

MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION

'Continuum of Tree Care' Small Grants Application

Application Deadline: May 31, 2025

Submission Instructions: Submit completed applications via email to mucfa.web@gmail.com with the subject line: "CTC Small Grant Application – [Community Name]"

Response Guidelines: Please provide clear and concise responses to the following open-ended questions. Each response should be between 1-3 paragraphs in length.

1. Applicant Information

Community/Organization Name: City of Shelby

Primary Contact Person: Raquel Salois

Title: City Clerk/Grant Administrator

Mailing Address: 112 1st St. S.

Phone Number: 406.434.5222

Email Address: raquel@shelbymt.com

Tax ID or EIN (if applicable): 81-6001308

Secondary Contact Person: Jade Goroski

Title: Chief Finance Officer

Phone Number: 406.434.5222

Email Address: jade@shelbymt.com

2. What activities will you undertake with this grant? (Select all that apply)

- ☐ Tree Board revival or establishment
- ☐ Ordinance development or updating
- ☐ Conducting a Tree Inventory or updating an existing inventory (must provide personnel to help do inventory and update it)
- ☐ Keeping inventory up to date
- ☐ Use inventory data to develop a Tree Care & Maintenance Plan
- ☐ Help implement the plan
- ☒ Large tree pruning
- ☒ Hazard tree removal and replacement

3. Describe your project and how it will address urban forestry needs in your community.

The City of Shelby is working to complete tree maintenance, one park at a time, hiring professional tree care specialists to complete structural pruning. In reviewing our parks and public spaces, city officials felt that our efforts should focus on maintenance of the current tree population before additional trees are planted. The City of Shelby recently conducted an updated tree inventory which has provided us with pivotal information as to the current state of our trees and how we can improve our tree population.

Our parks department accomplished a substantial amount of maintenance over last summer with 151 trees pruned, 4 removed and 4 planted. With this number being miniscule in the number of city trees in need of pruning, the city is in dire need of hiring experienced arborists to complete this large task before our tree population suffers greatly. The first step will be to structurally prune the trees by removing broken, injured, diseased or dying branches; remove any diseased and dead trees; and open the canopy to allow more light and improve the stability of trees within our parks and public spaces. The city successfully completed City Park, Splash Park and part of Andy Anderson Park in 2023, with hopes to complete Johnson Park, Williamson Park, Lincoln Park and the remainder of Andy Anderson Park as funding allows.

Along with working our way through each park we are working to implement a better yearly maintenance schedule to keep our tree population healthy moving forward. With our current tree inventory being done in June of 2024, we have a very clear, very recent grasp on where our tree population currently sits, and it is not good. For instance, in just one of our parks, Johnson Park, which consists of sixty-nine trees, our tree inventory reflects forty-eight trees in need of maintenance (70% of the park population), eight of which are in critical need due to public safety concerns. Our tree inventory has aided us in identifying those areas most desperately in need to allow us to create a prioritized approach. However, with the number of trees in critical need of care, without receiving grant funding to assist us, it will take us years to get the tree care back under control. Receiving funding would allow us to get our trees in better and more healthy shape faster at which point we can adjust to better regular maintenance routines moving forward.

4. How will you sustain this work beyond the grant period?

Beyond the grant period the city plans to implement better and regular tree care to keep our tree population healthy and thriving for many years to come. Currently the amount of work needed is overwhelming for our small city crew so by having a professional arborist come and get things cleaned up and in proper shape our city will be able to better manage things moving forward to maintain the work that we are hoping to have done this summer.

5. Describe any partners that will be involved in the project and how they will play a role in the project.

This project would involve the City of Shelby and the arborist company that is awarded the bid.

6. Provide a project timeline. Outline key activities for your project between June 2025 and June 2026.

Following the grant award, the project timeline would be dependent on arborist availability. The city would hope to have work completed in 2025.

7. Provide a budget overview:

MUCFA's funds must be used for operational expenses and contracted professional services. Personnel costs may be provided as an in-kind match.

Use the tables below to outline your project budget. Describe how funds will be allocated and any matching contributions your community or organization will provide.

