



Tree Canopy Fund FAQs and Instructions

FAQs

1. What is the purpose of the tree canopy fund program?

To increase the tree canopy in Arlington County by planting trees on private property and supporting maintenance of champion trees and public education and outreach projects.

2. Who is eligible to apply?

Tree Planting: Groups eligible to receive grants for tree planting include civic and homeowner associations, community nonprofit organizations, civic service clubs, church or school-related groups, and ad hoc neighborhood groups. We will not consider multiple applications from a civic association or homeowner's association. *New in 2013:* Individuals not affiliated with a neighborhood group can apply, although priority will be given to groups.

Champion Tree Maintenance: Tree maintenance applications will only be considered for trees that are on Arlington County's current list of Champion Trees. In addition to having Champion Tree status, eligible trees must also be designated or under application for protection through the County's Tree and Shrub Ordinance as specimen, heritage, or memorial trees.

3. What is the deadline for applications?

Online applications must be received by midnight on Friday, June 21. Before submitting an application, everyone must register their project online.

4. How will proposals for tree planting be evaluated?

Criteria for evaluation are listed on page two of the Tree Canopy Fund guidelines. The review panel prioritizes proposals submitted by organized groups for **large**, locally native trees. We recommend not submitting proposals for small trees unless the planting location is unsuitable to large trees due to overhead utility wires or other constraints. The applicant must also guarantee that the planting location is suitable for replanting including certifying that if replanting in a location with a dead tree, the tree has been removed as of the fall of 2012 and that the site is clear of obstructing stumps and/or roots.

2013 Application Instructions

1. Designate a coordinator for your group. The coordinator is responsible for coordinating the application and confirming all trees for the group have been entered through the online application process by Friday, June 21. *New in 2013:* the coordinator is not required to enter all the trees for his/her group in the online system and can have multiple people enter the trees into the system. If you are not affiliated with a group, you can complete an application as an individual.

2. Complete a registration form for the group or individual. The registration form must include the following information:
 - Organization name
 - Organization type (civic association, condo/homeowner's association)
 - Contact information for two point people:
 - i. Name
 - ii. Email
 - iii. Telephone
 - Expected number of trees
 - Narrative addressing priorities listed in tree canopy fund guidelines
 - Whether or not the group needs assistance with tree selection.
3. Determine planting locations for your group. Determine which tree to plant at each location. ACE will provide groups with technical assistance in planting location and tree selection process if applicable.
4. Enter each tree and planting location into the online application system by Friday, June 21. For each tree entered you must provide:
 - Group name (selected from list)
 - Property owner information (civic associations only)
 - First name
 - Last name
 - Telephone
 - Email address
 - Planting map (homeowner's associations, apartments, and places of worship only)
 - Tree name
 - Rationale for tree. Example –White oak for sunny open area with clay soil or Eastern redbud for space under power line.
 - Street address
 - Zip code
 - Nearest cross street
 - Tree location. For Miss Utility, describe the exact planting location when facing the house, with your back to the street. Example - right front corner of property towards fence.
 - Photo (optional)
 - Certification that site is ready for planting and any dead tree was removed as of October 1, 2012.

After the application is submitted, here's what to expect

- Week of June 24: ACE will contact each group coordinator to confirm the trees submitted online are correct.
- August: Clarification of any issues on tree selection and planting location for review committee.
- September: Awards made.
- October to December: Planting by contractor. ACE will provide notice of when planting location must be staked.
- May 1, 2014: Deadline for property owners to provide a status report on their trees.

Contact Information:

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TREE CANOPY FUND Program Guidelines 2013-2014

The Tree Canopy Fund (TCF) is administered by Arlingtonians for a Clean Environment (ACE) and the Arlington County Urban Forestry Commission (UFC). ACE is a tax-deductible, 501(c)(3) nonprofit organization, while UFC is a volunteer, citizen commission, whose members have been appointed by the Arlington County Board. The purpose of the TCF is to arrest the decrease in tree cover in Arlington County in recent decades and to assist in increasing canopy over time.

Groups eligible to receive TCF grants include civic and homeowner associations, community nonprofit organizations, civic service clubs, church or school-related groups, and ad hoc neighborhood groups. Individuals not affiliated with a neighborhood group will be grouped together in an informal group for the purposes of management. Individuals may also apply for grants for maintenance to be performed on specific trees designated by Arlington County through their Champion Tree Program and Tree and Shrub Ordinance. ACE and UFC reserve the right to reduce the scope of any proposal. Grant applications will be accepted and approved depending on the availability of funds.

