



Tree Bank Grant Requirements & Information

The Town of Mount Pleasant has established a grant program for its residents, civic clubs, and other groups or individuals who have a desire to beautify and enhance the Town through the planting of trees. This program is intended to provide financial assistance to proposed tree planting projects where trees are to be planted within publicly accessible areas such as street right-of-ways, public parks, school yards, residential common areas, and churches.

Grant Application Administration:

The Mount Pleasant Special Events Office (843-884-2528) will coordinate the distribution of grant applications and will accept all completed application forms and materials. The Mount Pleasant Culture, Arts & Pride (CAP) Commission, a volunteer committee focusing on promoting civic pride and community appearance, will review all submitted grant applications and select those proposals that meet or exceed the guidelines.

Grant Deadlines:

The program is offered twice a year during the planting season. The grant deadlines are February 1 and October 31. Incomplete applications or late applications will not be accepted.

Culture, Arts & Pride (CAP) Commission Review & Selection/Notification Process:

The CAP Commission will review all Tree Bank Grant applications soon after the applications have been received. Once reviewed, the CAP Commission will select specific projects and authorize that Tree Bank funds be made available to those projects. A representative from the Special Events Office will notify the 'Primary Contact Person' listed on the application form that their application has been selected.

Depending on the quantity and types of applications submitted to the Town, it may be necessary for the CAP Commission to limit the grant awards. Generally, the primary criteria for selection will be those applications that impact the greatest number of Mount Pleasant residents. Preference will be given to projects or project areas that have never received Tree Bank funds over those that may have received funds during a previous grant cycle. Development companies may not apply, nor will applications be received from persons or businesses for the purpose of fulfilling green space/ landscape requirements established by the Town. The Town staff may also submit project recommendations. These recommendations will be forwarded to the Public Services Committee of Council for review and approval.

Project Funding Levels:

The grant program is a "cost share grant" whereby the Town will provide 50% of the cost incurred with the planting of trees. These funds will be in the form of a reimbursement to be provided once the project is completed. The cost share grant to be provided by the Town will be limited to dollar amounts between \$500 and \$2,000. Therefore, the minimum the Town Tree Bank will provide is \$500 and the maximum is \$2,000.

For example, if the East Cooper Garden Club wanted to plant 10 trees at Alhambra Hall at a cost of \$1,200, they could apply to the tree bank for a cost share grant of \$600. If selected by the CAP Commission, the East Cooper Garden Club would pay the initial cost of \$1,200 and the Tree Bank would reimburse the Club \$600 once the trees are installed. If you have questions about your project qualifying for the grant, please contact the Special Events Office.

Tree Bank Reimbursement:

The grant will be in the form of a reimbursement so the sponsoring tree planting group must pay all costs to complete the project. Once the project is complete, the applicant must contact the Special Events Office to arrange an onsite inspection to verify that all the trees have been planted in accordance with the approved plans. Once the trees have been planted and they have been verified as being the correct size, species and in the proper location, the applicant should provide all the paperwork or receipts to the Special Events Office. Assuming everything is correct, the applicant will be reimbursed within 14 days.



Tree Bank Application Requirements:

Each applicant must provide **3 copies** of the following information to the Mount Pleasant Special Events Office:

- *A Tree Bank Application Form*

Complete the Town supplied application form making sure to provide all the required information. This form should be hand printed or typed.

- *A Cost Proposal*

Please attach a cost proposal itemizing the total cost of your project and the dollar amount you are requesting from the Tree Bank. Using the example listed above in the project funding category, The East Cooper Garden Club would itemize their proposal to indicate that they are purchasing 10 live oak trees at a cost of \$120 apiece for a grand total of \$1,200. They would then request a Tree Bank grant in the amount of \$600.

- *Description of Public Benefit*

Each applicant will need to provide a written description of how your project will benefit the town of Mount Pleasant and its residents. Items to focus on could be the number of people the project will impact; does the proposal complement existing landscape or proposed landscape plans; will the project enhance blighted areas, and does the project fulfill a need for trees in a given area.

