

Community Tree Grant Checklist

Congratulations on being selected to receive a Tree Canada Community Tree Grant! This checklist will help guide you through the process of receiving and properly managing the grant. Since Tree Canada reimburses grant expenses only after your planting project is completed and all paperwork has been submitted, **please follow these steps carefully to avoid any delays in your reimbursement.**

Getting Started

- ☐ **Read and sign the Memorandum of Understanding (MOU)**
Review the MOU provided by the Program Manager. Familiarize yourself with the key dates, deadlines, and requirements of the Community Tree Grant.
- ☐ **Review the Eligible Expense Document**
Only expenses listed in the **Eligible Expense Document** are reimbursable, regardless of what was included in your original budget. You can find this document in the [Grant Recipient Portal](#).
- ☐ **Contact your assigned Forestry Specialist**
Reach out to the Forestry Specialist assigned to your project. Discuss your project's goals so they can provide expert advice and guidance to help you achieve your vision.
- ☐ **Confirm a planting date**
Set a planting date and communicate it to both your Forestry Specialist and Program Manager as soon as possible. Timely confirmation is especially important if sponsored volunteers plan to attend the event.

Planning the Planting Event

- ☐ **Order planting stock and required supplies**
Place your order for trees and supplies early to ensure the availability of your preferred species. If you need guidance on selecting the right plants or materials, consult your Forestry Specialist.
- ☐ **Prepare for planting day**
Ensure all planting materials have been ordered and delivery confirmed. Gather necessary tools like shovels and gloves and share the meeting location and time with all participating volunteers.
- ☐ **Plant trees and document the event**
Take clear, high-quality photos of the planting site and the event itself. These will be required when submitting your final project report.

Reporting and Reimbursement

- ☐ **Submit the final report**
The Final Report helps Tree Canada understand your project's impact. Complete and submit this

report within 30 days of your planting date. You can access the form in the [Grant Recipient Portal](#).

- ☐ **Complete and submit the Grant Reimbursement Sheet**
To process your reimbursement, Tree Canada requires a fully completed Grant Reimbursement Sheet along with copies of all supporting receipts and invoices. Submit these documents to your assigned Program Manager via email within 30 days of completing your project. The reimbursement form is available in the [Grant Recipient Portal](#).
- ☐ **Submit project photos**
Send at least five high-quality photos of your planting project to your Program Manager by email. Suggested photos include before-and-after site images, pictures of the tree installation or planting event, and shots of volunteers or attendees.

Monitoring and Maintenance

- ☐ **Create a monitoring and maintenance plan**
Newly planted trees need consistent care, especially during the first three years post-planting. If you have any questions about proper tree care, consult your Forestry Specialist.
- ☐ **Assign maintenance roles**
Ensure that specific individuals are assigned to carry out your maintenance plan and that they fully understand their responsibilities.

Following this checklist will help ensure your project's success and smooth reimbursement. If you have any questions or need support at any stage, please reach out to your Program Manager or Forestry Specialist.