

## Invitation for Grant Applications

*Tree Canopy & Workforce Community Grant Application for  
Illinois, Indiana, and Wisconsin*





*"Greening neighborhoods with trees, parks, and gardens is critical for reducing pollution and ensuring everyone has access to clean air and green spaces."*

*- Robert Bullard, the "Father of Environmental Justice"*

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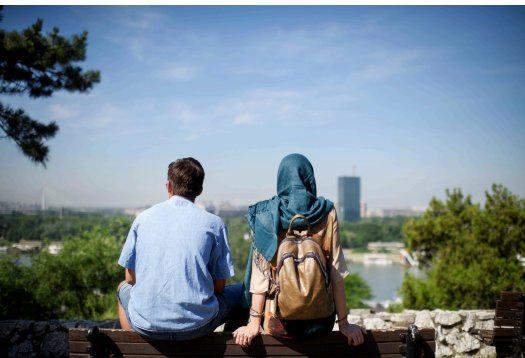
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# Why Faith in Place Supports Tree Planting

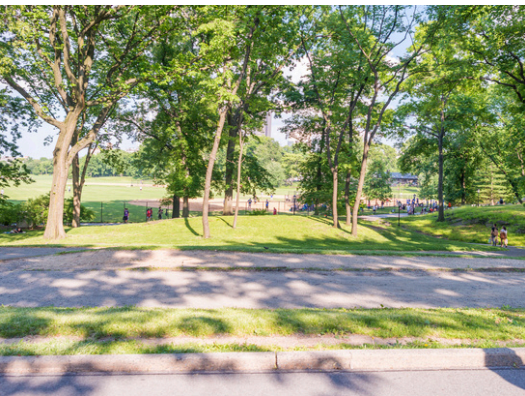
Faith in Place is offering this grant opportunity to support community organizations plant and maintain trees on their property. Why? Because trees are an integral part of a healthy and thriving community and a way to care for our future generations.

Check out just a few of these benefits:



## Trees Support Mental Health

- Tree-filled neighborhoods lower levels of domestic violence and are safer and more sociable
- Sight of trees can reduce stress
- Trees reduce noise



## Trees Improve Air Quality

- Trees remove pollution from the environment
- Mature trees can reduce particulate matter, which can reduce mortality and disease.
- Urban trees in the US remove 822,000 metric tons of pollution per year



## Trees Boost Economic Value

- Trees save energy by reducing heating and cooling bills (well-placed trees can save up to 56 percent on annual air-conditioning costs!)
- Trees increase home values
- Trees increase sales for businesses
- Forestry jobs can help people who were in prison re-enter the workforce by giving them training and jobs in forestry

[Source: US Forest Service](https://www.usfs.gov/)  
[bit.ly/community-tree-guide](https://bit.ly/community-tree-guide)

# OVERVIEW OF THE GRANT OPPORTUNITY

## Grant Goal

Faith in Place's Tree Canopy & Workforce Community Grant gives money to non-profit organizations and Houses of Worship to help plant more trees and build a stronger forestry workforce in places that need it the most in Illinois, Indiana, and Wisconsin.

## Funding Source

This opportunity is made possible by the U.S. Department of Agriculture (USDA), Forest Service and is funded through the Inflation Reduction Act. The USDA is an equal-opportunity provider and employer, meaning they don't discriminate based on race, gender, or disability (see page 14 for the full Non-Discrimination setting).

## Total Funding Available

Faith in Place will re-grant a total of \$1.6 million to 501(c)(3) organizations and Houses of Worship.

## Who The Funding Can Be Given To

Organizations in environmental justice communities (defined on page 5) located in Illinois, Indiana, or Wisconsin.

