



## CITY OF SPRINGBORO TREE GRANT PROGRAM GUIDELINES:

The City of Springboro Tree Authority sponsors a tree grant planting program to help promote and preserve the beauty of Springboro. This program provides matching grant funds up to \$500 for tree planting projects. Listed below are grant program guidelines.

1. Applications and a planting plan must be submitted to the City of Springboro Tree Authority. The planting plans will be evaluated for type of tree proposed. The City of Springboro Tree Authority will review for approval all applications and planting plans. Decisions of the City of Springboro Tree Authority will be final. Five (5) Tree Grants will be awarded each year. Recipients of the Tree Grant must be residents in the City of Springboro, a business in the City of Springboro or owners(s) of commercial property in the City of Springboro.
2. Matching grants of up to \$500 are available. Grants must be matched with funds from the property owner(s) requesting the grant. Recipient funding must comprise at least 50% of the project cost and must be "new" (not currently budgeted) money raised in the community.
3. Tree Grants shall be publicly acknowledged and all announcements, articles and publications related to the Tree Grant shall include the statement "partially funded by a grant from the City of Springboro Tree Authority".
4. All tree-planting projects shall be completed during the year in which the Tree Grant is awarded. A final report, including pictures, news releases and articles, etc. shall be furnished to the City of Springboro Tree Authority as promptly as possible upon completion of the project. Arbor Day programs are encouraged as part of the recognition effort.
5. Grant payment will be mailed to the recipient within sixty (60) days of approval.
6. If the recipient is unable to utilize grant funds for the approved project, the money shall be returned to the City of Springboro Tree Authority. If a new grant is desired, a new application should be presented to the City of Springboro Tree Authority for evaluation.
7. Plantings must be completed according to the planting plan approved by the City of Springboro Tree Authority.
8. Prior recipients are encouraged to apply. If a previous application was submitted but not funded, a new application is required.
9. Recipients of the grant funds can obtain trees from any legal source. For help in locating trees to purchase, contact the City of Springboro Tree Authority.



## TREE GRANT APPLICATION

CITY OF SPRINGBORO TREE AUTHORITY

RETURN APPLICATIONS TO:

City of Springboro Tree Authority  
320 West Central Avenue  
Springboro, OH 45066

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NEIGHBORHOOD,  
BUSINESS OR COMMERCIAL PROPERTY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE (W) \_\_\_\_\_ (H) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
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Amount of money to be spent by property owner(s) for tree plantings \$ \_\_\_\_\_

Exact name to appear on grant check

(must be to nursery where trees will be purchased): \_\_\_\_\_

Number of trees to be planted using this matching grant: \_\_\_\_\_

Organization or agency helping with your tree-planting project

(i.e. providing design, coordination or technical assistance and/or long term  
maintenance): \_\_\_\_\_

Estimated planting date: \_\_\_\_\_ (Arbor Day is preferred)

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_