Trees for Kids

Instructions and Requirements

SUBMISSION OF APPLICATION - The Trees for Kids application and supplemental materials may ONLY be submitted electronically. For fall events, **all materials are due to the program coordinator by 4 pm Friday January 8, 2027**. Applications received after this time will NOT be accepted; furthermore, the coordinator reserves the right to disregard any application that is incomplete or which does not include ALL supplemental materials. If, for any reason, you are unable to complete all required materials by the application deadline, please contact the program coordinator as soon as possible to discuss alternatives. **Please email applications, site map, nursery quote and supplemental materials to** Chip.Murrow@dnr.iowa.gov.

ELIGIBILITY AND PROGRAM RESTRICTIONS - Local and state governments such as school districts, cities, and counties, and service organizations with 501(c)3 status can apply for Trees for Kids funding. Service organizations lacking 501(c)3 status can attain eligibility by involving local governments in the holding of funds. Funding is competitive, and grants are awarded **in amounts of up to $2,500 per project**. Any costs in excess of $2,500 must be covered by the applicant. **Grant funding may ONLY be used for purchase of trees and mulch**; shovels, buckets, gloves, saws, and other supplies, as well as any costs associated with digging, site preparation, and other labor, are NOT covered by grant funding. Projects MUST take place on public or private school grounds, or on public lands such as parks and right-of-ways. **Plantings on private property other than private school grounds are NOT eligible for grant funding.**

****PLEASE NOTE: TREES FOR KIDS STRICTLY PROHIBITS THE USE OF AUGERS FOR DIGGING HOLES!!****

EDUCATIONAL REQUIREMENTS - The purpose of the Trees for Kids program is to educate children, teenagers, and young adults about the importance of trees and their myriad benefits, as well as to offer hands-on planting and maintenance experience. To that end, the program requires youth involvement in planting, mulching, and initial watering for all projects receiving funding. A DNR-led demonstration on proper planting, mulching and watering is required at the beginning of each event, and/or for each group involved in the project; projects that incorporate multiple groups working independently of one another will require multiple demonstrations.

PLANTING SCHEDULE AND MAKEUP DATE - Applications MUST include specific date and time for tree planting, as well as an alternative date and time in case of postponement. **Planting days are to be scheduled no earlier than April 15 and no later than June 1;** requests that fall outside of this timeframe will NOT be approved. Because the Trees for Kids program is intended to provide positive experiences for the youth involved, weather events that may compromise such an outcome will be taken into account when considering postponement. In addition to rain, extreme wind, snow, or uncomfortably cold conditions are grounds for postponement. Postponement is at the discretion of the applicant; any event rescheduling, including weather-related postponement, MUST be communicated to the program coordinator. **Failure to inform the program coordinator of rescheduling or postponement may result in withholding of grant funding.**

TREE REQUIREMENTS AND SPECIES DIVERSITY (*for species options, see list included in nursery letter*) - **Trees MUST meet the specifications set forth by the American Nursery Stock Standards (ANSI Z60.1)**. Please ensure that your nursery is aware of this, and please encourage them to review the specifications laid out in the nursery letter. **Trees MUST be container-grown**; bare-root, balled-and-burlapped, field grown, and other non-containerized trees absolutely WILL NOT be reimbursed via grant funding and will be considered donations by the nursery. **Containers must be either 5-gallon 7-gallon, or 10-gallon, or root bag equivalent**; trees that are smaller than 5-gallon or larger than 10-gallon MUST receive approval from the program coordinator.

In order to ensure species diversity and to protect against large-scale losses from future forest health threats, **no more than three trees of any one species for projects of 30 or fewer trees, OR 10% of any one species for projects of 30 or more trees, will be allowed**. No more than 20% of any one genera will be allowed for projects of ANY size. For example,

a project with fifteen trees will allow no more than 3 trees per species OR genera, or no fewer than 5 species or genera in total, whereas a project with 50 trees will allow no more than 5 trees per species and no more than 10 trees per genera.

MULCHING - Mulching is a requirement for every tree planted, and the source and cost of mulch for your planting must be included in the application. If possible, you are strongly encouraged to take advantage of any mulch offered by your local community, as such mulch is typically free and comes from locally-removed trees. If purchasing your mulch from a nursery, **please refrain from using cypress mulch or weed control mulch.** You are allowed to purchase up to two bags of mulch per tree.

