



Edmond Tree Grants Program Overview

Program Purpose

- Enhance tree canopy throughout Edmond
- Make trees available to neighborhood groups and schools on public property, for planting within areas that their communities will benefit from
- Provide education about proper tree care and planting practices
- Build community through organized planting events and group engagement

Eligibility

- Neighborhood groups and K-12 public schools (or associated parent teacher organizations) within Edmond city limits are eligible. (To find out if your site is within city limits, view <https://gis.edmondok.com/addresslocator/>)
- Previous grant recipients may apply for another grant if a past project has been successfully completed and approved by the Urban Forestry Department.

Requirements

- For eligible neighborhood groups, projects must be located within neighborhood-managed areas such as right-of-ways or platted common areas. For eligible public schools, projects must be located on school grounds or right-of-way adjacent to the school.
- Projects must include a planting event involving members of the neighborhood or school community, during which the trees will be planted by community members.
- Applications must include two points of contact for the neighborhood/school group who will be responsible for coordinating with the Urban Forestry Department on project details, organizing volunteers/tools/other details for the tree planting event, overseeing the tree maintenance plan, and corresponding with Urban Forestry up until approval of the Final Inspection.
- Applicants may request trees in one of the following sizes: seedlings, 3 gal containers, or 15 gal containers. Maximum quantities for each option include:
 - Tree seedlings: 100
 - 3 gal containers: 25
 - 15 gal containers: 8 (plus watering bags, if needed)
 - Note: Number of trees available may be subject to change due to program funding and current tree pricing.

Application Contents

- Applications will be submitted through an online form on the City of Edmond's web site.
- Contact Form – General information about the neighborhood/school and Points of Contact. School applications must include written consent from the school administrator.
- Proposal – Applicants may choose to consult with Urban Forestry staff in order to draft this information, if needed.

- Project Description and Objectives – Project intent, benefits to the neighborhood/school and greater community, detailed statement of objectives, plans for the tree planting event and how the community will be involved, other information pertinent to the project
- Project Details – Location, number of trees requested, preferred species and sizes (see above under “Requirements” for information about available sizes)
- Tree Maintenance Plan – Detailed plan for providing aftercare for the trees until establishment including water, considerations for avoiding tree damage in lawn management, mulch, stake removal, etc. Describe who tasks will be assigned to, the schedule of care, and methods.
- Photos of the proposed project area

Review Process

- Applications will be accepted from August through early February (or earlier, depending upon available budget).
- Once received, applications will be placed on the next Urban Forestry Commission agenda for review and consideration. The Urban Forestry Commission meets at 4:30 PM on the second Wednesday of the month at the Downtown Community Center (28 E Main St, room 103).
- If approved, Urban Forestry Department will facilitate next steps with the Points of Contact. Additional information may be needed from the Points of Contact prior to approval of an application.

Project Facilitation

- Urban Forestry will work with the designated Points of Contact to finalize details for the project. Urban Forestry will provide a site assessment and technical assistance as needed on planting design and technique, as well as providing the trees, mulch, and watering bags for 15 gal trees, if needed.
- Once trees are procured, Urban Forestry and the Points of Contact will collaborate to facilitate a community planting event with members of the neighborhood/school to install the project.
- Once the project has been completed, the Points of Contact will be responsible for implementing and managing the Tree Maintenance Plan.

Follow Up Inspection

- Two years after the project is completed, Urban Forestry will perform a Final Inspection of the planting.
- Applicants with successful projects may be eligible for future grants.

Distribution of Duties

The neighborhood/school Points of Contact will be responsible for:

- Project application/proposal and related correspondence with Urban Forestry
- Coordinating between Urban Forestry and the neighborhood/school
- Meeting and corresponding with Urban Forestry to finalize project details

- Determining tree layout and marking planting spots
- Locating underground utilities within the project area through CallOkie.
- Organizing volunteers and tools for the planting event
- Overseeing the Tree Maintenance Plan
- Maintaining contact availability with Urban Forestry up until approval of the Final Inspection

The Urban Forestry Department will provide:

- Facilitation of grant review process
- Technical assistance for project details such as a site assessment, tree species and general planting design guidance, and other site considerations
- Procurement of trees for the project
- Collaboration with Points of Contact on the community planting event. Event support, including planting demonstration and technical guidance during event
- Technical guidance on maintenance issues
- Final Inspection

Contact Leigh Martin with the Edmond Urban Forestry Department with questions about the Edmond Tree Grants program:

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