



City of Pensacola

Environmental Advisory Board

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

May 7, 2026, 2:00 PM

Hagler-Mason, 2nd Floor

One or more members of City Council may be in attendance.

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

ROLL CALL

1. 26-546 OATH OF OFFICE

Recommendation: That the City Clerk's Office administer the Oath of Office to new and reappointed members.

Sponsors: Neil Richards - Vice Chair

Attachments: None

APPROVAL OF MINUTES

2. 26-543 APPROVAL OF MINUTES: REGULAR MEETING DATED JANUARY 8, 2026.

Recommendation: That the Environmental Advisory Board (EAB) approve the Regular Meeting Minutes dated January 8, 2026.

Sponsors: Neil Richards - Vice Chair

Attachments: Environmental Advisory Board Minutes.01.08.2026

PRESENTATIONS

STAFF COMMUNICATIONS

ACTION ITEMS

3. 26-544 CANOPY RESTORATION PROJECT -- TREE PLANTING TRUST FUND GRANT REQUEST

Recommendation: That the EAB approve the grant request from Canopy Restoration Inc., in

the amount of \$5,400, for the Canopy Restoration Project Tree Planting 2026. Further, that the EAB make a recommendation to City Council regarding the funding.

Sponsors: Neil Richards - Vice Chair

Attachments: *Fall 2026 Grant*
city waitlist 2026

DISCUSSION ITEMS

BOARD MEMBER COMMENTS

PUBLIC COMMENT

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1606 (or TDD 850-435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 26-546

Environmental Advisory Board

5/7/2026

ACTION ITEM

SPONSOR: Neil Richards - Vice Chair

SUBJECT:

Oath of Office

RECOMMENDATION:

That the City Clerk's Office administer the Oath of Office to new and reappointed members.

HEARING REQUIRED: No Hearing Required

SUMMARY:

New and reappointed members must be sworn in via the Oath of Office administered by the City Clerk's Office.

PRIOR ACTION:

None

FUNDING:

N/A

FINANCIAL IMPACT:

N/A

REVIEWED AS TO FORM BY CITY ATTORNEY'S OFFICE: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Alexander, Environmental Coordinator
Ericka Burnett, City Clerk

ATTACHMENTS:

None

PRESENTATION: No



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 26-543

Environmental Advisory Board

5/7/2026

LEGISLATIVE ACTION ITEM

SPONSOR: Neil Richards - Vice Chair

SUBJECT:

APPROVAL OF MINUTES: REGULAR MEETING DATED JANUARY 8, 2026.

RECOMMENDATION:

That the Environmental Advisory Board (EAB) approve the Regular Meeting Minutes dated January 8, 2026.

HEARING REQUIRED: No Hearing Required

SUMMARY:

On January 8, 2026, the EAB conducted a Regular Meeting. This item seeks the approval of the minutes from that meeting.

PRIOR ACTION:

January 8, 2026 -- EAB Regular Meeting

FUNDING:

N/A

FINANCIAL IMPACT:

None

REVIEWED AS TO FORM BY CITY ATTORNEY'S OFFICE: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Alexander, Environmental Coordinator

ATTACHMENTS:

1. Environmental Advisory Board Minutes.01.08.2026

PRESENTATION: No



City of Pensacola

ENVIRONMENTAL ADVISORY BOARD

MINUTES

City of Pensacola
222 W. Main Street
Pensacola, FL
32502

January 8, 2026

2:00 PM

Hagler-Mason, 2nd Floor

CALL TO ORDER

The meeting was called to order by Vice Chair Richards. A quorum was established.

ROLL CALL

Members Present: Neil Richards, Vice Chair, Jay Massey, Blase Butts, Jordan Poole, Rachel Mahone

Kelly Hagen arrived after vote on the minutes.

Members Absent: Katie Dineen, Katie Fox

Also Present: Don Kraher, Council Executive, Sonja Gaines, Council Assistant, Wendy Gavin, Street and Traffic Operations Division Manager, Christian Wagley

APPROVAL OF MINUTES

1. 26-87 APPROVAL OF MINUTES: REGULAR MEETINGS DATED SEPTEMBER 4, 2025 AND NOVEMBER 6, 2025

Recommendation: That the Environmental Advisory Board (EAB) approve the meeting minutes from September 4, 2025 and November 6, 2025.

Motion made by Member Massey, seconded by Member Poole to approve the minutes of the September 4, 2025 and November 6, 2025 meetings of the Environmental Advisory Board. The motion carried 5 - 0, with three members absent for the vote and one position vacant.

PRESENTATIONS

There were no presentations.