WATERING AND ONGOING CARE - Trees for Kids projects are required to include initial watering of 5-10 gallons per tree, depending on container size; furthermore, ongoing watering is required during the growing season for at least the first two years after trees are planted. Applications MUST include a detailed description of who will be responsible for ongoing watering and how frequently they will do so. It is highly recommended that projects DO NOT rely on grounds and maintenance crews for watering, as time limitations for such staff often results in watering being neglected. Instead, it is best to formulate a plan that uses youth or adult volunteers, on a rotating basis if necessary, to handle long-term watering needs.

REIMBURSEMENT PROCESS - Upon project completion, the applicant will pay the nursery directly for the trees and any mulch provided. Once this has been done and the project has been completed and approved, the applicant will submit an invoice on official letterhead to the program coordinator which itemizes the money spent. A final nursery invoice, W9, and final report are also required, along with any photos or media from the event. The program coordinator will review the invoice and, upon approval, submit it to DNR accounting for reimbursement to the applicant. It may take up to 60 days from the time the coordinator submits the reimbursement materials for the applicant to receive payment.

***A pre-application site visit is encouraged for all new applicants** (and optional for repeat applicants)**.**

For questions or assistance, please contact Chip Murrow at (515) 822-1031 or Chip.Murrow@dnr.iowa.gov.

To set up a site visit, please contact Laurie Dams at (515) 782-6414 or Lauren.Dams@dnr.iowa.gov.

Spring 2027 Application

Applicant Information

Applying Organization _____

Primary Contact _____

Email _____ Phone _____

Mailing Address _____

City _____ County _____ State _____ Zip code _____

SAM Number or Unique Entity ID **(required)**: _____

Project Information **(Please see "Instructions and Requirements" above)**

Project Title _____

Funding Amount Requested _____ Matching Funding (if applicable) _____

Project Supervisor (if different from above) _____

Email _____ Phone _____

Project Location/Address _____

City _____ County _____ State _____ Zip code _____

Planting Date/Time (be specific) _____ Makeup Date/Time _____

Planting Location Type ☐ Public School ☐ Private School

☐ Non-School Public ☐ Other (explain) _____

Number of Youth Involved _____ Number of Supervising Adults _____

Type of Education Event Proposed: _____

_____

Number of Trees _____ Number of Species _____ Total Tree Cost _____

Nursery Name & Primary Contact _____

City _____ Phone _____ Email _____

Mulch Provider _____ Mulch Cost _____

Project Narrative - 5 points

Please provide a sentence or two about your project.

Community Engagement - 25 points

Please provide a summary of people and organizations involved along with the role of the youth.

Environmental Impact - 40 points

Please provide a summary of the goals and benefits of this project and any future use for the planting (i.e. educational setting).

Ongoing Care - 30 points

Please detail how trees will be watered and maintained for AT LEAST the first two years after project completion, including who will be responsible and how often duties will be performed.

Supplemental Materials

Please check the following boxes to indicate that supplemental materials have been included:

- ☐ "Nursery Notification Letter" document, signed and dated by participating nursery
- ☐ Quote from participating nursery including ALL of the following:
  - Species common name and cultivar (if applicable)
  - Species scientific name
  - Quantity per species
  - Container size and type for each species (hard pot, air-pruned container, growbag, etc.)
  - Cost per tree and total cost, including mulch (if applicable)
- ☐ Site Map showing where each tree will be planted

Certification

☐ By checking this box, I hereby certify that, to the best of my knowledge, the information contained in this application and its supplements is correct and true. I acknowledge that I have read the "Instructions and Requirements" document and that any deviations from the specifications outlined have been approved by the program coordinator. I fully understand that any deviations from said restrictions that have NOT been expressly approved by the program coordinator may result in withholding of funds by Iowa Department of Natural Resources.

Applications must be submitted no later than 4:00pm on Friday, January 8, 2027.
Applications must be submitted to:

Chip Murrow
Chip.Murrow@dnr.iowa.gov

For questions or assistance, please contact program coordinator Chip Murrow at (515) 822-1031 or Chip.Murrow@dnr.iowa.gov