Although applications will be considered for the following three purposes, it is anticipated that most grants will be awarded for the planting of trees:

1. **Planting Large, Locally Native Trees:** The TCF provides funds for groups to organize planting locally native trees with diameters of about two inches that, at maturity, will be large canopy trees. In difficult planting locations due to overhead wires, poor soil conditions, and other situations smaller or non-native trees will be considered. A list of priority trees and other available trees is online at www.arlingtonenvironment.org. All trees must be planted on private property (grounds of private houses, apartment buildings, condominiums, churches, etc.), and not on public property (public schools, military or government grounds). Each property owner must sign a waiver granting permission to plant on private properties, releasing the program from all liabilities, and agreeing to all future maintenance of the tree(s). Each homeowner must commit to providing ongoing maintenance and watering. In order to apply, an online registration form must be completed. Only one coordinator per group should complete the online registration form. Complete applications are to be submitted online by Friday, June 22, 2013. Further information is available at www.arlingtonenvironment.org.
2. **Champion Tree Care:** Tree maintenance applications will only be considered for trees that are on Arlington County's current list of Champion Trees. In addition to having Champion Tree status, eligible trees must also be designated or under application for protection through the County's Tree and Shrub Ordinance as specimen, heritage, or memorial trees. ACE and UFC will work with applicants and a tree contractor to estimate maintenance costs for designated trees. Such requests may be submitted at any time directly to ACE by email at trees@arlingtonenvironment.org
3. **Public Education or Outreach Projects:** The purpose of the project must be to arrest the decrease in tree cover in Arlington County or to assist in increasing canopy coverage. Applications must clearly state how the goals and objectives of the effort will contribute to the stewardship of trees, define the target audience, and outline how proposed outcomes will be achieved and measured. The narrative must include the total cost of the project and a detailed breakdown of anticipated expenditures. Applications are limited to six pages and should be submitted as a PDF to trees@arlingtonenvironment.org by June 21, 2013. ACE will work with the applicant to determine funding arrangements.

HOW ARE THE PROPOSALS EVALUATED?

Projects will be evaluated by a grant review panel consisting of representatives of ACE, UFC and staff of Arlington County's Department of Parks and Recreation. Projects may be approved as requested, may be reduced in scope, or may be denied based upon the priorities of the Tree Canopy Fund and the availability of funds.

In evaluating projects, the review panel will give priority to:

1. The planting of large canopy trees locally native to this area as listed on the **Species Available List** (list available online);
2. Locations where the tree will shade a public sidewalk or other right-of-way, especially those where the public right-of-way between the curb and sidewalk is less than four feet wide;
3. Applications from neighborhoods with current canopy coverage below the 43% county average.
4. Locations near a Resource Protection Area (generally within 100 feet of a stream), in an area subject to erosion, or in other environmentally degraded areas, while ensuring the protection of existing natural areas;
5. The planting of smaller trees from the **Species Available List** *only* when the planting location is unsuitable to large trees due to overhead utility wires or other constraints;
6. The planting of species represented in the natural community when the planting location is adjacent to one of the County's Natural Resource Protection Areas;
7. Locations where proposed trees will be situated in areas conducive to future growth and health, i.e., in areas that will provide sufficient space for root growth and crown development and not located under utility wires;
8. Projects in which Tree Stewards, Master Gardeners or other individuals who have training or experience in tree care have committed to maintain trees and/or provide maintenance advice or oversight for the group;
9. Projects in which the applicant commits to providing additional "cost share" towards tree planting or the education project; and
10. Projects which detail all the proposed planting locations at the time of application. Those wishing to replace a dead tree still standing must apply the year after the tree has been removed to ensure the location is suitable for replanting. Applicants must guarantee at the time of the application that the tree has been removed as of the fall of 2012 and that the site is clear of obstructing stumps and/or roots.
11. Projects submitted by organized groups.

HOW DOES THE PROCESS WORK?

STEP 1: Register your group's project and indicate need for guidance with tree selection. The online form is available at www.arlingtonenvironment.org. The form requires submission of the name of the group, contact information for two group coordinators, and interest in help with tree selection. **All projects must be registered before submitting an application.** Priority will be given to groups that complete this form by Friday, April 26 in providing a volunteer who has had training as a TreeSteward, Master Gardener, Master Naturalist, Urban Forestry Commission member or other experience to assist the group in selecting the right trees for their locations.