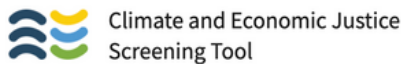




# WHO IS ELIGIBLE TO APPLY?

## Organizations that qualify to apply will meet these 3 qualifications:

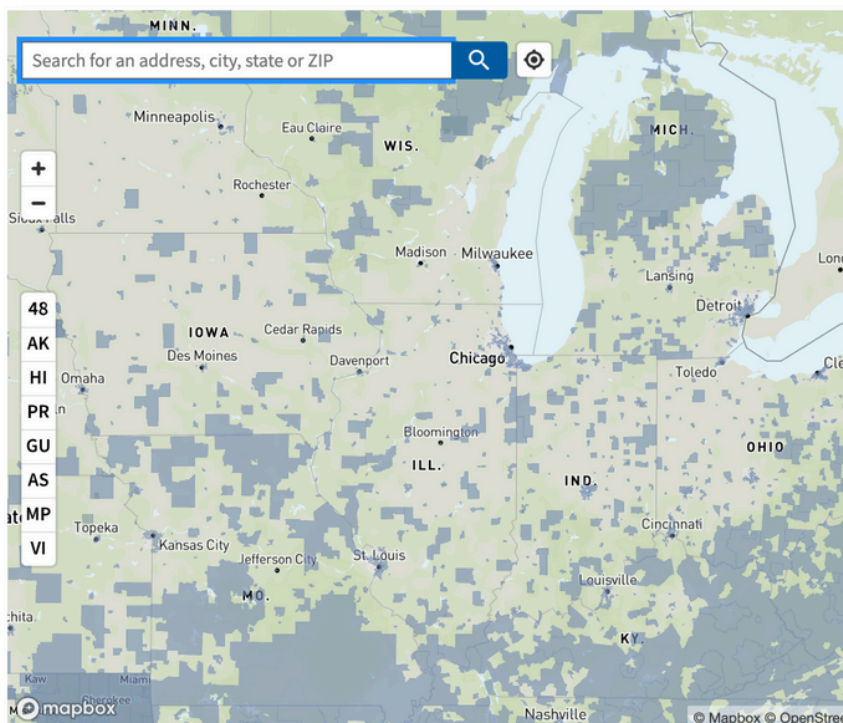
1. Be located in and serve an **environmental justice community** in Illinois, Indiana, or Wisconsin.
  - a. You can find out if your community is qualified by using the Climate and Economic Justice Screening Tool (CEJST) map tool: <https://screeningtool.geoplatform.gov/en/>
  - b. If your organization is fiscally sponsored, then both you and your fiscal sponsor must be in a CEJST Census tract in Illinois, Indiana, or Wisconsin.
  - c. The proposed project must be done 100% in a CEJST Census tract in IL, IN, WI.
2. If you have employees, they must have provided an I-9 form upon hire for employment eligibility confirmation.
3. Have a **Unique Entity Identifier (UEI)** number as provided through the System for Award Management (SAM).
  - a. If you do not have a UEI, you can obtain one at sam.gov here: <https://sam.gov/content/entity-registration>



Find a guide for how to use the tool [here](https://bit.ly/cjest-tool): [bit.ly/cjest-tool](https://bit.ly/cjest-tool)



*This CEJST map tool allows you to check if you are in an environmental justice community. Type your organization's address in the search bar, click on your location on the map to select the census tract, and view the side menu which will show if your community is identified as disadvantaged. To be eligible to apply, your community must be identified as disadvantaged.*



### Not Eligible to Apply

Identified as disadvantaged?  
**NO**

This tract is not considered disadvantaged. It does not meet any burden thresholds **OR** at least one associated socioeconomic threshold.

### Eligible to Apply

Identified as disadvantaged?  
**YES**

This tract is considered disadvantaged because it meets more than 1 burden threshold **AND** the associated socioeconomic threshold.



## What Can the Grant Money Pay For?

**This Grant Can Only Be Used for Cost Directly Related to Tree Planting and Maintenance and Forestry Workforce Development Including:**

- Trees from the [Approved Species List](https://bit.ly/fip-tree-list) ([bit.ly/fip-tree-list](https://bit.ly/fip-tree-list))
- Watering buckets
- Planting supplies (mulch, shovels)
- Site preparation (stump removal, tree pit creation)
- Personnel costs for planting and maintenance
- Signage (to acknowledge the source of the funding)
- Other items found on the [Allowable Supplies List](https://bit.ly/allowed-supply-list) ([bit.ly/allowed-supply-list](https://bit.ly/allowed-supply-list))

*\*Expenses must be pre-approved by Faith in Place & reported on with receipts.*

## Number of Grantees to be Selected

65 to 85 projects will be selected to receive funding. Learn how to make your application competitive by following the tips in the [Application Toolkit](#).

