



**Roots for Rivers Reforestation Grants  
Funded by The Nature Conservancy**

**Grant Reporting, Accounting and  
Communications Requirements**

***In partnership  
with:***



Projects are to be completed by **November 6, 2020** and this report is due **within a month of project completion**. Include **all** items outlined below for the Final Narrative and Financial Report. Please submit your report as a single PDF file (see instructions at the end of the document) via email to [poliveira@thewatershed.org](mailto:poliveira@thewatershed.org).

**I. Project Requirements**

1. Grant funds must be used in accordance with the budget outlined in your project proposal, and only within your proposed project location. Grant modifications covering the project scope or budget must receive advance approval by the Watershed Institute grants manager and Michelle DiBlasio of The Nature Conservancy. Requests should be submitted to [poliveira@thewatershed.org](mailto:poliveira@thewatershed.org).
2. Selecting and purchasing all plant and protection materials are the responsibility of the grant recipient. Plantings should be completed by **November 6, 2020**, as allowed by the COVID-19 project extension and in order to ensure maximum survival. This includes protecting the plantings with tree tubes and stakes. **All plants must be protected.**
3. Cutting down, removing, mowing or otherwise disturbing healthy **native** vegetation including, but not limited to, trees and shrubs planted or naturally growing on the project site is **prohibited**. Invasive plants are to be removed when deemed necessary. **Grant funds cannot be used to remove invasive plants.**
4. A grant will be considered closed out when the project is complete, **ALL** grant funds have been expended, and a final report that meets the requirements outlined below has been submitted and approved by The Watershed Institute.

**II. Reporting Requirements**

- Grantees will be required to submit a written final report. Reminders to complete the report will be sent to the grant's primary and fiscal contacts at least 30 days prior to the reporting due date. The final report is due **within a month of project completion or by July 31st if you do not utilize the extension.**

**Final Report Checklist**

- Narrative Report
- Samples of Outreach Materials
- At least two photographs of the site after completion of the project
- Financial report and supporting documentation

## Narrative Report

1. Contact Information
  - a. Organization, contact person and title, address, phone, and email.
2. Overview:
  - a. A brief description (2-5 sentences) of the completed floodplain initiative that highlights the project outcomes and impact.
  - b. A summary of any modifications to the proposed project outlined in the original application (i.e., changes in sizes, quantities or costs of tree species or tree tubes). **Indicate what has changed and why.**
  - c. Summarize any lessons learned in completing the project, including challenges faced and advice that would be given to others undertaking a similar project.
  - d. Provide a **renewed commitment of stewardship** of the project site. Indicate who (municipal/school department, partner organization, volunteer group, green team, etc.) will be in charge of continued stewardship of the project site. **Please review the Stewardship Expectations included in this document.**

## Required Attachments

- a. **At least TWO photographs** depicting the grant project and/or related activities are required. Whenever possible the photographs should include community members. The Watershed Institute reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.
  - i. **At least one photo must show what the site looks like after the project has been completed.** This should be taken in the same location that the “before” photos that were included in the application were taken.
- b. **Samples of communications** such as press releases, news articles, and program information distributed to the community related to the initiative that also highlight TNC and The Watershed Institute as project funders. **Sponsor logos are provided and a TNC communications line will be provided.**

## Financial Report

- a. Please use the provided Financial Reporting Template to provide a summary of expenses charged to the grant, along with supporting documentation (e.g., invoices, financial ledger).
- b. A summary of expenses charged to the grant. The summary should include direct project expenditures. **Only plantings, tree protection materials (tubes and stakes), and up to 2 delivery fees are eligible grant expenses.**

### III. Stewardship Expectations

In order to maintain the integrity of your project sites, routine stewardship will be needed **at least once annually** to inspect all planted materials for survivability and to identify which tubes and/or support stakes require maintenance because they have been compromised from wind damage, flooding and/or wildlife. Trees and shrubs will outgrow their protective tubes and will no longer need support stakes **within 4 to 5 years** after initial planting. Tubes and support stakes must be removed once the diameter of the tree is big enough to break open the tube.

#### Annual stewardship activities include:

- Visual inspection of plant and protection materials (tree tubes and stakes) for damage or mortality
- Securing tree tubes properly around the tree/shrub
- Straightening support stakes
- Removing vines or debris away from the tree tube

These activities can be performed by employees, volunteer groups or students, or local non-profits and are critical to the long-term success of the plantings. To learn more about the importance of good site stewardship, read the article available [here](#).

#### Recycling Protection Materials

It is important that the tree tubes and stakes be properly disposed of, as we aspire to a 'leave no trace' motto at all project sites. Tree tubes and fiberglass stakes purchased from Plantra can be recycled at select waste management facilities. Alternative materials for protection may not be accepted as recycled materials. We strongly encourage applicants to use recommended protection materials to ensure materials are properly disposed of. TNC is currently investigating potential partnerships with companies that will repurpose and/or recycle large quantities of protection materials as well as ways to help facilitate clean-up/easy removal of these materials.

