

# Urban Reforestation Grant Program Application Instructions

## APPLICATION PROCESS

MSD's Urban Reforestation Grant Program is open to residents, organizations, companies and agencies in MSD's Jefferson County Drainage Service area.\* Applications and required attachments are due to the agency on or before August 1, 2024. Incomplete applications are not eligible for selection. We will notify accepted recipients by August 23, 2024.

\*The cities of Anchorage, Jeffersontown, St. Matthews and Shively provide residents and businesses in those municipalities with stormwater/drainage service. Therefore, those four areas are not part of this grant program.

## POST AWARD SUBMITTAL REQUIREMENTS

If you or your organization are selected, we require a detailed map or description of the location and type for each tree included in the award. All trees receiving funding must be listed on the [Division of Community Forestry Master Tree List](#) and cannot be an invasive species. No more than 10-percent of the total number of trees planted as part of this award may be Size Class C trees unless MSD gives previous approval. Any trees planted in the right-of-way must follow the [Division of Community Forestry Standards for Right of Way Trees](#). Applicants are responsible for obtaining any right-of-way permits and requesting utility marking as necessary. Tree planting shall follow Community Forestry guidelines for [container](#) or [ball & burlap](#) trees.

The minimum tree size at planting should be a 3-gallon container. The maximum reimbursable amount per tree is \$120 for a 3-gallon container and \$240 for a 5-gallon or larger container. This amount may include costs associated with the planting or establishment of trees. Eligible expenses include water bags, stakes, strings, mulch, nets, tree trunk protectors, or associated labor costs, including delivery and excavation if subcontracted.

- Minimum grant amount request should not be less than \$2,400
- Maximum grant amount request shall not exceed \$6,000 per project\*
- Recipients are required to complete a [Memorandum of Agreement \(MOA\)](#) with MSD.

*\*Actual awards may be less than the requested amount, depending on the volume of requests.*

## AWARD FUNDS DISTRIBUTION

Funds are distributed by reimbursement. Planting must occur by April 30, 2025, with an invoice request for reimbursement submitted to MSD's [trees@louisvillemSD.org](mailto:trees@louisvillemSD.org) by May 15, 2025. All invoices must include the PO number issued with the MOA. You may submit invoices for items purchased between July 1, 2024, and April 30, 2025; however, there is no reimbursement guarantee until the award is granted. *Before the release of funds, you must complete the reporting items listed below.*

## REPORTING REQUIREMENTS FOR AWARD REIMBURSEMENT

To receive your awarded funds, document the number, species, and location of planted trees using MSD's Online Tree Survey Form. Optionally, the applicant's representative may request a field inspection appointment with MSD MS4 staff members to document the plantings. MSD reimbursement fees only apply to tree species listed in the Division of Community Forestry Master Tree List. **Invasive species are not included on the list and will not be part of the reimbursement.**



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## Urban Reforestation Program Grant Application 2024

Please review the attached Instructions prior to completing the application. Please contact us at [trees@louisvillemsd.org](mailto:trees@louisvillemsd.org) or 502.540.6022 with any questions.

Project Title and Address \_\_\_\_\_

Company/Organization/Owner Name \_\_\_\_\_

Project Primary Contact \_\_\_\_\_

Project Contact Telephone No \_\_\_\_\_

Project Contact Email Address \_\_\_\_\_

Number of Trees AND Grant Amount\* Requested \_\_\_\_\_

Anticipated planting date(s) (Must be prior to April 30, 2025) \_\_\_\_\_

*\* Minimum tree size at planting is a 3-gallon container. Maximum cost associated with tree planting should not exceed \$120 per tree for a 3-gallon container and \$240 per tree for a 5-gallon or larger container. Maximum grant amount requested shall not exceed \$6,000.*

**Required Attachments:**

- 1. Project Description including a brief summary (2 page maximum) of the project location, community and/or environmental benefits, personnel or volunteers who will assist with installation, and identification of who or what entity will be responsible for maintenance and watering of trees during establishment period.
- 2. General Project Area Map including project location and boundary limits. (Aerial base maps are available from Google Maps or LOJIC Mapping at [www.lojic.org](http://www.lojic.org))

**Applications and attachments must be received by August 1, 2024.**

Please email application materials to [trees@louisvillemsd.org](mailto:trees@louisvillemsd.org) or deliver to:

**Louisville MSD  
Attn: Meredith Meyers  
700 West Liberty  
Louisville, KY 40203**