- *A Sketch Plan (drawing) Depicting the Proposal's Location and Layout.*

The applicant will need to draw a simple sketch plan that depicts the proposed tree planting locations and layout. For example, a street tree planting plan would name the subdivision or area of town, identify the street, indicate the distance of the proposed new tree from the edge of the street, and how far the trees are spaced apart. Identifying other prominent existing features in the planting area will be helpful. These include items such as, utility locations, manhole covers, signs, property lines, mailboxes, and right-of-way boundaries.

- *A Plant List*

Identify the type of trees you propose to plant and their size. Be specific about the type or species of tree. Also provide the quantity of trees to be planted. If the tree planting is part of a larger project which includes such things as shrubs, flowers, and ground cover, include them on the list so the CAP Commission has a thorough understanding about your project. As a reminder, the Tree Bank will provide funds for trees only.

- *Maintenance Plan - Responsibility and Maintenance of Trees*

In most cases it will be the responsibility of the applicant to provide required watering and maintenance of all trees planted as part of the grant process. Projects located within South Carolina Department of Transportation rights-of-way may qualify to be watered and maintained by the Town. The applicant is required to provide a maintenance plan and maintenance schedule as part of the Tree Bank application. This will be part of the criteria that the CAP Commission uses to judge a project. Projects that plan to use the Town for maintenance must get written approval from the Public Services Department prior to submitting an application.

- *Photographs*

At least one photograph of the project area will be required with the application. The intent of the photograph is to give the Culture, Arts & Pride Commission a visual reference of the project area and to be used as part of a "before & after" record of each project. No polaroids please.

- *Letter/Statement of Support*

Please provide a signed letter from the Home Owners Association, Church, School, or residents adjacent to the proposed tree planting area indicating their full support for your project.

Tree Planting Requirements:

- *Types of Trees to be Planted*

As mentioned previously, the purpose of the Tree Bank Grant is to plant trees. Because the 'seed' money for the grant comes from tree replacement requirements placed upon developers for removing large trees from commercially zoned property, the grant will primarily provide funds for the planting of trees that grow to be large or what is called a canopy tree. Applicants may desire to plant small to midsize trees, but emphasis will be placed on those projects that plant canopy trees versus smaller trees. A tree list from the Mount Pleasant Zoning Code is provided as a guideline for the types of canopy trees that are recommended for this area. The list also includes a category called understory trees which the Town and CAP Commission would consider small to midsize trees. This is not a comprehensive list of all the tree types, but is provided as a reference to aid in the selection of trees for your project.

When & How Trees Should be Planted

All trees must be planted within 45 days of receiving a recommendation for funding from the CAP Commission. Failure to plant the trees within 45 days will void your application. The minimum size tree that will qualify for the grant is a 2" caliper (diameter) tree that is at least 8' tall. These trees must be planted as shown on the attached tree planting detail. If the trees are not planted as shown or are placed in locations not approved by the CAP Commission then the funds will not be provided. If you encounter a situation that won't allow the trees to be planted as indicated on the plans, such as underground utilities or bad soils, please contact the Special Events Office immediately to help resolve the problem.

The following list of canopy and understory trees is based upon the Town's Code of Ordinances Land Use Chapter: Zoning Code: Bufferyard Requirements Section (156.201). The Tree Bank Grant Program is to be used to purchase trees only. Staff may amend the list and make additional recommendations as needed. Please use these lists as guides when planning your landscape design and applications.

