations again and again. Some ideas for the using the grant include:

- To support a community tree planting activity.
- To support a school tree planting activity with children.
- To purchase tree-related books for the local library.
- To create banners or other signage.
- To create a portable, hands-on activity station.
- To purchase and plant trees (proper tree planting instructions can be provided to you, upon request).
- To purchase tree planting tools.
- To create an award or plaque for citizens or volunteers.
- To purchase shirts, hats, vests or supplies for volunteers.
- To purchase a reusable canopy for outdoor events.
- To purchase prizes for local poster or writing contests.
- To support a community training event or produce creative community outreach materials.



Please acknowledge OCT at your event by publicizing ***This project is supported with funding from Oregon Community Trees.*** We also ask that the OCT logo be displayed if your project includes printed materials or a website. Digital files will be provided for your use.

Criteria Used to Evaluate Proposals

Preference will be given to proposals that meet the following criteria:

- Cost effectiveness and project feasibility;
- Education and/or outreach is incorporated to raise awareness and build support for community trees;
- Interdisciplinary approach that incorporates elements of diversity, creativity and science; and
- Events or materials will be placed in a prominent space that the community residents see or visit regularly.



Contact Information to Submit Application Form or Questions

Contact Morgan Holen, Board Member, Oregon Community Trees, at 971-409-9354 or octgrants@gmail.com.

1. Tree City USA: Newport, OR
2. Project Coordinator, Name: Judy Mayhew
3. Project Coordinator, Email: j.mayhew@newportoregon.gov
4. Project Coordinator, Phone: 541-265-4858
5. Are you a: ☒ city staff person ☐ tree board member ☐ community civic org volunteer
☐ non-affiliated volunteer ☐ teacher ☐ other: _____
6. Signing Authority for Grant Agreement, Name: Spencer Nebel, City Manager
7. Signing Authority for Grant Agreement, Email: s.nebel@newportoregon.gov
8. Signing Authority for Grant Agreement, Phone: 541-574-0603
9. Grant Amount Desired (up to \$500* per Tree City USA): \$ 346.80
** Please request only the amount you NEED to enable our limited funding to support as many proposals as possible.*
10. When will your event take place? Last week of April



11. Describe your proposed project or event:

The Parks & Recreation department (P&R) will erect a canopy outside of the local Library or Coastal Park (depending on the weather) to attract community members. The canopy will be staffed by P&R representatives, along with local tree experts. We will have seedlings available for planting, along with publications from the Arbor Day foundation, and tree "facts and figures" handouts. Kids will have a chance to color leaves of various trees and learn about the importance trees have in our lives. New "tree books" will be prominently displayed in the library along with posters, to highlight the event. This event will be well-advertised in local media and will be the start of a new annual celebration and community outreach.

12. Estimated number of participants: 150+

13. How will an OCT grant "boost" your community's Arbor Week or Arbor Day project or event?

The City of Newport has always had very small "celebrations" for Arbor Day and we would like to take a big step forward and make this an annual community event. Funds will be used to purchase seedlings and publications through the Arbor Day Foundation for distribution to the public, and along with that, we will order several new books for the library pertaining to the information of, and importance of trees (for various ages.) The books will assist in creating community-wide participation in the event, as the library will assist in the advertising as well, which will start the process of developing partnerships and involvement for the annual celebration.

14. What key groups or partners have committed to working on this project or event with you?

Local arborist Anita Albrecht, and the Newport Public Library.

15. How will the funds be used cost-effectively?

The Parks & Recreation department will provide staff, advertising, and hand-outs for the event. OCT funds will be used specifically to provide information and seedlings to the public, with other costs being covered by the Parks & Recreation Department.

16. Please estimate your budget below (add lines or attach a separate table if necessary).

Budget Item	OCT Funding Request	Matching Funds, if any	Total Cost
1. Seedlings from Arbor Day Foundation w/shipping	\$147.95	\$69.00	\$216.95
2. Publications from Arbor Day foundation	\$43.85	\$35.00	\$78.85
3. Books	\$155.00	\$50.00	\$205.00
4. Advertising/staff/hand-outs	0	\$300.00	\$300.00
5.			
TOTAL BUDGET	346.80	\$454.00	\$800.80

17. How will Oregon Community Trees be acknowledged by this project or event?

All of our (printed in-house) hand-outs will include: "This project is supported with funding from Oregon Community Trees," with the OCT logo. Print ads will include the OCT logo, and any radio ads will include the statement above.

18. Any other information you would like to add (such as, how this project or event fits into your urban forestry program, whether you anticipate attracting new participants not typically engaged in urban forestry, how this grant would impact your existing budget, how your event will run smoothly, etc.).

We are very excited at the prospect of having a real, community-wide celebration and getting people involved with learning about, and planting trees! Not much has been done here for past celebrations and we see this as a real start to something big! Having the library as a partner adds to the significance of the event, acknowledging that information about trees can be found year-round in our town.

