



EVERY TREE COUNTS COMMUNITY GRANTS

Grant Overview

**Toronto Parks and Trees
Foundation**

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Toronto Parks and Trees
FOUNDATION





Every Tree Counts: Toronto's Urban Forest

Every Tree Counts is a collective movement in Toronto to grow our city's tree cover to 40%. With support from the City of Toronto, Toronto Parks and Trees Foundation provides grants to make it easier for all Toronto residents to participate in tree planting and tree care.

Urban Forest Facts

Toronto has approximately 26.6-28% tree cover representing 10.2 million trees, which provide the equivalent of \$28.2 million in ecological services each year.



Research has shown that the ideal tree cover in a city is 40%. The City of Toronto plants over 100,000 trees annually on public lands (i.e. parks, green spaces and streets), however, the greatest potential for additional tree planting exists on private lands which make up more than half the city's land area.



The distribution of tree cover across Toronto is uneven. Many of the city's trees are concentrated in Toronto's ravine system or valley lands. There is also an imbalance of tree cover in neighbourhoods across our city; community groups getting involved in private land tree planting are helping to address this imbalance.



Trees are reaching the end of their lifespans in many of Toronto's older neighbourhoods. Proper tree care and timely replacement is critical to maintaining tree cover in our city.

**Whether planting a tree at home, school or work,
donating to the cause, or simply taking care of the trees
we have – we are greening Toronto together.**

Why Apply for a Community Grant?

At **Toronto Parks and Trees Foundation**, we believe everyone should have access to trees and the many benefits they provide. We're here to help make it happen with our **Every Tree Counts Community Grants Program**. Each year, through key initiatives, the Foundation provides grants to stimulate community engagement in tree planting and stewardship efforts.

With support from the City of Toronto, the Foundation provides up to \$350,000 in **Every Tree Counts Community Grants** to diverse non-profit community organizations and groups to facilitate greater participation in urban tree planting and tree care. The result is more trees in our yards, more trees in our communities, and more trees in our city.

These **Community Grants** encourage innovative partnerships and cross-sector collaboration and ensure stronger tracking and reporting mechanisms to help us measure our collective success. With grants **starting at \$10,000**, Toronto communities can become active partners in growing our city's tree canopy. Planting trees together creates opportunities to build civic engagement and foster a sense of neighbourhood pride. Plus, community-led projects support capacity building and provide local environmental and health benefits while strengthening community connections to nature.

Grant Program Goal and Objectives

The **Every Tree Counts Community Grants** are for community-led tree planting, tree care and tree stewardship initiatives on private land*. These efforts support the Every Tree Counts movement to reach our target of 40% tree cover in Toronto.

The key objectives of the program are:

- To increase native tree and shrub planting on privately-owned land in Toronto
- To support tree care activities
- To support and encourage inclusive community engagement
- To support community capacity, knowledge sharing, partnerships and networks
- To facilitate community-powered, locally-driven tree stewardship efforts

***For the purposes of the Every Tree Counts Community Grants, private land is defined as lands not owned or managed by the City of Toronto for public use. Private lands are owned for residential, industrial, commercial or institutional use.**

Eligibility Requirements

Who Can Apply?

We welcome applications from non-profit organizations and groups interested in leading native tree planting and tree care projects on private land* while expanding their partnerships, reach, and inclusiveness. Please note that one of the applicants or partners must be a registered charity or a qualified donee. See below for tips on creating a trusteeship with a registered charity.

Why do we need a registered charity as a trustee? The Toronto Parks and Trees Foundation is a Public Foundation. As a result, the **Canada Revenue Agency (CRA) requires that the Foundation make grants or distributions only to registered charities or qualified donees.** Under the Income Tax Act, qualified donees are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. Registered charities can also make gifts to a qualified donee.

Tips for creating a trusteeship with a registered charity

A non-profit organization that is not a registered charity wishing to apply for funding may consider a trusteeship with a registered charity. In this case, the registered charity would receive the funds for the proposed project. The CRA requires this relationship to be set out in writing, signed by the charity and the non-profit organization.