#### Project Site Monitoring

The Nature Conservancy reserves the right to monitor project sites and request photo documentation annually, years 2-4, to track progress of stewardship activities and gather lessons learned from funded projects. Recipients will be asked to renew stewardship commitment in the final report. It is imperative that site location information is accurate in the project tracking table to ensure TNC and respective funders can safely access project sites to assess long term survival or species and overall project success.

### IV. How to Order Plants and Tree Protection Materials

Any modifications a recipient wishes to make to the budget must use the budget form found in **Appendix A** and be submitted via email at [poliveira@thewatershed.org](mailto:poliveira@thewatershed.org). All budget modifications must be preapproved before a recipient moves forward and must be consistent with the requirements for project materials:

- Plant orders for native trees and shrubs can **only** include bare root stock, tublings, 1-gallon and/or 2-gallon containers
- All plants purchased with grant funds for the project must be protected with the recommended tree protection materials to ensure maximum survival, thus resulting in the **same number of plants being listed in the budget as there are tree tubes and stakes**.

- An average cost per tree, tube, and support stake of **\$12 or less must be maintained in the budget** (securing a mix of varying species will be necessary to maintain this average)

### **Plants**

The Nature Conservancy has partnered with Pinelands Nursery to reserve eligible tree and shrub species that will be available to program participants. For recipients that chose to purchase plants through Pinelands Nursery, a list of the grant recipients will be provided to Pinelands Nursery so that providing the name of your municipality and the EIN number will be all that is needed to purchase plants off the reserve list.

[Pinelands Nursery](mailto:sales@pinelandsnursery.com) can be reached at [sales@pinelandsnursery.com](mailto:sales@pinelandsnursery.com) and 609-291-9486

### **Tree Protection Materials**

Plantra has agreed to extend a discounted rate of approximately **\$5.50 per tree tube and stake combination**. Grant recipients will need to **call** to place their orders with **Plantra**, as you cannot access the special pricing online. Plantra has been provided a list of the grant recipients, so providing the name of your municipality and the EIN number to Plantra is all that is needed to receive the discounted price/quotes for your orders.

[Plantra](tel:651-686-6688) can be reached at 651-686-6688

Instructions on how to install tree tubes and PVC stakes are available in **Appendix C**.

## **V. Grant Award Distribution**

A check representing the initial payment of the grant award will be sent to the attention of the recipient's fiscal contact. The grant awards will be disbursed using the following method:

- The grant awards for **less than \$2,000** are paid out in full
- The grant awards that are **more than \$2,000 but less than \$4,000** will be distributed the following way:
  - Initial Payment = \$2,000
  - Final Payment\*\* = Award Amount - \$2,000
- The grant awards that are **more than \$4,000** will be distributed the following way:
  - Initial Payment = Half of Award Amount
  - Final Payment\*\* = Remaining Half

**\*\*The remaining funds will be paid upon satisfactory completion of the project and approval of the final fiscal and project report**

Project-Related Questions  
Michelle DiBlasio  
*Freshwater Conservation Coordinator,  
The Nature Conservancy*  
908-955-0342  
[michelle.diblasio@tnc.org](mailto:michelle.diblasio@tnc.org)

Report-Related Questions  
Priscilla Oliveira  
*Outreach Specialist  
The Watershed Institute*  
609-737-3735 ext. 27  
[poliveira@thewatershed.org](mailto:poliveira@thewatershed.org)

### ***How to Merge Files into a Single PDF***

Please submit your report as a single PDF file. To create a single PDF from multiple documents, hold the Ctrl key to select all documents (narrative report, photos, financial report, and supporting documentation). Right-click and select "Combine supported files in Acrobat." You may rearrange the order in which you want the documents to appear in the final PDF before you click "Combine files"



## INSTALLATION INSTRUCTIONS:

# SunFlex™ Greenhouse Grow Tube System for Trees

### STEP 1 Plant seedling

### STEP 2 Prepare the seedling for “tubing”

If your seedlings have side (lateral) branches please remove them carefully using sharp pruning shears before installing the grow tube (see figure 1).

**NOTE:** Do NOT bend side branches to squeeze or otherwise force them into the grow tube. Doing so will encourage weak branching and other problems as the tree matures.