STAFF COMMUNICATIONS

Council Executive indicated that there is a potential Canopy Restoration Project application pending for grant funding. However, it has not been completed nor gone through the internal review process, so the Board cannot vote on it yet. If the application and the review process are completed, the application could possibly be brought for Board discussion at a workshop in February. (Member Hagen

arrived.)

Council Executive also reported that **Board Member Katie Fox resigned her position from the Board today.**

Street and Traffic Operations Division Manager advised that they are in the middle of interviews for an arborist to replace Chase Crawford. The 68 trees from the Tree Planting Trust Fund Grant will be planted later this month. Approximately \$81,000 was used, and they will be looking at planting more trees later in the fall with the remaining funds. Sara Miller, the Arborist Intern is assisting with taking calls and forwarding them to the appropriate staff person. There is an arborist within the CRA group that is also assisting with looking at trees for any permitting needed for removal or trimming.

ACTION ITEMS

There were no action items.

DISCUSSION ITEMS

2. 26-88 DISCUSSION: CANOPY RESTORATION PROJECT

Recommendation: This is a discussion item regarding a potential and pending Canopy Restoration Project; and the request for grant funding for said project.

Member Hagen indicated that they would go ahead and complete the old grant application for the Tree Canopy Restoration Project and get it ready for submittal.

She also provided an update on the recent, previously approved tree planting project. They planted 80 trees from the \$5500 grant they received. They are doing a county project as well. Over 300 trees have been planted since December 2023, with a survival rate of over 90%. They already have a waiting list for 2026, and they are hoping to do two plantings.

Member Massey commented on his successful tree planting. He passed the information about the program to friends in Okaloosa County to see if they may be interested in doing something similar.

Discussion occurred about the diameter of the trees planted. The City, by ordinance, requires 3" diameter trees versus 1" diameter trees that were planted by the Tree Canopy Restoration Committee. In 10 years, there will be little difference in the diameter of the trees, so the City might want to consider possibly revising the diameter size of trees planted to save money. Based on the size and number of trees removed, the code requires a certain number and diameter of trees to replace. They have to be placed so that when the tree matures, there is room for the entire canopy. It is part of the submitted landscape plans that includes the location and choice and the requirement to replace the removed trees. It also

helps establish the tree planting trust fund, helps put trees back to get the canopy, and to also plant other trees. There is a follow-up process in place to inspect the plantings. If something happens to the tree, and it is still within the warranty period, the tree will be replaced.

BOARD MEMBER COMMENTS

Member Mahone asked if there was a QR code that could be utilized and shared with others about the tree planting program and if there were any signs available to designate, with pictures, the trees that have been planted by the Canopy Restoration Committee.

Member Hagen stated that they have a Facebook page, and she would be happy to share any photos submitted.

Street and Traffic Operations Division Manager informed the Board of plans for applying for the Tree City USA designation and for the Arbor Day celebration event for free tree give aways on the west side of town.

Member Butts reported that in 2025, Ocean Hour collected 33,500 pounds of trash from going into area bays and had 2700 volunteers for the year. They started out as a small group, and now have groups in Okaloosa, Gulf Breeze, and one starting up at NAS Pensacola. Stormwater outlets are the worst source.

Further discussion occurred on the amount of debris picked up, sources of debris, the locations of storm drains and cleaning out of the storm drains, and the possibility of having a presentation to the Board on the stormwater drains.

Vice Chair Richards suggested having a presentation or update on the City's recycling program at an upcoming Board meeting.

Council Executive reported that the material placed at the Summit Boulevard site is contaminated and is all going to the landfill. Right now, they have about 3800 people signed up for either recycling or a 2nd trash can. The clean rate of the recycling material is at 90%.

PUBLIC COMMENT

Christian Wagley commented on the tree canopy and ability to keep track of trees planted in the right-of-way versus on private property, the stormwater pollution and contamination sources that come from automobiles that end up in waterways.

Healthy Gulf will be hosting several events regarding prohibiting offshore drilling in the Gulf, off the Florida coast. One is a film event that will be held on January 15th.

Also, on January 17th there will be a Mountain Film Festival and on February 23rd, Civic Con will feature a noted speaker on parking. He reminded the Board that they might want to consider getting an update on the LDC revisions.

Vice Chair Richards commented on the importance of planting wildflowers and suggested getting wildflower seed packets and spreading them.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 3:02 p.m.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 26-544

Environmental Advisory Board

5/7/2026

ACTION ITEM

SPONSOR: Neil Richards - Vice Chair

SUBJECT:

CANOPY RESTORATION PROJECT -- TREE PLANTING TRUST FUND GRANT REQUEST

RECOMMENDATION:

That the EAB approve the grant request from Canopy Restoration Inc., in the amount of \$5,400, for the Canopy Restoration Project Tree Planting 2026. Further, that the EAB make a recommendation to City Council regarding the funding.