STEP 2 (optional): Attend information session at Fairlington Community Center, Monday, April 29 at 7:00 p.m. This is your opportunity to ask questions about the application process and learn about the right locations for the different tree species provided. We will provide information to interested applicant groups about volunteer assistance. When possible, groups will have the opportunity to discuss projects and exchange contact information to arrange on site visits. Please ensure that at least one representative of

your group can attend. Attendance at this information session is strongly recommended but is not mandatory.

The list of tree species that are priorities this year will be provided at the meeting as well as being on the ACE website at www.arlingtonenvironment.org.

STEP 3: Develop Your Tree Canopy Fund Project

Your role as group coordinator is to solicit neighbors interested in tree planting through promotions in local newsletters, listservs, flyers, or knocking on doors. A volunteer is available to assist in visiting the proposed planting sites and guiding residents in choosing the right tree for the location. If you are coordinating with a Condominium or Home Owners Association, be sure to involve the Board since they will need to approve the application **before it is submitted**.

STEP 4: Apply Online by Friday, June 22, 2013

The application form will be available online at www.arlingtonenvironment.org no later than April 22. Instructions on how to fill out the application will be provided at that time. Photos and diagrams may be uploaded online as well, but if you have difficulty, email trees@arlingtonenvironment.org. You are encouraged to apply early as last minute requests can overload the system.

STEP 5: Evaluation of Projects

The grant review panel will review and evaluate all applications received in July and August. Groups may be contacted for clarification if necessary. Projects may be approved as requested, may be reduced in scope, or may be denied based upon the priorities of the Tree Canopy Fund and the availability of funds. Once the evaluation process is complete, the review panel will forward a recommended list of projects to be funded to the ACE Board of Directors for approval. Applicants will be notified no later than early September of final decisions.

STEP 6: Implementation

ACE will contact each group or individual tree recipient by mid September with an estimated date of planting. Recipients will be required to mark the tree locations with white paint circles or wooden markers so that Miss Utility may check and provide clearance for digging. An experienced tree planting contractor will provide the sapling trees, dig the holes, plant the trees, mulch and water. Recipients are required to have water available during the planting time, either by a hose or five gallon bucket at each planting site. Staking of trees will only occur where the contractor feels it is necessary or if the recipient requests it due to environmental situations, such as near a playground, dog park, ball playing area, etc.). Each homeowner or property owner must commit to providing ongoing maintenance and watering. Each homeowner or property owner must submit a report on tree health to ACE by May 1, 2014.

Our goal is for trees to be planted in the October to December timeframe. Species that benefit from spring planting will be planted in March/April.

Contact Information

Applications and notices of intent must be submitted to ACE online via the website forms at www.arlingtonenvironment.org.

Phone Inquiries: 703-228-6427

Email inquiries: trees@arlingtonenvironment.org

Arlington Tree Canopy Fund Available Tree Selection 2013

All of these species do well in our area, generally accepting of our clay soils. The few that prefer a loamy soil are mentioned. Trees are generally 2" caliper, 7' high at planting except for those noted. **Preference is given for proposals with native trees planted to shade a public area or sidewalk.** Growth Rate given is for height: Slow= 12" year Medium=18" year Fast = 24" year

Arlington Tree Canopy Fund					
Shade trees with less than 40 foot width. Not recommended for planting within 10 feet of overhead wire.					
Genus Species	Common Name	Mature Height (Ft)	Mature Width (Ft)	Sunlight Requirements	Species Description
<i>Ilex Opaca</i>	American Holly	18-40	18-35	Full to partial sun	Evergreen, white flowers with red berries, moderate wildlife value, slow grower, 3-5' high at planting,
<i>Halesia carolina</i>	Carolina Silverbell	30-40	20-35	Full to partial sun	White bell flowers, moderate wildlife value, High Soil Needs: prefers rich, well drained, acid, high organic matter, medium growth rate
<i>Juniperus virginiana</i>	Eastern Red Cedar	40-50	30-40	Full sun	Evergreen, blue berries, moderate wildlife value, used for screenings, medium grower
<i>Liriodendron tulipifera</i>	Tuliptree	70-100	20-40	Full to partial sun	Green white flowers, striking fall color, high wildlife value, grows straight few branches low, fast grower
<i>Magnolia grandiflora</i>	Southern Magnolia	60-80	30-40	Full to partial sun	Evergreen, white flowers, low wildlife value, slow to medium growth, 5' high at planting
<i>Nyssa sylvatica</i>	Black tupelo, gum	30-75	25-30	Full to partial sun	Striking fall color, high wildlife value, slow to medium growth-- Planted in Spring 2014
<i>Ostrya virginiana</i>	Eastern Hop hornbeam	25-40	25-40	Sun to partial shade	Green hop shaped flowers, moderate wildlife value, slow growth, 1.5" caliper at planting
<i>Oxydendrum arboreum</i>	Sourwood	20-35	20	Sun to partial shade	White bell flowers, striking fall color, moderate wildlife value, medium growth, 5' at planting
<i>Pinus virginiana</i>	Virginia pine	50-80	20-35	Full sun	Not for front yards - naturalizing evergreen, drops lower limbs, high wildlife value, slow growth
<i>Quercus palustris</i>	Pin oak	60-70	30-40	Full sun	High wildlife value, fast growth rate
<i>Taxodium distichum</i>	Bald cypress	50-70	20-40	Full sun	Striking fall color, low wildlife value, grows well in very well areas, including standing water, medium growth rate
<i>Gleditsia triacanthos</i>	Honeylocust x Inmeris	30-70	30-40	full sun	White cluster flowers, striking fall color, moderate wildlife value, thornless variety, fast growth rate
<i>Ginkgo biloba</i>	Ginkgo	40-70	20-40	Full sun	Non-native Low wildlife value due to non-native, attractive flowers, handles wide range of soils, drought tolerant, slow-medium growth rate
<i>Tilia cordata</i>	Littleleaf Linden	40-60	25-40	Full to partial sun	Non-native Green flowers, low wildlife value, medium growth rate

