



MillionTreesNYC Community Grant Program Application

Contact Name	
Title	
Organization Name	
Street Address	
City/State/Zip	
Email Address	
Telephone	
Project Scope	<input type="checkbox"/> Community Outreach and Education <input type="checkbox"/> Tree Care and Maintenance

Project Overview (Please provide a few sentences describing the overall project and intent.)

Project Location (Include address, borough, neighborhood and a description of the project's geographic scope.)

Fiscal Sponsor (If you require a fiscal sponsor, provide the organization name, address, phone and primary contact name.)

Attach the following materials to your application:

A comprehensive **project description**. Descriptions should be clear and concise, and outline key goals, strategies, and project outcomes. Project descriptions should include the estimated number of trees that will be maintained and/or community members engaged. Project descriptions should also outline a detailed tree care and maintenance plan, including the watering measures that will be adopted to ensure tree survivability (if applicable).

A detailed **project budget** that demonstrates funds requested as well as all additional project expenses. The budget should include line-item costs for activities described in your project description, i.e. tools, supplies, event/educational materials, training, etc.

A detailed 1-page **project timetable**, running no longer than one calendar year.

A 1-page **organizational project history**, outlining key examples of successfully completed work and programs.

At least one **letter of support** from a local community organization that was involved in one of the programs described in the 'organizational project history'.

Other supporting materials, if relevant.

Signature:	
Printed Name:	
Date:	