A Trustee Agreement must be provided and include, at a minimum (see example online):

- Signatures of lead/key contacts for both parties
- Name and address of both the applicant and trustee organizations
- Name, title and contact details of the lead/key contacts, who have signing authority, for both the applicant and trustee organizations
- Charitable number of the trustee organization and registration number of the applicant organization (if applicable)
- Name of the project proposed and a brief project description
- Confirmation that the trustee is responsible for ensuring the project is completed
- Confirmation that the trustee is responsible for distribution of funds as the project proceeds
- Confirmation that the trustee is responsible and accountable to the Toronto Parks and Trees Foundation for performance of the non-profit organization's implementation of the project.

Project Requirements

- Community Grants start at \$10,000
- Please contact us to discuss funding requests over \$100,000
- Projects must focus on private land tree planting, tree care and stewardship within the City of Toronto
- Every Tree Counts funding is provided on a matching basis. The applicant must contribute an amount **equal to or exceeding** the grant request towards the expenses of the project. The matching funding may be in the form of volunteer hours, cash or donated labour, equipment or materials, all of which must be directly related to the project. You may include anticipated sources of matching funding in your project application.
- Documentation for donated resources must be maintained and may be requested from applicants for accounting purposes, including:
 - volunteer sign-in sheets for the project including date, name, volunteer signature, nature of work provided, number of hours worked, and total dollar value of hours worked; and
 - donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services/materials that have been donated.
- Projects must be completed within **one year** of receipt of funding and a final report is required
- Projects must demonstrate how efforts will be sustained after the project ends

Grants can cover:

- Staff costs associated with planning and delivering the project
- Tree purchase and delivery
- Site preparation
- Tree planting and stewardship equipment
- Outreach materials development and distribution
- Website development specific to the project
- Staff and volunteer training
- Staff and volunteer travel for outreach, events, tree purchase, and delivery
- Space rentals, permits, equipment rentals, and food for events
- Translation of outreach materials as well as event interpretation/sign-language
- Overhead and administrative costs of up to 15% of the total grant budget, including trustee fees

Grants do NOT cover:

- Purchase of land
- Tree planting on public land
- Purchase of non-native or invasive species (Note: no ash species allowed)
- Advocacy and research projects
- Planting outside the City of Toronto
- Fundraising campaigns
- Travel unrelated to outreach, events, tree purchase, and delivery of the project
- Purchase of alcohol

The Application Process

Interested applicants are encouraged to contact Toronto Parks and Trees Foundation in advance to discuss their proposal. Applying for grants is a two-step process.

Step One - Letter of Interest

Interested organizations must first submit a Letter of Interest to the Foundation. This letter should include the name and charitable number of the applicant organization, the name of the project and a brief overview of how it addresses the key objectives of the Grant program.

All applicants **must also provide a Brief Project Summary Statement** of no more than 50 words that provides a high level summary of the project's goal, activities and expected outcomes. This (same) Summary Statement is required for **both** Letters of Interest **and** Full Applications.

The Letter of Interest should also outline potential partnerships, the project timeframe, an estimated total budget (including 50% matching), and the amount being requested. Please also provide the City of Toronto Ward(s) in which the proposed project will be implemented.

The Letter of Interest **must not exceed four pages** including images, maps and budget. All Letters of Interest must provide the name, title, email address, and day-time phone number of the applicant organization's signing authority **and** the lead contact for the project (if different from the signing authority). If a trustee is required, a signed Trustee Agreement must be included as an appended document, which will not be counted as part of the four-page limit noted above.

Please submit an electronic version to everytreecounts@tptf.ca. Paper copies are accepted but must be received **by the Foundation by 5:00 pm on the deadline date. Please note that we will be unable to consider incomplete or late Letters of Interest.**

An independent Grant Review Committee will review Letters of Interest. The committee will determine which projects will be invited to proceed to the second round. The Committee reserves the right to accept or decline proposals based upon their review. The Foundation will notify organizations on the results of the review.

