

# Community Roots Program for Community Groups

## TIMELINE

- Application deadline: August 31
- Notice of acceptance: mid-September
- Planting dates: October – December

## INFORMATION

- Planting sites must be in the City of Richmond.
- Examples of community organizations that may apply are schools, houses of worship, friends of parks groups.
- Tree planting on city property must have the approval of Richmond's Department of Urban Forestry. In addition, planting on park property must also be approved by the Department of Parks, Recreation, and Community Facilities. Tree Stewards will obtain approval from urban forestry and parks. Planting on school property must have the approval of the principal; the applicant is responsible for obtaining this approval.
- The great majority of trees provided will be native species. Exceptions will be considered for specific situations.
- Each applicant will have a tree steward contact who can assist in species selection, evaluation of the planting site, and guiding you through the process.
- Planting day should be a community event to include members of your organization and/or the surrounding community.
- One or more tree stewards will provide guidance for proper planting on planting day.
- Watering newly planted urban trees during the first two growing seasons can determine where the tree thrives or dies. Therefore, applicants must plan for and be prepared to water trees for the first two growing seasons. See [Summer Tree Care](#) on our website.
- We recommend that at least one member of your organization attend our tree care workshop on October 21. Please save this date! Community Roots applicants will be notified when registration is open.
- Tree Stewards will determine which projects will be funded immediately after the application deadline and inform applicants as soon as possible.

## APPLICANT RESPONSIBILITIES

### **Following application you will need to**

- work with your tree steward contact to arrange a site visit.
- plan how the organization will manage tree watering during the first two growing seasons and discuss this with your tree steward contact.

### **If your project is accepted you are responsible for**

- working with your contact to arrange a date for the planting project.
- organizing the planting project and recruiting volunteers.
- obtaining supplies for the project – mulch, tools, etc.
- ensuring that trees are watered during the first two growing seasons and that tree care guidelines in the Tree Owners Manual are followed.

## TREE STEWARDS WILL

- assist with selecting species appropriate to the site and provide guidance for proper planting and care.
- provide trees for projects that are approved.
- provide a checklist for planning your project.
- provide guidance for volunteers on planting day.