HEARING REQUIRED: No Hearing Required

SUMMARY:

City Code Section 12-6-10(c)(2) - Tree and Landscape Regulations; Enforcement ; Grant Program states:

- 2) A grant program is hereby established for community organizations such as neighborhood associations, civic organizations, and garden clubs, according to the following criteria:
- a. Each grant is limited to 50 percent of the cost of the proposed project up to \$5,500.00;
 - b. The tree planting trust fund must have sufficient funds for the project requested;
 - c. Grant requests must be submitted to the environmental advisory board for review prior to consideration by the city's designated arborist and city council;
 - d. The city council must approve each grant request; and
 - e. The funds must be utilized for providing trees or other appropriate vegetation along with associated irrigation that will help restore the tree canopy as deemed appropriate by proper planting location requirements and may enhance the natural beauty of the community, serve to deter graffiti or the defacement of public or private property, and may create sound buffers where desirable.

In accordance with this section, Canopy Restoration, Inc. has submitted a grant request for the purpose of assisting the city in tree canopy restoration within neighborhoods and parks, through a city-funded, citizen-driven tree planting project that focuses on rebuilding the city's canopy by planting trees within the right-of-way or within 20 feet of the ROW or within City parks. The total project cost submitted was \$5,400.00

This section limits each grant to 50% of the cost of the proposed project up to \$5,500.00. This item was reviewed by the City Arborist and found to be in compliance.

PRIOR ACTION:

Canopy Restoration Project 2025 -- a similar project was undertaken and completed

FUNDING:

\$5,400 -- Tree Planting Trust Fund

FINANCIAL IMPACT:

Reduction in Tree Planting Trust fund by \$5,400

REVIEWED AS TO FORM BY CITY ATTORNEY'S OFFICE: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Alexander, Environmental Coordinator
Mose Franklin, City Arborist

ATTACHMENTS:

1. Fall 2026 Grant
2. city waitlist 2026

PRESENTATION: No

Tree Planting Trust Fund - Grant Program

Instructions to Applicants:

Each application must include one original with support materials clearly labeled. See the checklist (attachment 1) of items to be included with submittal. Applications may be emailed to cityarborist@cityofpensacola.com

Applications may also be mailed to:

City of Pensacola, Arborist
Public Works and Engineering Department
2757 N Palafox Street
Pensacola, FL 32501

or hand-delivered to:

City of Pensacola, Environmental Coordinator
City Hall, Engineering Department
222 W Main Street
Pensacola, FL 32502

SECTION I - GENERAL INFORMATION

Organization Name: Canopy Restoration Project

Project Title: Tree Planting 2026

Mailing Address: 705 S I St

Phone: 850 217 8787 (Day) (Evening) (Other)

Incorporated? If yes, enclose a copy of the State of Florida Incorporation Certificate.

☒ Yes ☐ No

Member Title	Member Name	Address
Team Member	Chelsea Mahan	1691 Foulis Dr
Team Member	Kelly Hagen	705 S I St
Team Member	Tom Patton	313 E Intendencia St
Team Member	Joey Miller	2020 E Mallory St

Project Manager Name and Contact Information:

Name: Chelsea Mahan

Phone: 336 480 5742 Email: canopyrestorationpensacola@gmail.com

Authorized Applicant Representative:

I hereby certify that the information contained in this application is correct and represents the consensus of the referenced organization.

Chelsea Rose Mahan

Print Name

Signature

Team Member

2/25/26

Title

Date

SECTION II - PROJECT DESCRIPTION

1. PROPOSED PROJECT

(A) Describe your project.

The Tree Canopy Restoration Project of Pensacola is a volunteer-led nonprofit that plants free-to-the-public 15-gallon native trees within right-of-ways and 20 feet beyond across the City of Pensacola each year. With the partnership of local gardening clubs, neighborhood associations, city council members and individuals, we recruit participants to sign a Commitment to Care contract agreeing to

adopt and water up to three trees for the first year using our evidence-based watering guide. By relying on volunteer labor and watering, we save the City thousands of dollars in planting costs and upkeep while ensuring that each tree has a committed steward that will be responsible for its life. Average lifespans of urban trees is notably low, and our project aims to have a lasting impact by capitalizing on the labor and care of individual citizens in Pensacola to plant and care for long-lived trees that will positively impact our ecological environment for generations to come while educating the public on the importance of our urban tree canopy and

(B) What is the location of your project? Please provide a written description and attach a map listing all proposed locations with address or GPS coordinates if address not available. Reminder that trees must be planted in City Right-of-Way.

