
April 4, 2022

Congratulations on being awarded grant funds for planting trees!!! Now we want to ensure that the trees grow and thrive.

The members of the planning committee are passionate about planting and more importantly growing trees. Furthermore, we want to ensure that the funds are being used appropriately and following the recommended specifications for planting and maintaining trees.

Informational resources about the benefits, planting and care of trees can be found at www.cuyahogaswcd.org. The attached flier, which detail best practices, is yours to share with staff and the people you will use to plant trees. We strongly encourage you to relay the importance of proper planting and mulching to whomever is planting trees because improperly planted trees will need to be replanted the correct way prior to seeking reimbursement.

This year it is mandatory that the Cuyahoga Soil & Water Conservation District be contacted 72 hours (3 days) in advance of your scheduled tree plantings. At that time, we also require the address/locations and time you will be planting, and the contact information for the person who will be on site supervising the plantings. Please email that information to Jared Bartley at jbartley@cuyahogaswcd.org.

Planting specifications must also be submitted to Cuyahoga SWCD for review and are to be approved prior to the commencement of planting activities.

Please note that the city/organization will not be eligible for reimbursement of costs:

1. If the Cuyahoga SWCD has not been notified in advance.
2. If Cuyahoga SWCD is not on-site to monitor the planting
3. If site inspections reveal that trees are not planted correctly (too deep, too shallow, no removal of the wire cage or burlap, lack of water bag if indicated in the grant proposal, and/or improper mulch).

Replanting is the responsibility, and at cost, to the city/organization and/or contractor. Adhering to the protocols will result in timely reimbursement and contribute to our overall goal of "Growing Trees."

Thank you for your understanding.

Sincerely,



Kristin Hall
Executive Director