19. Please confirm that your organization and/or the project coordinator agrees that any photos or materials supplied by the grant recipient may be used by Oregon Community Trees on its Facebook page, web page, at the annual conference or in any other print or electronic capacity deemed helpful to promote your program or event, our grant, the value of trees, and the achievements of Oregon's Tree City USA members. It is the responsibility of the photographer or videographer to solicit permissions at the time of recording.

☒ I agree ☐ I do not agree

Thank you for submitting this application. Oregon Community Trees applauds your efforts to engage your community in celebrating trees through Arbor Week and Tree City USA recognition.



**CITY OF NEWPORT
GRANT APPLICATION INFORMATION**

Granting Agency: Oregon Community Trees

Grant Application Due Date: January 27

Amount of Grant, if Awarded: \$346.80

City Match, if Any: \$454.00 (staffing, advertising, printing)

City Contact: Judy Mayhew

Purpose of Grant: To enhance and expand the City of Newport Arbor Day celebration.

Does Grant Require City Council Approval: To Apply ☐ To Accept ☐

Date of City Council Approval, if Required: n/a

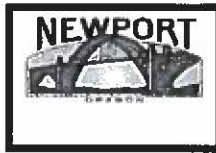
Does Grant Require City Manager Approval: To Apply ☐ To Accept ☒

Date of City Manager Approval, if Required: _____

Department Head Approval: 
Signature

Date of Approval: 1.24.20

Attach a copy of the grant application.



**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING
THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: Oregon Community Trust Date: 2.6.20
Grant Agreement

Statement of Purpose: _____

TO ACCEPT FUNDS TO AUGMENT OUR ARBOR DAY CELEBRATION

Department Head Signature: [Signature]

Remarks, if any: _____

City Attorney Review and Signature: _____ Date: _____

Other Signatures as Requested by the City Attorney: _____

Signature _____ Name/Position _____
Date: _____

Budget Confirmed: Yes ☒ No ☐ N/A ☐

Certificate of Insurance Attached: Yes ☐ No ☐ N/A ☒

City Council Approval Needed: Yes ☐ No ☒ Date: _____

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 02-07-20

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: [Signature] Date: 2/10/2020

Date posted on website: 2/14/20

Melanie Nelson

From: Judy Mayhew
Sent: Wednesday, February 05, 2020 5:27 PM
To: 'OCT Grants'; Spencer Nebel
Cc: RAMSTAD Kristin * ODF
Subject: RE: grant application submittal

Hello,

This is to confirm the receipt of notification regarding our grant application! We will return a signed copy by the February 21 deadline. I await your comments and suggestions!

Thanks again!

Judy Mayhew
City of Newport
Interim Parks & Recreation Director
541-265-4858
j.mayhew@newportoregon.gov
169 SW Coast Highway
Newport, OR 97365

From: OCT Grants <octgrants@gmail.com>
Sent: Tuesday, February 4, 2020 5:54 PM
To: Judy Mayhew <J.Mayhew@NewportOregon.gov>; Spencer Nebel <S.Nebel@NewportOregon.gov>
Cc: RAMSTAD Kristin * ODF <Kristin.Ramstad@oregon.gov>
Subject: Re: grant application submittal

Dear Judy,

Please confirm receipt of this email with three attachments.

On behalf of Oregon Community Trees, I am delighted to inform you that the City of Newport has been selected to receive a 2020 Oregon Arbor Week Booster Grant in the amount of \$346.80. Congratulations!

The Grant Committee does have some comments and recommendations, particularly in regard to how a portion of the funding will be spent on seedlings. Kristin Ramstad will get in touch with you to share our suggestions.

Please review, complete and sign the attached grant agreement. Keep one copy for your records and return a signed copy to me by email at your earliest convenience, preferably no later than Friday, February 21. If you need to mail a hard copy instead, please use the address provided in the footer of the grant agreement and reply to this email letting me know you are mailing it instead.

I have copied Spencer on this email since he is listed as the signing authority on your application. We will send you a check once the signed agreement has been received.

As described in the grant agreement, grantees must provide OCT with a written description documenting how funds were spent, listing approximately how many actual participants attended your event, and detailing how OCT was

recognized, along with digital photos or videos of the activity by May 15, 2020. Please send the information to this email address. If you are unable to submit the required follow-up information by May 15, please send an email letting us know.

Also, please find logos attached for you to use on any materials produced with grant funds. Please include the statement *"This project is supported with funding from Oregon Community Trees."*

Please contact me if you have questions or need any additional information. I will be out of town and unavailable February 5-17, 2020. If you need immediate assistance, please contact Kristin Ramstad in my absence at 503-945-7390 or Kristin.Ramstad@oregon.gov.

Thank you,

Morgan Holen, Grant Committee Chair
Oregon Community Trees
971.409.9354

On Fri, Jan 24, 2020 at 12:06 PM Judy Mayhew <J.Mayhew@newportoregon.gov> wrote:

Hello,

Attached is our application for Oregon Arbor Week Booster funds.

Please let me know if you need further information or have any questions.

Thank-you for this opportunity.

Judy Mayhew

City of Newport

Interim Parks & Recreation Director

541-265-4858

j.mayhew@newportoregon.gov

169 SW Coast Highway

Newport, OR 97365