MUCFA-Funded Expenses (Operations & Contracted Professional Services)

Expense Category	Description	Amount Requested
Operational Costs	(e.g., man-lift, bucket truck, or rental equipment for tree pruning, pruning tools, tablet for conducting tree inventory, tree purchases for replacement)	\$0
		\$
		\$
		\$
Contracted Professional Services	(e.g., Tree Board and Ordinance writing contractor, tree inventory and management plan consultant, arborist and their equipment, hazard tree removal services, stump grinding contractor, etc.)	\$
	Tree pruning and removal service	\$10,000.00
		\$
		\$
Total		\$10,000.00

Matching Funds (Personnel, Operations, Contractual, Volunteer Time)

Expense Category	Description	Matching Amount
Personnel (In-Kind)	<i>(e.g., municipal employees)</i>	\$0
Operational Costs	<i>(e.g., use of city equipment, tree planting materials donated by the community)</i>	\$0
Contractual Services	<i>(e.g., contribution towards consultant costs)</i>	\$6,000.00
Volunteer Labor	<i>(e.g., estimated hours at volunteer rate)</i>	\$0
Total		6,000.00

- If you are unable to provide matching funds, please explain your financial constraints or barriers.

N/A

- If applicable, please list any local contractors you recommend for hire?

The city of Shelby has previously used Tree Amigos for the first few parks.

8. If your community lacks capacity, how can MUCFA assist. (check all that apply)

- ☐ Help establishing a Tree Board
- ☐ Revising or developing an ordinance
- ☐ Completing a new inventory
- ☐ Maintaining and updating existing tree inventory
- ☒ Developing a Tree Care & Maintenance Plan
- ☐ Help preparing a draft tree care budget from plan for submittal to city council
- ☐ Engaging volunteers
- ☐ Trainings on small tree pruning
- ☐ Trainings on medium to large tree pruning
- ☐ Training on tree planting
- ☐ Other needs? Please explain

9. Attachments (optional)

- ☐ Maps or photos of project area
- ☐ Other supporting documents

Certification & Signature

By signing below, I certify that the information provided in this application is accurate and that our organization/community is committed to implementing this project if awarded funding.

X 

Thank you for applying to the MUCFA Small Grants Program!

MUCFA will review applications and notify awardees by June 15, 2025.

For questions, please contact Kelly Franklin at mucfa.info@gmail.com







Shelby Public School District #14

1010 Oilfield Ave ~ Shelby, MT 59474
www.ShelbyPublicSchools.org
Phone: (406) 424-8910 ~ Fax: (406) 434-2959



November 11, 2024


Montana Department of Natural Resources & Conservation
1539 Eleventh Ave.
Helena, MT 59601

To Whom It May Concern,

Shelby Public School District supports park maintenance and care within the Shelby community. Our students use city parks for events, recreation, and coursework. In 2024 our students have accessed different parks in town for our Environment Science class. We strongly encourage the continued maintenance and care of our parks so that they can continue to be utilized by our students.

Thank you for your consideration of this important project. If you have any questions please contact me at the number listed above.

Expect the Best!



Elliott Crump, Superintendent
Shelby Public School District #14

Elliott Crump
Superintendent

Melitt Flynn
District Clerk

Angela Lamb
Chairman of the Board



Montana Department of Natural Resource Conservation
1539 Eleventh Ave.
Helena, MT 59601

December 31, 2024

To Whom It May Concern,

**Toole County
Extension Office**

I am writing this letter in support of the City of Shelby's application for a grant through the Department of Natural Resource Conservation for funds to maintain and prune trees in the Shelby City Parks. The parks are such an asset to the community, and they will continue to thrive in the community with some maintenance and beautification.

MSU Toole County utilizes the Shelby City Park for the annual Farmers Market. We are in the park for the Farmers Market for about ten weeks in the summer depending on the weather. We utilize the park for the market because of the shade that the park offers with its historical trees, and it is a great central location in the City of Shelby.

It would be a great opportunity to maintain the trees in the parks in Shelby. I fully support the endeavors of the City of Shelby to maintain the park's trees with the grant. I would gladly offer any help with future tree workshops about pruning and tree maintenance. Please consider awarding the City of Shelby the funds from the DNRC Grant to help the Shelby parks and the community of Shelby.

If you have any further questions, do not hesitate to email me or call my office.
Thank you for your consideration.

Kimberly Woodring

Kim Woodring,
Toole County Extension Agent.

*Montana State University,
U.S. Department of
Agriculture and Montana
Counties Cooperating.
MSU Extension is an
equal opportunity/
affirmative action provider
of educational outreach.*

226 First Street South
Shelby, MT 59474-1920
www.msueextension.org

Tel (406) 424-8350
Fax (406) 424-8301
Email toole@montana.edu

Mountains & Minds