Our trees will be planted in yards that fall within City limits. We currently have a waiting list for our next project and you can find both a map of our wait-listed participants and a cumulative map of our trees planted since our start in 2022 in our attachments.

(C) Complete the project timeline. Describe the major activities/tasks that make up the project and estimated completion date. Be specific.

Task	Estimated Completion Date
<i>Ex: Purchase plants</i>	<i>October 30, 2024</i>
Grant application	Feb-March 2026
EAB	March 2026
City Council approval	April 2026
Recruitment	ongoing
Site Approvals	August-September 2026
Tree Order	October 2026
Prep Day: Planting Weekend	November 2026
Planting Day	November 2026

(D) Maintenance of the project once it has been completed is important. It is not the intent of this program to increase maintenance activities for City staff. As such, the applicant is required to provide any additional maintenance that may be necessary. Describe how the project will be maintained.

Each tree recipient will sign a Commitment to Care Contract (see attached for example) before trees are planted. This commits them to watering their tree in accordance with our watering guide (see attached) for one year, thus saving the City the need to hire watering crews and trucks and monitor tree health. Our members, the Canopy Council, continues to monitor drought conditions and sends out reminders to participants when extra care is needed during hot months. We also keep thorough records and a map of each of our trees so that we can do periodic inventories, which we're happy to share with City Staff. Beginning in February of 2026, we have a team of expert volunteers who are in the process of pruning our 2022 and 2023 project trees. Next year we'll begin pruning our 2025 and 2026 trees. We inventory our trees every so often and the last few projects have survival rates in the 90% percentile.

2. NEIGHBORHOOD IMPACT

What is the intended public benefit of the project? Why is it of importance to the neighborhood?

As a coastal city, a location of numerous watersheds, a hurricane-prone City and the site of various superfund sites, Pensacola has a special need for stormwater runoff mitigation. The loss of canopy through the last few strong storms has damaged our natural "green infrastructure," as trees provide a huge ecological service regarding runoff. We prioritize canopy trees in our project, and thirty-seven of our eighty-eight trees in our 2023 project were live oaks, which live hundreds of years and are considered a super-tree when it comes to landscape stabilization and runoff mitigation. Additionally, canopy trees planted strategically can lower heating and cooling bills for residents and mitigate urban heat, which is especially important around asphalt-created heat islands in cities. Research also shows that trees raise property values and provide traffic calming. They are beautiful and make our neighborhoods more walkable. As temperatures rise, we hope that our project can compliment the efforts of the City to create a more resilient, walkable and beautiful Pensacola.

3. CAPACITY

Describe the capacity of the organization to complete this project. List previous projects completed, or events held within the neighborhood.

Our group's methods were founded on the model used during the 2022 East Pensacola Heights Canopy Restoration Project, and a founding member of that project remains on our team. During the development of that project, its leaders connected to the City of Orlando about their adopt-a-tree program for advice regarding best practices and formation of a Commitment to Care and Watering Guide. The 2023 project expanded both reach and scope, as CNAPP (The Council of Neighborhood Association Presidents of Pensacola) helped to connect the project to many of the neighborhoods in the City. We've formed partnerships with City and County officials, the extension office, local nonprofits, neighborhood and community leaders, garden clubs and service organizations. We've cultivated a friendly partnership with Panhandle Growers, who supply our high-quality trees and send out volunteers for Planting Day (and has agreed to do so again). Despite the rain, nearly 50 volunteers showed up to plant nearly 90 trees on Planting Day 2025. With our local connections, proven model and five successful projects (one with Escambia County

4. PARTICIPATION/COLLABORATION

Neighborhood resident support and participation is critical to the award of a grant. Grant applications that demonstrate strong support will be given more consideration than those that do not. Describe how neighborhood support has been and will be obtained and who will participate. Include any collaboration with outside groups or use of other community resources. Please attach at least one letter of support (Attachment 3 on page 7 is a template).

We maintain an email and text communication list of our participants each year, and of our volunteer bank grows as we do. Our model relies on the continuous participation of residents to water and monitor their trees, and we maintain a Facebook group for questions and troubleshooting. East Hill Board member and former participant Joey Miller has ended up as a vital part of our current board and liason to East Hill. Each project grows our community of motivated volunteers. Many of our volunteers are from the Master Gardeners group, among them Beth Bolles from the Extension Office. The Environmental Advisory Board has voted unanimously for our project twice, and City Council voted unanimously for

SECTION III - PROJECT BUDGET

The project budget is the most important part of the application. It details the project expenses and matching funds. Please complete the budget worksheet. This is a separate Excel file that can be found on the program's webpage.