Arlington Tree Canopy Fund					
Large shade trees that may have width greater than 40 feet. Not recommended for planting within 15 feet of overhead wires.					
Genus Species	Common Name	Mature Height (Ft)	Mature Width (Ft)	Sunlight Requirements	Species Description
<i>Acer rubrum</i>	Red Maple	Mature Height 40-60	Mature Width 35-60	Full to partial sun	Red flower buds, bark smooth and ridged, striking fall colors, moderate wildlife value, medium-fast growth rate
<i>Acer saccharum</i>	Sugar Maple	60-75	30-45	Full sun to shade	Green flower buds, bark smooth and ridged, striking fall color, moderate wildlife value, slow-medium growth rate
<i>Betula nigra</i>	River birch	40-70	40-60	Full sun to shade	Lovely shedding white and brown bark, multistemmed, very heat tolerant, medium-fast growth rate
<i>Celtis occidentalis</i>	Common Hackberry	40-60	40-50	Full to partial sun	Bark smooth with warts, high wildlife value, medium-fast growth rate
<i>Cladastris kentukea</i>	American Yellowwood	30-50	40-55	Full sun	White flowers, low wildlife value, prefers well drained soil, medium growth rate, 1.5" caliper at planting
<i>Liquidambar styraciflua</i>	Sweetgum	60-100	50-75	Full to partial sun	Striking fall color, has spiky gum balls in fall and winter, moderate wildlife value, medium-fast growth rate
<i>Platanus occidentalis</i>	American Sycamore	70-100	70-90	Full sun	Bark is multicolored and has winter interest, moderate wildlife value, medium-fast growth rate
<i>Quercus alba</i>	White oak	57-100	60-80	Full to partial sun	High wildlife value, slow growth rate Planted in Spring 2013
<i>Quercus coccinea</i>	Scarlet oak	40-75	40-50	Full sun	Striking fall color, high wildlife value, medium-fast growth rate
<i>Quercus phellos</i>	Willow oak	40-60	40-70	Full sun	moderate wildlife value, medium growth rate
<i>Quercus rubra</i>	Red oak	60-75	60-75	Full sun	high wildlife value, fast growth rate
<i>Tilia americana</i>	American Linden x Redmond	60-80	30-55	Full sun	Striking fall color, white flowers, heart shaped leaves, high wildlife value, medium-fast growth rate

