



Planning Your Project Outline for Grow Boston Greener

Example Project Guide:

- Decide on location for project, such as a park.
- Get signed consent from the property owner to plant your trees.
- Determine how much space you have for mature trees, both above and below ground. Check overhead for conflicts with utility lines, lamp posts or other infrastructure. Determine how far apart to plant your trees based on their size at maturity. Mark tree locations and call Dig Safe to determine if there are any conflicts with utilities below ground.
- Once you have determined the area is appropriate for a tree planting, select species suitable for the location.
- Determine the location of your water source for the trees. Make sure you will have access to the water when needed. Complete a maintenance plan for the trees and determine who will be responsible for the watering.
- Send in your application to GBG for inspection and approval. If you are selected, sign and return your award letter.
- Arrange for the person in charge of the planting efforts to attend the GBG tree planting demonstration class.
- Begin to recruit volunteers for your tree planting. Use members of your organization along with family and friends, and do outreach into your community to find other people that are interested in a volunteer service project.
- Make sure your project has sign-in sheets and waivers to keep track of the volunteers, and accommodations such as restrooms have been located at the planting site. If taking photos, get signed release forms before the project begins.
- Order your trees and arrange for delivery to the planting site. Arrange for your tree planters to dig the holes and plant the trees. Make sure trees are planted correctly and follow your approved maintenance plan and watering schedule.
- Upon completion of the project, mail copies of all receipts to BNAN, if the project costs less than the grant amount, you must provide BNAN with a rebate check
- GBG representatives will complete a follow up inspection to ensure satisfactory completion of the project, after which, final grant funding will be released