

# Application Checklist

*Use this checklist to ensure that your application is submitted correctly and meets requirements.*

## As a Green Team

**Read** all the 2019 program documents, found [here](http://www.plantnebraska.org/community-landscapes) at [www.plantnebraska.org/community-landscapes](http://www.plantnebraska.org/community-landscapes).

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

You will be asked the following questions in the application, so spend time answering them together before you apply. Not sure how to start a landscape project? Look [here](#) for a brief guide.

### 1. GREEN TEAM DYNAMICS

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- ☐ 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

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- ☐ 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?

## 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.

We recommend using the [Application Worksheet](#) to preview application questions, record your answers and then cut-and-paste them into the online application.

## Documents to Upload

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

- ☐ **Budget Table**
- ☐ **3-6 Photos** (of project site and special conditions)
- ☐ **Preliminary Plan** (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.)

## Thank you for applying!

Your application is due online August 31. Upon submittal, you will receive a confirmation email. The Application Review Committee will review project applications and score them using a rubric. Project selections will be made in September, at which time applicants will be notified of their program status.

# How We Score Applications

## GREENER TOWNS

2019

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 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 ecotype](#) plants or recycled, repurposed or locally made 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 C - 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 D - 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](#).