Arlington Tree Canopy Fund					
Small trees recommended for locations under or close to an overhead power line.					
If the planting site is not near an overhead power line, these trees may NOT be selected.					
Genus Species	Common Name	Mature Height (Ft)	Mature Width (Ft)	Sunlight Requirements	Species Description
<i>Amelanchier arborea</i>	Downy Serviceberry	15-25	15-25	Partial sun to shade	Lovely white flowers, smooth bark, striking fall color, moderate wildlife value, medium growth rate
<i>Carpinus caroliniana</i>	American Hornbeam	20-30	20-30	Partial sun to shade	Performs best deep, rich, moist, slightly acidic soils, High wildlife value, smooth bark, slow growth rate, 1.5" caliper at planting
<i>Cercis canadensis</i>	Eastern Redbud	20-30	20-30	Partial sun to shade	Purple flowers early spring before leaves, very wide, moderate wildlife value, medium growth rate
<i>Cornus alternifolia</i>	Pagoda Dogwood	15-25	20-30	Partial shade	White flowers, striking fall color, high wildlife value, Moist, acid well drained soil, slow-medium growth rate, 4 - 5' high at planting
<i>Cornus florida</i>	Flowering Dogwood	20-50	20-50	Partial shade	White flowers, striking fall color, high wildlife value, slow-medium growth rate
<i>Crataegus viridis</i>	Winter King Hawthorn	15-20	15-20	Sun to light shade	Striking fall color, low wildlife value, drought tolerant, prefers well drained soil but tolerates damp for short time, medium growth rate
<i>Ilex x attenuata</i>	Foster's Holly	10-20	10-20	Full to partial sun	Evergreen, white flowers with red berries in winter, low wildlife value, fast growth rate, 3 - 5' at planting
<i>Magnolia virginiana</i>	Sweetbay Magnolia	12-30	20-30	Full to partial sun	White flowers with lemony smell, smooth bark, stays green in winter, high wildlife value, medium-fast growth rate, 5' at planting
<i>Prunus americana</i>	American Plum	20-35	20-35	Full to partial sun	White flowers, bark flaky, high wildlife value, thrives with neglect, medium-fast growth rate, 1.5" caliper at planting

Right Tree, Right Place, Right at Home!

Follow the suggested distance from main overhead utility wires: At least 10 feet for medium width and 15 feet for larger trees. Only the smallest trees will fit under wires.

Plant at least 10 feet from a building

Plant trees at least 10 feet from small trees and 20 feet from other large trees

Plant at least 3 feet from sidewalks, driveways, patios, fences, and buried utilities

Plant for shade to lower your cooling costs: Plant on southwestern and western sides of home. Plant on southeastern and southern sides to shade your home from morning sun.

of property towards fence.

Group Name*

Rock Spring Civic Association

First Name*

[Empty text box]

Last Name*

[Empty text box]

Telephone*

(e.g., 703-222-3333)

Email Address*

[Empty text box]

Tree Name*

[Empty text box]

Rationale for Tree Choice** (20 words maximum)

[Empty text box]

Street Address of Planting Location*

[Empty text box]

Zip Code*

[Empty text box]

Nearest Cross Street to Planting Location*

[Empty text box]

Tree Location***

[Empty text box]

Planting Site Photo (optional but recommended)

Acceptable file formats are jpg, gif, bmp. Max file size 2MB.

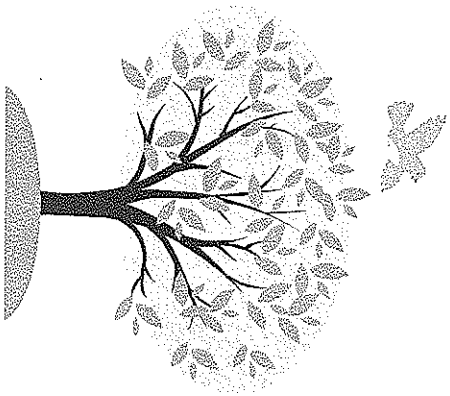
Choose File No file chosen

Certify*

I certify that the site is ready for planting and that if I am replacing a dead tree, it was removed as of October 1, 2012 or earlier.

SUBMIT

Your yard looks like it has space for a
**Free 6 foot tree planted by the
Tree Canopy Fund**
of Arlington County

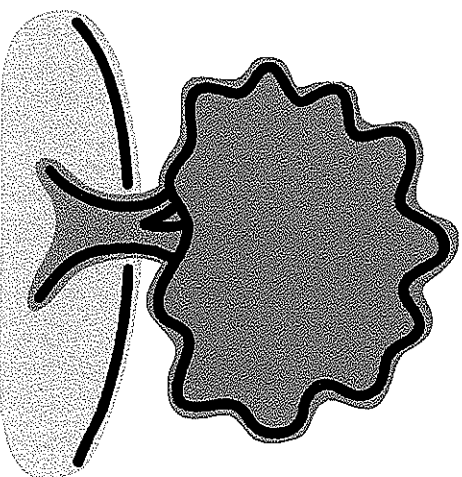


To find out more, go to

<http://www.arlingtonenvironment.org/community-action/trees>

or contact a volunteer coordinator at

Your yard looks like it has space for a
**Free 6 foot tree planted by the
Tree Canopy Fund**
of Arlington County



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