Community Tree Grant Program

1225 Washington Blvd. Suit 3 • Newcastle, WY • (307) 746-3264

Application and Guidelines

Grant Guidelines

1. Tree planting must occur on public property in Weston County with approval from the property owner or manager.
2. Trees must have a minimum 1" trunk – Evergreens must be a minimum of 3' in height.
3. The cost share will be 60/40. Your 40 percent can be in-kind *(donated materials, labor, etc.)*
4. **Completed applications must be received in our office by March 4, 2026, by 4:00 p.m.**
5. Grantees are required to provide the necessary maintenance for tree survival.
6. **A report, including invoices, supporting receipts, and documentation must be submitted prior to reimbursement.** Also include pictures *(digital or hardcopy are acceptable)* taken during and after the tree planting.
7. **Project must be completed by June 1, 2026. Projects submitted late will not be reimbursed.**

Name of Organization Applying for Grant: _____

Contact Person or Project Coordinator: _____

_____

Address City Phone Number

Location of Tree Planting Project: *(street address, park name, school, etc.)* _____

_____

Brief description and/or purpose of tree planting: _____

_____

_____

Planned date of project planting: _____

Names of volunteer groups involved in this project: _____

Number of trees that will be planted: _____

Project Reimbursement Funding:

- Requested amount from Weston County Natural Resource District grant funds: $_____

(Maximum amount of $500- Reimbursable upon completion of project unless other arrangements are made with the Weston County Natural Resource District prior to grant application.)

- Matching Amount: Dollars $_____ In-Kind $_____ Total cost $_____

Signature of Contact Person: _____ Date: _____

Please return application to:

Weston County Natural Resource District, 1225 Washington Boulevard, Suite 3 Newcastle, WY 82701

Community Tree Grant Program

Providing leadership in conserving the natural resources in Weston County by providing information, education, and technical assistance to meet the needs of our users.

To encourage the planting of trees in Weston County communities, the Weston County Natural Resource District is sponsoring a Community Tree Grant. The program is designed to assist local organizations, schools, tree boards or other community entities in tree planting projects taking place in Weston County.

Examples of tree planting projects funded in previous years can be seen at the Weston County Library, the Upton Downtown and Elementary School areas, the 4-way stop on the east side of Newcastle, Newcastle Cemetery, Newcastle Volunteer Fire Department, the Bike Path in Newcastle, and the Senior Housing Authority.
The trees must be planted on public property and proposed projects should have the permission of the entity responsible for the property where the planting will occur.

The grant is a 60-40 cost share. The District will pay 60% of the costs while 40% is provided through a financial match or in-kind donation of materials or labor by the applicants. Seven grants up to $500 will be funded annually. Along with trees, the grant money can also be used to purchase wire cages, mulch chips or other planting aids to assist with survival and growth of the trees. The District strongly suggests that wire cages be placed around individual trees for several years after planting to protect them from deer and other wildlife damage.

Some things to consider when planning your tree planting project:

Purpose

What purpose will the trees serve? *(Beautification, shading, privacy, wind protection, etc.)*
The type and number of trees you select will be dependent upon the purpose they will serve.

Location

What are the limitations of the site where you will be planting?
Proximity to overhead and underground utility lines?
Proximity to structures, trees, or other obstacles?
Proximity to sidewalks, curbs, and driveways?
Will trees disrupt the operation of an existing sprinkler system?
Water availability?
Applicants are expected to provide regular watering and care during the critical first year of growth.
Mulching will help suppress weed growth and reduce water needs.
Make sure to take into consideration the full mature height and circumference of the trees you are planting when evaluating the criteria above and deciding where to place them!

Tree Selection

Is the trunk reasonably straight and tapered nicely?
Is the bark free of cuts, scrapes, frost cracks, sunscald, swollen areas, and evidence of disease or insect injury?
Are pruning wounds healed over?
Are the buds of the trees plump and healthy looking?
Are branches well distributed around the trunk and considerably smaller than the trunk?
Do branches approach the ideal spacing of 8” to 12” apart and form at least a 45-degree angle with the trunk?
Be sure to select trees that are zoned for our area: Zone 3 or 4.
Transport purchased trees in an enclosed vehicle or trailer when traveling to prevent damage to the branches, buds, and leaves.

If you have any questions about appropriate tree selection, planting location, etc. please contact:
Caleb Carter, District Manager, at (307) 746-3264 ext. 111

Budget Sheet

Please provide a detailed cost breakdown

Materials currently on-hand can also be listed below at average current market value

The national value for volunteer hours is $33.49/hr as of April 2024

DESCRIPTION *(materials, services, equipment, labor, etc.)*	**ESTIMATED COST/VALUE**	**IN-KIND LABOR**		
		Rate	**# HRS**	**Total**
Total	**$**	**Total In-Kind**		**$**

Estimated Project Total Cost (above total + total in-kind) $ _____