

# Trees for Schools Grant Program

## ELIGIBLE EXPENSES

The following types of expenses are eligible for reimbursement under Trees for Schools grants. This list is not comprehensive. No specific cost items are eligible unless they are represented in a final budget that corresponds to a final detailed planting plan (both due by November 22) that has been approved by the Sustainability Institute at TCNJ. Questions regarding eligible expenses can be emailed to Melanie McDermott at [mcdermom@tcnj.edu](mailto:mcdermom@tcnj.edu).

### **Planting material and planting**

- Planting material (trees) of the type most suited to site conditions; may be balled and burlapped (B&B), container-grown, or bareroot. The minimum size is 1.5" caliper measurement and the maximum size is 3" caliper. Justification must be provided for planting any trees that are larger or smaller. (A standard size often used for street trees, for example is 2" – 2 ½" B& B).
  - Planting material may be purchased directly from nurseries or the cost of the trees may be bundled with labor in a planting contract.
- Labor costs for planting. These costs may be bundled with the cost of the trees, contracted separately, hired directly for an hourly wage, or performed by staff labor. If trees will be planted by volunteers, or if staff labor will not be charged to the grant, the budget would reflect no cost for labor.
- Only tree species are allowed. No shrubs or herbaceous plants.
- No invasive species may be planted; that is, do not plant any species or cultivated variety (cultivar) that is listed on the [Strike Team Do Not Plant list](#).

### **Site preparation**

- Soil testing and localized soil improvements, such as soil amendments or structural soil.
- Removal of impervious surfaces, such as concrete.
- Establishment or extension of tree pits or raised tree beds.
- Removal of stumps and trees to prepare sites for trees that will be planted in the vicinity by the project. *\*\*Justification for tree removal must be provided and approved.\*\**
- Stump grinding to prepare sites for trees that will be planted in the vicinity by the project.

### **Equipment**

- Purchase, rental, or repair costs for equipment directly needed for tree planting and maintenance for this project, such as shovels or irrigation equipment.

## **Supplies**

- Tree protection and maintenance supplies, such as mulch, compost, support stakes, irrigator ('gator') bags, and planting tubes or fencing for deer protection.
- Supplies must be for use associated with the plantings funded by this grant.

## **Maintenance**

- Subcontracts for site preparation or for watering, pruning and/or other care of project trees.
- Alternatively, maintenance activities may be combined in the same contract as planting labor, hired directly for an hourly wage, or performed by staff labor. If tree maintenance will be planted by volunteers, or if staff labor will not be charged to the grant, the budget would reflect no cost for labor.

## **Consultant**

- Up to 10% of the total project cost is allowed for assistance with planting design and project implementation supervision from a qualified professional (such as a licensed landscape architect or consulting forester).

## **Personnel Costs**

- Salaries, benefits, and wages directly attributable to non-administrative project work, such as site preparation, tree planting, watering or other maintenance activities, and monitoring.
  - Grantees will be expected to track hourly personnel costs associated with project work.

## **Indirect Costs**

- Administrative costs (overheads) allowed up to 10% of total project cost allowed.