**65-85  
GRANTEES**

## Project Timeline

### 2024

- Grant Applications will open on September 1, 2024. The deadline for submitting applications is November 21, 2024.
- Grantees will be selected and notified by January 15, 2025.

### 2025

Grantees will plant and begin maintaining their trees and participate in monthly check-ins with Faith in Place Staff.

### 2025-2029

Grantees will maintain their trees and participate in monthly check-ins and story sharing with Faith in Place Staff.



# HOW TO APPLY: THE PROCESS



The following suggestions are provided to assist your team in developing a successful project proposal and competitive application:

## Pre-Planning Checklist for Grant Application

- Check If You Qualify:** Make sure your group or organization meets the eligibility qualifications listed on Page 5.
- Get Permission:** Get written approval from property owners, House of Worship leaders, organization managers, or others to make sure you have the legal right to go ahead with your project.
- Form Your Team:** Create a team to plan and carry out your project. Decide what each person will do and choose someone to be the project leader.

## Planning Steps

- Attend a Webinar or In-Person Workshop:** Faith in Place will offer online webinars and in-person workshops to help you understand how to apply for the grant. One webinar and one workshop will be offered in Spanish.

View and register for one of the upcoming webinar/workshops on our website: [bit.ly/community-canopy](https://bit.ly/community-canopy)

# HOW TO APPLY: THE PROCESS

## Planning Steps Continued

### Applying

**Grant Applications will open on September 1, 2024. The deadline for submitting applications is November 21, 2024.**

- Step 1: Complete the eligibility survey:** When you complete the eligibility survey, if you are found eligible you will be emailed access to apply through the online portal. Follow instructions on our website to complete the eligibility survey. (LINK)
- Step 2: Prepare your application:** Follow the [Application Toolkit](https://bit.ly/tree-application-toolkit) ([bit.ly/tree-application-toolkit](https://bit.ly/tree-application-toolkit)) which overviews what you will need to submit when completing your grant application through the portal. There will be sample templates, tips, and more to guide you step by step through the process summarized below on page 9-10.
- Step 3: Submit your application:** To apply, you need to use our online Grant Management System (GMS) portal.



*Need Help? If you have any questions about how to access or use the Grants Portal, feel free to email us at [Grants@faithinplace.org](mailto:Grants@faithinplace.org).*





# PREPARE APPLICATION COMPONENTS



Please check out the [Application Toolkit](https://bit.ly/tree-application-toolkit) ([bit.ly/tree-application-toolkit](https://bit.ly/tree-application-toolkit)) for more details, tips, and template when preparing to apply.

Find below a general outline of the components that will be required when completing the Grant Application. For a complete description of items needed in your application and tips for completion, please refer to our [Application Toolkit](#).

## Organization Information

- Name and address of your organization.
- Contact phone number.
- Type of organization (for example, non-profit).
- Your organization's mission or purpose.
- Unique Entity Identifier (UEI) number.
- Confirmation that you have I9 forms on file for all current employees.

## Key Personnel

- Contact information for the person in charge of your organization and the project leader.
- Both people must be allowed to make decisions and sign agreements for the organization.
- Key personnel cannot be involved in for-profit companies related to the project.

## Project Summary

- The title of your project and a brief summary that describes your goals and how you will measure success.



# PREPARE APPLICATION COMPONENTS



## Project Narrative

You will be asked to describe the who, what, where, when, why, and how of your proposed project. Examples of these components include overviewing the following:

- The background of the project and why planting trees is important for your community and the environment.
- Specific goals and expected impact from the project.
- Evidence that your team has resources to carry out the project.
- Your plan to share your progress and success with the community.
- Information about your organization's past or current environmental programs.
- Details on how your project will address forestry workforce in your community, especially for those returning from prison.



