



2018 Tree For Me Facilitated Grant Application

Before submitting your application, please ensure you have completed the following:

- Attended an information session or webinar about Tree For Me. Please email margo.mullin@tptf.ca if you require access to a recorded webinar.
- Read the FAQs online at www.treeforme.ca/faggrants.
- Have confirmed support from at least 2 other members of your organization.
- Reviewed and completed the trustee agreement form (if required).

Section 1: Applicant Information

Lead organization name	
Lead organization mission (max 200 words)	
Charitable partner organization name (if applicable)	
Charitable number (lead or charitable partner)	
Lead organization mailing address	
Lead organization website	
Lead organization social media profiles	
Total grant amount requested (up to \$2000)	



Section 2: Lead Contact information

The lead contact identified in this application must have permission to act on behalf of the lead organization. This individual will be the main point of contact for the Foundation.

Lead contact affiliation, if different from lead organization	
Lead contact full name and title	
Lead contact phone number	
Lead contact email	

Section 3: If the lead organization is NOT a registered charity

In the event that the lead organization is not a registered charity, a charitable partner willing to accept the funds on behalf of the lead organization is required to qualify for the Tree For Me grant. If partnering with a charity, a Trustee Agreement is required and available online at www.treeforme.ca/grants.

Charitable partner primary contact (name and title)	
Charitable partner primary contact phone number	
Charitable partner primary contact email	
Charitable partner mailing address	



Section 4: Your Plans to Host Tree For Me

What led to your interest in hosting a Community Tree For Me event?

Tell us about your organization! What do you do and what Toronto community do you serve?

Please describe how you will plan and execute a Tree For Me event. Include details about staffing and other resources available to you.

If this is a partnership project, please list the partners involved.

Describe how your partners will support your event.



How would you describe the interest or demand for tree planting or other environmental initiatives in your neighbourhood?

How many organization members are committed to planning and facilitating your event?

Will you require additional volunteer support? Approximately how many volunteers?

Describe your plans to recruit, train and recognize your volunteers for this event:

Describe in detail your plan for promoting your Tree For Me event. Plans should demonstrate a variety of outreach methods and take diversity and accessibility into account.

A train-the-trainer workshop to demonstrate proper tree planting and care techniques at Tree For Me events is mandatory for all staff and volunteers enlisted. The workshops can be completed online or arranged in-person.

-- We agree to participate in Tree For Me train-the-trainer workshops prior to our event.



Section 5: Proposed Event Details:

Event date and time: (Must be between May 1 and June 3)	
Location	
Capacity limit	
Permit(s) required	
Proximity to transit, parking:	
Inclement weather plans	
Planting and care workshop plan (Describe how workshops will be facilitated)	

Section 6: Trees

What is your tree distribution goal? (A minimum commitment of 50 trees is required.)	
Do you want to have extra trees available at your event for walk-ups? (Trees not picked up by registrants can be made available to walk ups)	Yes / No If yes, how many? _____
Describe your plan for leftover trees.	
Would you like mulch available at your event?	Yes / No



Section 7: Budget

Please complete and attach your proposed budget. We ask that you include any in-kind contributions you will bring to your event, such as volunteer hours, donations of supplies, or other funding or support you may leverage. These details help us understand the broader impact and success of Tree For Me funding and events. You may use the budget template available for download at www.treeforme.ca/grants.

Two ways to submit your application:

1. By email to treeforme@tpf.ca. Please submit in PDF form. Please use "Tree For Me Grant Application" in the subject line.
2. By mail to:

Toronto Parks and Trees Foundation
585 Dundas St. East, 3rd floor
Toronto, ON, M5A 2B7

Organizer Signature

Date

**Thank you for completing the 2017 Tree For Me Grant Application.
You will be notified of application success by February 23rd, 2018.**