**Detailed Planting Plan Template**

1. **Grantee Information**

* **School District, College or University name**
* **Project Team:** Name and contact information, including title or affiliation, email address and phone numbers for the following people:
* Primary Contact for grant reporting and communications.
  + Project Manager
  + Professional consultant (if any)
  + Fiscal Contact

1. **Project Sites: Location**

**Site Information**

Number and list name(s) of each site. Provide the following information for each:

1. Site Name

* Street address
* GPS Coordinates (latitude and longitude) of one point per site
* Landowner/jurisdiction if other than school district or college/university

*Continue with any other sites, numbering each.*

Upload **project location map**.

1. **Landscape Plans & Tree selection**

Upload the **planting summary** (spreadsheet [template](https://www.sustainablejerseyschools.com/fileadmin/media/Grants_and_Resources/Trees_for_Schools/Phase_2/T4S_Detailled_Planting_Plan_Summary_Template.xlsx)).

Upload one **landscape/site plan** for each site.

1. **Site preparation**

List each site preparation activity, who will be doing the work, and the specifications or methods to be employed. Provide numbers, dimensions, and justifications as necessary.

1. **Tree planting**

For each of the following steps, briefly describe the activity, and who will be undertaking it:

* 1. how trees will be selected, inspected, and transported
  2. how the site(s) will be prepared prior to planting
  3. how the trees will be maintained after delivery and prior to planting
  4. the planting method
  5. the immediate post-planting care, including watering, mulching, and pruning.

1. **Project timeline**

Provide a project timeline from January 2024 through the planting period.

1. **Plan Approval**

Upload this Detailed Planting Plan, the Maintenance Plan, and the Budget together with a signed “Transmittal form to the grants program.