

ARBOR DAY GRANT APPLICATION



ARBOR DAY GRANT

GOAL

A fund was created to support local towns and cities of need to support an Arbor Day Event. The Arbor Day Event should be designed to increase the awareness of the general public of the profession of arboriculture and of the importance of planting and maintaining healthy trees residing within our communities.

HISTORY

In the spring of 2006 the NEC-ISA Board approved to sponsor, in the amount of \$250.00, a Community Arbor Day Celebration hosted by the Town of Manchester, Vermont's Parks & Recreation Department.

After discussion, an amendment to the motion was made and seconded to create a line item in the budget for the Chapter to annually sponsor Arbor Day events in various communities and then to advertise the available scholarships.

Board members, Thomas Hoerth, Brian Kane and Melissa LeVangie drafted criteria and guidelines for administering and advertising this line item for Arbor Day Funds. The draft was edited and brought back to the Board for review on September 21, 2006 and Arbor Day Scholarship Fund was accepted.

DISTRIBUTION of AWARDS

When this fund was created a line item in the budget was to be earmarked to sponsor and support these community Arbor Day events. The purposed amount of \$500.00 is suggested to be administered annually to support two Arbor Day Events. If there is only one applicant who fulfills the scholarship criteria, then the \$500.00 will be granted to the deserving candidate.

The following guidelines are to be used to administer the scholarships.

GUIDELINES FOR SCHOLARSHIP DISTRIBUTION

1. Each applicant who requests grant money must submit a completed application by the required deadline.
2. All applications will be reviewed by an Arbor Day Scholarship Committee. The application requirements must be complete for consideration.
3. Upon review of a complete application, each scholarship awarded will be carefully considered on merits of creative events which reach a wide variety of participants or attendees. Additionally the event which best embodies the goals of the Arbor Day Fund will be supported. Preference will be given to new applicants. The Scholarship was designed with the thought of helping community begin a program and for it to become an annual self-sustaining community event.
4. Up to two awards of \$250.00 annually (\$500.00 total) can be allocated.
5. The scholarships shall be administered directly to the applicant upon receiving documentation such as pictures and/or an article of the Arbor Day Event. NEC-ISA reserves the right to publish any shared documentation of the event in order to share our on-going community outreach with our membership.

Applicant Name _____

Address _____

Phone () _____ - _____ Email _____

REQUIRED APPLICATION MATERIALS

- Be a current member of the New England Chapter of the ISA
- Submit a complete application form
- Submit a commitment letter from a minimum of one community or town official
- One essay of a minimum of 500 words
 - In this essay, please describe your financial need to hold a community Arbor Day Event. Describe your planned event along with dates and times your event will take place. Then explain why you should be chosen for this scholarship.
 - List any supporting partners that will be assisting your goal to hold an Arbor Day Event.
- Provide supporting documentation must be received one month after the Arbor Day Event was held, but will gladly receive if provided sooner.
- Upon delivery of supporting documents the NEC-ISA will disburse the scholarship directly to the applicant in the mail (or in person).
- Scholarship applications are available for download on the New England Chapter's website: www.newenglandisa.org/arbor_day_grant.html
- The **deadline for receipt of applications is March 25th**. All application materials should be sent to the address below.

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List below the partners within your community that will support your Arbor Day Event, if more than two please copy this page.

SUPPORTING PARTNER #_____ for our ARBOR DAY EVENT <i>Circle which applies: Business, Organization, Individual, Town Department</i>		
Sponsor Name _____		
Address _____		
Phone () _____ - _____ Email _____		
<input type="checkbox"/>	Financial Sponsorship	Amount: \$
<input type="checkbox"/>	Personnel	Quantity:
<input type="checkbox"/>	Advertising	What Method?
<input type="checkbox"/>	Donation of Supplies	Items:
If Other, Describe:		

SUPPORTING PARTNER #_____ for our ARBOR DAY EVENT <i>Circle which applies: Business, Organization, Individual, Town Department</i>		
Sponsor Name _____		
Address _____		
Phone () _____ - _____ Email _____		
<input type="checkbox"/>	Financial Sponsorship	Amount: \$
<input type="checkbox"/>	Personnel	Quantity:
<input type="checkbox"/>	Advertising	What Method?
<input type="checkbox"/>	Donation of Supplies	Items:
If Other, Describe:		

FOR NEC-ISA ARBOR DAY GRANT COMMITTEE

SCHOLARSHIP CONSIDERATION

- Application complete?
- Supporting partners involved? If yes, how many? _____
- Does the event embody the goals of the scholarship?
- Does the applicant create an event that will continue to draw support from its partners and community?
- Has this community or organization demonstrated a commitment to creating a perennial Annual Arbor Day Event?
- Has this community or organized been a previous recipient?

POST EVENT DOCUMENTATION

- Were supporting documents received one month after Arbor Day Event?
- Materials will be used in:
 - Newsletter
 - Website
 - NEC-ISA Booth Literature

Check was mailed to: _____

Address: _____

Date: _____ Check #: _____