Step Two - Full Application

Applicants that are successful in the first round will be invited to submit a detailed application. **This invitation is not a guarantee of funding.**

Full applications will expand upon the Letter of Interest to include the following:

- Name and address of the lead applicant organization
- The name and contact information for the lead applicant organization's signing authority and lead project contact (if different from the signing authority)

- Charitable number of the applicant organization or that of the trustee organization
- A Project Summary Statement of no more than 50 words that provides a high level summary of the project's goal, activities and expected outcomes
- A 350 word project overview describing how the project addresses the Every Tree Counts Project Grant program objectives
- Applicant organization's background and description of experience in tree planting and tree stewardship, environmental and/or community engagement initiatives
- The City of Toronto Ward(s) in which the proposed project will be implemented, including a community outreach plan.
- Project partners and description of their roles (letters of support for each named partner are also required as supporting documents)
- A detailed project work plan including plan to ensure adherence to best practices for tree planting
- A detailed, complete, and balanced project budget, including matching funding, with sources, equal to the grant request (partnership funding, potential (i.e. targets) and confirmed financial sources, and in-kind contributions)
- Tree care and follow-up plan
- Promotion and recognition opportunities for the Foundation and the City of Toronto

Full applications can be **no more than 8 pages** including images, maps and budget.

All applicants must also submit the following supporting documents:

- The Application Cover Page
- A list of current board members
- The organization's current annual operating budget
- A copy of the organization's most recent audited financial statement
- Letters of support from named partners for this project
- Signed and dated Trustee Agreement, with all contact details, if applicable

The Toronto Parks and Trees Foundation must receive applications by 5:00 pm on the deadline date. Please note that we will be unable to consider incomplete or late applications.

Application Steps

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Deadlines

Letter of Interest Deadline	April 13, 2018
Invitations Extended to Submit Full Application	April 30, 2018
Full application deadline	May 31, 2018
Final decision	June 29, 2018

Application Assessment

Full Applications will be evaluated based on their demonstrated ability to:

- Meet the objectives of the program
- Provide a feasible plan for long-term stewardship and maintenance after the project is completed
- Inclusively engage the community
- Demonstrate capacity to leverage matching funding equal to the grant request through partnerships, potential sources (targets) and/or in-kind sources
- Provide measurable outcomes

Grants may only be used for eligible and approved costs associated directly with the project. Budget approval is at the discretion of the Grant Review Committee. The Committee reserves the right to accept or decline any application. Tree planting and tree stewardship funded through the **Every Tree Counts Community Grants Program** is restricted to private land within the City of Toronto.

Interested applicants are encouraged to contact Carla Grant, Executive Director or Saira Ansari, Diversity and Capacity Specialist in advance to discuss their project ideas - carla.grant@tptf.ca or saira.ansari@tptf.ca.

Submit your application by email: everytreecounts@tptf.ca

Please also submit two paper copies of your application by mail:

Carla Grant, Executive Director
Toronto Parks and Trees Foundation
585 Dundas St E, 3rd Floor
Toronto, ON M5A 2B7

Please note that we are unable to consider late or incomplete applications. **Electronic and paper copies of the application must be received at the Foundation by 5:00 pm on the deadline date.**

Toronto Parks and Trees Foundation

Since 2002, the Toronto Parks and Trees Foundation has been helping Toronto transform its parks and green spaces. We work in partnership with the City of Toronto, community groups, non-profit organizations, individuals and the business community. Our mission is to support community organizations to re-imagine local parks and to improve the health of Toronto's urban forest. We support fundraising to improve Toronto's parks and greenspaces and offer grants to support tree planting and stewardship efforts on private land across the city, especially in neighbourhoods with low tree canopy cover.

City of Toronto- Urban Forestry

Toronto, the largest city in Canada has an urban forest with an estimated 10.2 million trees covering approximately 18,000 hectares. Sixty per cent of this valuable resource is situated on private property with the remaining urban forest on public property, including an estimated 3.5 million trees within our parkland system and approximately 600,000 trees on our streets. The Urban Forestry Branch manages and maintains the City's urban forest and natural environment. It provides the essential services needed to protect, maintain and enhance the urban forest both on public and private properties. These services include the planting, care and maintenance of City-owned trees on streets, parks, and natural areas, the implementation and enforcement of tree by-laws, forest health care, and community programs.