Application Checklist

**Before You Apply**

*Have your responses ready* for when you apply online so you can submit your application in one session. You can’t save it or return to it later.

*Read* all the 2018 program documents, found [here](http://www.plantnebraska.org/community-landscapes).

- Greener Towns Rules
- Program Agreement
- Budget Table
- What’s Reimbursable
- What Counts as Match
- Plants for Nebraska

**Documents to Upload**

You’ll need to have these completed, scanned and ready to upload when you apply.

- **Budget Table**
- **3-6 Photos** (of project site and special conditions)
- **Preliminary Design** (graphic sketch that includes project dimensions and location on your property)
- **Program Agreement** (signed by Green Team)
- **Optional Supporting Documents** (up to five pages, including letters of support, planning documents, evidence of community need, etc.)

**As a Green Team**

You will be asked these questions in the application, so spend time answering them together before you apply.

1. **GREEN TEAM DYNAMICS**
   - What is each member’s contact information?
   - How will you meet, and when?
   - What does each member bring to your Green Team?
   - How will you divvy up work?
   - What deadlines will your Green Team create to ensure progress is being made?
   - Are there more resources or information you need to inform your decisions? How will you do this research? How will you share it with each other?

2. **PROJECT IMPACTS**
   - Where is your project located?
   - Who will be responsible for maintaining it?
   - How would you concisely describe your project?
   - What specific community need will your project address? How do you know this need exists?
   - What are your goals for this project? How does your design address these goals?
   - How do you plan to engage your community? What will you do for your required outreach effort?

**Thank you for applying!**

Your application is due online September 30.

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Questions can be directed to Rachel Anderson at randerson28@unl.edu. More resources can be found at [www.plantnebraska.org](http://www.plantnebraska.org).
How We Score Applications

GREENER TOWNS

We select Greener Towns projects competitively—applications are reviewed using this rubric. Bonus points are weighted, so consider claiming them in your application to boost your score.

Program Compliance - required to be considered

- (✓) Received by deadline
- (✓) Application complete
- (✓) Green Team 2-8 members
- (✓) Professional design partner (requests over $5,000)
- (✓) Budget comprises qualifying expenses
- (✓) Local match at least equal to funding request
- (✓) Paid match at least equal to 50% of funding request
- (✓) At least 50 plants per $1,000 of funding request
- (✓) At least 1 outreach event or publicity effort

A. Green Team

- (1) Project Green Team members represent groups impacted by the project.
- (1) Green Team is in consensus and has prioritized thoughtful project goals.
- (1) Green Team demonstrates an understanding of environmental sustainability and stewardship.
- (1) Each Green Team member is explicitly responsible for an aspect of the project.
  Subtotal A - Up to 4 points

- (1) optional BONUS: Green Team member(s) have completed a past project with long-term success.

B. Environmental Impact

- (2) Project emphasizes native and adapted plants such as those included on this Plants for Nebraska list.
- (2) Project embodies environmental stewardship by building soil, saving energy and protecting water.
- (2) Project minimizes inputs like mowing, irrigating and applying chemicals.
- (2) Project provides wildlife habitat and strives to increase biodiversity.
  Subtotal B - Up to 8 points

- (1) optional BONUS: Project utilizes local suppliers and recycled, repurposed or locally sourced materials.

C. Longevity

- (4) Project has a thoughtful long-term plan for maintenance and plant replacements.
- (4) Project has a clear funding source for maintenance and a clear responsible party.
  Subtotal D - Up to 8 points

- (1) optional BONUS: Timeline and budget have a replanting built-in to replace any lost from the original planting.
- (1) optional BONUS: Maintenance utilizes paid staff trained in landscape care or contracted professionals.

D. Community Impact

- (2) Project involves multiple partners, volunteers or other ways of community engagement.
- (2) Project includes a thoughtful community outreach and education effort.
- (2) Project considers how it fits into surrounding lands and addresses a proven community need.
- (2) Project demonstrates clear benefit to the public.
  Subtotal C - Up to 8 points

- (1) optional BONUS: Project takes place on a Nebraska Statewide Arboretum affiliate site.
- (1) optional BONUS: Project takes place in District 6 of NET’s distribution map.

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