

Albany NeighborWoods Application

Date	Activity Timeline
August 31	Application Deadline Due Back to City of Albany by 5 p.m.
September 30	Applicants are Notified of Awards
TBA- Winter 2016	Tree Planting Day

Please read through the entire application. Applicants must complete and return the following:

- Part 1: Applicant Information
- Part 2: Project Justification
- Part 3: Neighborhood interest forms

Part 1: Applicant Information

Name of Neighborhood or Project Area: _____

Application submitted by: _____ Telephone: _____

Project Volunteer Information (if different from above):

(This person is responsible for managing the proposed activities and must be able to communicate regularly with the City of Albany staff.)

Name: _____

Address: _____ Zip: _____

Home Phone Number: _____ Daytime Phone Number: _____

Email Address: _____

Neighborhood Team *(This is a group of reliable volunteers that can help distribute flyers, contact homeowners, etc.)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Part 2: Project Justification

Please answer the following five questions and attach with completed packet (Attach additional sheets if necessary).

1. Would this group be willing to contribute to funding the project? If not, please explain.
We ask this question because if the neighborhood shares in the cost, more trees can be planted in the neighborhood.
2. Where will the trees be planted (addresses or park name):
3. Number of trees requested (maximum 150 trees):
4. If trees are going to be planted in front of homes or businesses, a representative from each address should help on the planting day. How will you accomplish this?
5. Do you anticipate needing extra volunteers other than homeowners in the neighborhood? If so, explain why.

Part 3: NeighborWoods Interest Form/Informational Flyer

FOR STREET TREE PLANTING ONLY: One important component of the NeighborWoods program is support and interest from the neighborhood residents. To confirm neighborhood interest we require the attached interest forms to be signed by neighborhood residents. We recommend the following steps. (*Copy additional forms as necessary*).

1. Distribute the informational flyer to all residents. The informational flyer will help explain the program and also explain why trees are important to our community.
2. A few weeks later, distribute the Interest forms to homeowners. Forms can be mailed, hand delivered or distributed at a neighborhood meeting. Be sure to include the date the forms need to be returned and where they can be returned. The most effective method to get responses from homeowners is to go door to door.

FOR PARK TREE PLANTING ONLY:

1. Distribute the informational flyer to all residents. The informational flyer will help explain the program and also explain why trees are important to our community.