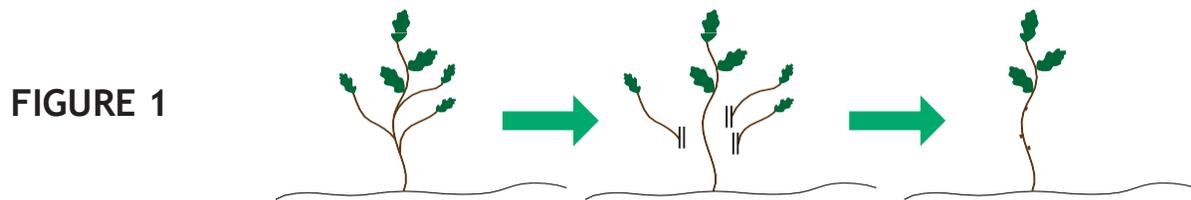


FIGURE 1

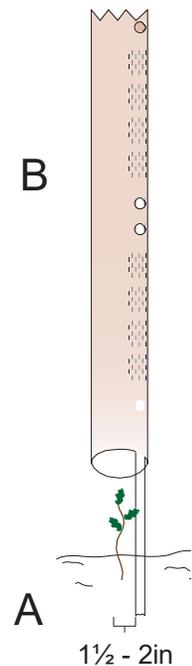
### STEP 3 Install SunFlex™ Grow Tube & Trunk Builder Stake

(Stake Entirely Inside Grow Tube) (see figure 2)

- A. Position stake 1.5 – 2 inches from the seedling with ground-line marker towards the ground. Use Plantra Stake Driver (**do not use a hammer or mallet**) and drive stake until ground-line marker reaches the the soil surface.
- B. Pop grow tube open by flattening tube its entire length in opposite direction as packed. Next, slide the grow tube over the top of the stake and down to the ground while carefully guiding both the seedling and the stake entirely inside the grow tube.

**NOTE:** *This method of installing support stake inside the grow tube is recommended for Trunk-BUILDER stakes only.* The Trunk-BUILDER Stake has a rounded top to avoid stem abrasion and a small diameter to avoid crowding the seedling inside the grow tube. Other stake materials should never be installed inside grow tubes as their sharp edges could damage stems that come in contact with the stake top and have large diameters which will occupy important growing volume inside the tube the tree should have.

FIGURE 2



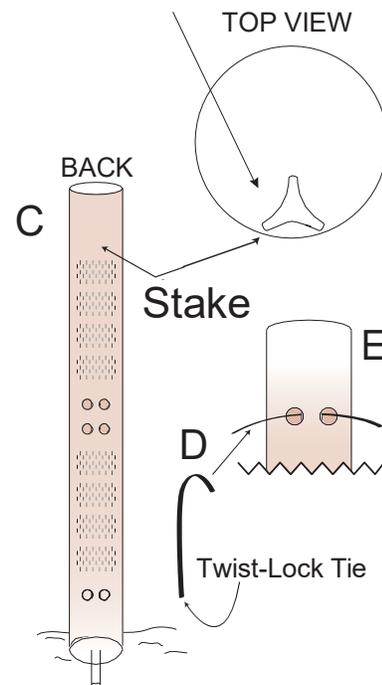
### STEP 3 Continued... (see figure 3)

- C. Position the grow tube so a flat side of the stake is snug against the side of the tube and in-line between the paired tie-holes.
- D. Firmly tap the top of the tube to seat the tube base into the soil. Mound additional soil around tube base as needed to reduce entry by rodents. When completed, the tip of the Trunk-Builder stake should be at least 1-2 inches above the top tie hole and below the top of the grow tube.
- E. Attach the grow tube to the stake with three Twist-Lock™ Double Wire Twist Ties. Begin by inserting the first twist-tie through the top tie hole, guiding it around the stake and back out the paired tie hole. Twist the ends firmly so that the tube and stake are tight together to prevent the grow tube from sliding up from contact by animals. Repeat steps for one set of middle tie holes and for the bottom set of tie holes.

**TIP:** Bend the Twist-Lock tie about 2 inches from one end to make a “curl.” Use this end to thread the tie into one tie hole, around the stake and out the other tie hole.

**FIGURE 3**

Stake Completely Inside Tube With Flat Side Of Stake Snug Against Tube



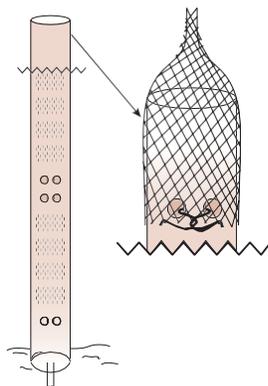
### STEP 4 Install bird exclusion mesh top (see figure 4)

Simply stretch the netting over the tube top like pulling on a sock. Pull the netting down to the top tie and gently insert one or both ends of the twist ties through the mesh to keep it from blowing off in the wind.

When installed, approximately 1 inch of mesh cap should remain closed at the top as shown in Figure 4A and 4B. For 47-in and 58-in grow tube heights the mesh tops should be pulled down to height of tie holes. For 71-in SunFlex Grow Tube installation the mesh cap will only extend about half-way down between the top of the tube the tie holes. In this instance the tie ends will need to reach up to hook the netting in place to allow enough netting above tube top to remain closed.

**FIGURE 4A**

47-in & 58-in Grow Tube Heights



**FIGURE 4B**

71-in Grow Tube Heights