TOWN CANOPY TREE LIST

American Beech	American Elm (Dutch Elm Disease Res.)	American Holly
American Sycamore	Amur Maple	Armstrong Maple
Bald Cypress	Black Gum	Black Walnut
Chinese Elm	Chinese Evergreen Oak	Chinese Flame Tree
Chinese Pistache	Darlington Oak	Dawn Redwood
Deodar Cedar	Eastern Red Cedar	Florida Flame Red Maple
Florida/Southern Sugar Maple	Ginkgo	Golden Raintree
Green Ash	Hackberry	Japanese Evergreen Oak
Japanese Maple	Katsuratree	Laurel Oak
Leyland Cypress	Live Oak	Loblolly Pine
London Plane	Long Leaf Pine	Mockernut Hickory
Myrimar Zelkora	Nuttall Oak	October Glory Red Maple
Overcup Oak	Pecan	Pignut Hickory
Pin Oak	Pond Cypress	Post Oak
Sabal Palm (w/ staff/ DRB approval)		Sawtooth Oak
Scarlet Oak	Shag Bark Hickory	Shumard Oak
Southern Magnolia	Southern Red Oak	Summer Red Maple
Swamp Chestnut Oak	Swamp Tupelo	Swamp White Oak
Sweetgum	Trident Maple	Tulip Poplar
Water Hickory	Water Oak	Water Tupelo
White Ash	White Oak	Willow Oak



TOWN UNDERSTORY TREE LIST

American Hop Hornbeam	American Hornbeam	Autumnalis Cherry
Black Cherry	Blue Beach/Ironwood	Burford Holly
Carolina No. 2 Holly	Carolina Silverbell	Chastetree
Cherry Laurel	Chinese Holly	Chinese Redbud
Crabapple	Crape Myrtle (accent only)	Dahoon Holly
Devilwood	East Palatka Holly	Eastern Redbud
Emily Bruner Holly	Florida Anise	Flowering Dogwood
Foster No. 2 Holly	Franklinia	Fringe Tree
Groundsel Bush	Hollywood Juniper	Hume No. 2 Holly
Japanese Flowering Cherry	Kousa Dogwood	Kwanzan Cherry
Little Gem Magnolia	Loblolly Bay	Loquat
Lusterleaf Holly	Myrtle Oak	Nellie R. Stevens Holly
Okame Cherry	Persimmon	Photinia Frasers
Pindo Palm	Podocarpus	Possumhaw Holly
Purple-leaf Plum	Red Bay	Red Buckeye
Sand Live Oak	Sabal Palm (w/ staff/ DRB Approval)	Sassafras
Saucer Magnolia "Jane"	Savannah Holly	Sourwood
Star Magnolia	Sweetbay Magnolia	Turkey Oak
Wax Myrtle	Weeping Cherry	Weeping Yaupon Holly
Yaupon Holly	Yoshino Cherry	



Town of Mount Pleasant Tree Bank Grant Application

Please review the separate “Tree Bank Requirements & Information” package prior to filling out this application form. All information requested on this application and the “Tree Bank Grant Requirements & Information” package must be submitted by the established deadlines in order for the grant request to be reviewed. Late applications or applications with missing or erroneous information will not be accepted. All information concerning the status of this application will be directed specifically to the Primary Contact Person listed below.

Please print or type all of the following information:

The Town accepts Tree Bank Grant applications twice a year. The deadlines for application submittal are **FEBRUARY 1 & OCTOBER 31**

- Entity/Group/Association/Neighborhood presenting the application: _____

- Primary contact person: _____
- Primary contact person’s address, telephone number & email:

- General location of proposed tree planting:

- Total project cost: \$ _____
- Amount of funds requested from Tree Bank Fund: \$ _____

You must attach **3 copies** of the following information to the application. Descriptions of each category are included on the attached “Tree Bank Grant Requirements & Information” package:

1. A cost proposal
2. Description of public benefit
3. A sketch plan (drawing) depicting the Proposal’s location and layout.
4. The project tree list
5. Maintenance plan – responsibility and maintenance of trees
6. Photographs
7. Letter/statement of support

By signing this application form I verify that I have read and understand the “Tree Bank Grant Requirements & Information” package. I also acknowledge that all the information requested on the “Tree Bank Grant Requirements & Information” package and “Tree Bank Grant Application” has been provided. I understand that if any part of the information requested is not included, the Town of Mount Pleasant shall eliminate the application from consideration by the CAP Commission for receipt of Tree Bank Funds.

Return application to the Town of Mount Pleasant, Special Events Office, 391 Egypt Road, Mount Pleasant, SC 29464. For additional information or assistance with this application, call 843-884-2528.

Signature of Primary Contact Person

Date

Signature of Town of Mount Pleasant employee

Date Application was received