## Maintenance Plan

- A written plan that covers at least three years of taking care of the trees. This should include:
  - Who will be responsible for maintaining the trees and what they will do, including watering and mulching.
  - How you will educate people about proper tree care.
  - Make sure your maintenance plan includes providing 10 gallons of water each week during the growing season. Watering trees once per week with 10 gallons of water from when the leaves come on in the spring until they drop in the fall is essential for good survival rates.



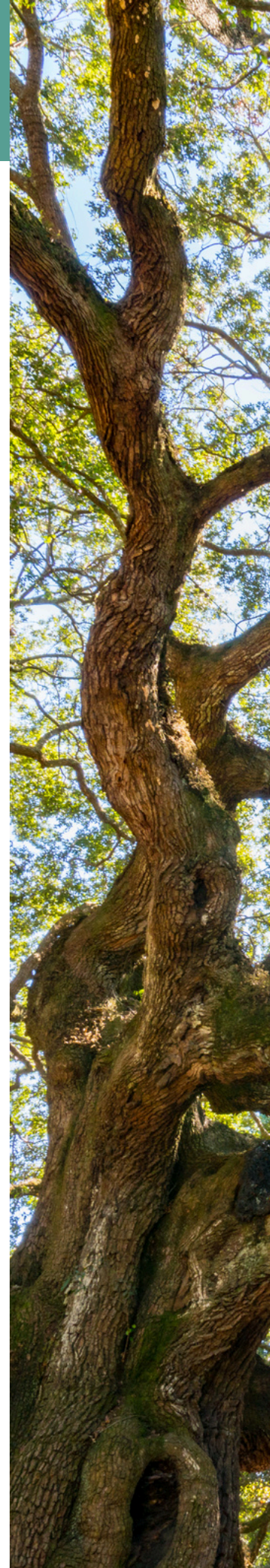
## Project Authorization

- A signed statement from the property owner or an authorized representative, giving permission for the project.



## Budget

- A detailed budget that explains and justifies all costs.





# HOW APPLICATIONS WILL BE REVIEWED

The Faith in Place program team will carefully look at each application, giving scores and ranking them. Applications will be competitively and fairly scored on how well they meet the criteria outlined below. The full list of rubric categories is included on the next page. The team will meet to discuss and finalize their decisions. Once the process is complete, you will find out about the decision on your grant application through our online portal by January 15. Below are key criteria that will be used to assess applications. The full rubric is available in the Application Toolkit.



**Support of the Tree Canopy in Environmental Justice Areas:** The project plan should help plant more trees in neighborhoods that need them the most.



**Defined Clear and Realistic Goals:** The project plan should have clear goals that are specific, measurable, achievable, focused on results, and set to be completed within a certain time frame.



**Chance of Success:** The project should have a good chance of success and also a high likelihood of working well in the long term.



**Environmental Benefits:** The project should have the potential to offer more environmental benefits beyond planting trees like involving young people in environmental activities, or creating community support for environmental causes.



**Building Urban Forestry Workforce:** The project should aim to support urban and community forestry jobs in environmental justice communities.



**Cost-Effective Budget:** The project should have a realistic budget that shows how the money will be used effectively.

## Faith in Place Nondiscrimination Clause

Faith in Place is committed to promoting diversity, equity, and inclusion. We value the unique contributions of all individuals and are dedicated to fostering a safe and welcoming environment. In line with our core values, we do not discriminate based on age, ancestry, color, creed, disability, gender identity or expression, marital status, national origin, physical or mental disability, political beliefs, race, religion, sex, sexual orientation, socio-economic status, or any other characteristic protected by law.

All organizations and individuals applying for grants from Faith in Place must uphold these principles of non-discrimination and ensure that their practices, programs, and activities are free from discrimination or harassment. By submitting a proposal, applicants agree to comply with all applicable laws regarding non-discrimination and affirm that their operations are consistent with these values.

Faith in Place reserves the right to reject any proposal or terminate any grant agreement if the applicant is found to be in violation of these non-discrimination principles.





## USDA NONDISCRIMINATION CLAUSE

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)