Note: There is a second sheet within the file that is used to calculate volunteer time contributions. Please complete that sheet if using volunteer time as part of your match.

1. MATCHING FUNDS

Please list the sources of matching funds that the neighborhood plans to contribute to support the project, such as in-kind labor, materials, or cash. Requested funds must be matched 50%. These will be further outlined in the budget.

We plan on having mulch donated again from local arborist and volunteer Erin Hurd. Thus far 100% of the project planning and Planting/watering labor is volunteer-led, so we always have more than enough labor to match what the grant supplies.

Attachment 1 - Application Checklist

Each application package should include:

- ☐ One original signed complete application with support materials clearly labeled
- ☐ All necessary signatures
- ☐ One completed Budget Form (both tabs if using volunteer time)
- ☐ If incorporated, a copy of the State of Florida Incorporation Certificate
- ☐ Complete Application Checklist (Attachment 1)
- ☐ Planting Summary and sketch of planting plan (Attachment 2)
- ☐ Map of project site(s)
- ☐ Letter(s) of support
- ☐ Three cost quotes for each vendor service or purchase over \$3,000 (REQUIRED)
- ☐ Documentation of Matching Funds:
 - Contribution Template(s)- for cash and in-kind donations (Attachment 3)
 - Volunteer Sign-In Sheet(s)- for pre-application time (Attachment 4)
 - Volunteer Pledge Sheet(s)- for future volunteer time (Attachment 5)
 - Documentation of the association's most current bank account balance if matching funds are to be drawn from that account.

Attachment 2 - Planting Summary

List each species of plant to be included in your proposed project. Use either the common or Latin name. Provide the number of the species to be included. Provide the size of each plant at the time of planting (e.g. 3 gallon, 2" pot, 6' height, etc.). Plants must be perennials and no exotic or invasive species are allowed.

Note: TPTF money can only be used to purchase trees and other appropriate vegetation, like perennial plants. Annual plants can be purchased with your matching funds, not with TPTF money.

[illegible]

A sketch of the planting plan must be included. Include spacing of plant material, locations of signs, above ground wires, pavement, driveways or other obstructions and existing plant material.

Attachment 3 - Matching Funds Contribution Template/Sample Letter

*Recommended template for documenting cash and in-kind contributions.

Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear Grant Review Team members,

It is my/our understanding that _____ is applying for the City of Pensacola's Tree Planting Trust Fund - Grant Program. _____ is pleased to support this organization in their endeavor and would like to make the following contribution(s):

☐ In-Kind Contribution:

Valued at: \$ _____

☐ Cash contribution \$ _____

Combined contribution total \$ _____

Sincerely,

Name/ Company: _____

Signature: _____

Attachment 4

Tree Planting Trust Fund - Grant Program

Volunteer Sign-In Sheet

(Actual volunteer hours completed - for pre-application documentation and post-award reporting)

[illegible]

Attachment 5
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Page ____ of ____

Volunteer Activity: _____

Approximate Date: _____

Name	Phone #	Email	# of hours pledged	Signature

Attachment 6 Tree Planting Trust Fund Grant Program Reimbursement Form

Name of Organization: _____

Name of Project: _____

Vendor/Business	Date	Item	Cost
<i>Ex: ABC Tree Nursery</i>	<i>12.15.2020</i>	<i>2 Sand Live Oaks</i>	<i>\$130.55</i>

TOTAL: _____

Please attach all receipts.

Tree Planting Trust Fund - Grant Program

Instructions to Applicants:

Each application must include one original with support materials clearly labeled. See the checklist (attachment 1) of items to be included with submittal. Applications may be emailed to cityarborist@cityofpensacola.com

Applications may also be mailed to:

City of Pensacola, Arborist
Public Works and Engineering Department
2757 N Palafox Street
Pensacola, FL 32501

SECTION I - GENERAL INFORMATION

or hand-delivered to:

City of Pensacola, Environmental Coordinator
City Hall, Engineering Department
222 W Main Street
Pensacola, FL 32502

Organization Name: _____

Project Title: _____

Mailing Address: _____

Phone: _____

(Day) (Evening) (Other)

Incorporated? If yes, enclose a copy of the State of Florida Incorporation

Certificate. ____ Yes ____ No

Member Title	Member Name	Address

Project Manager Name and Contact Information:

Name:

Phone: Email:

Authorized Applicant Representative:

I hereby certify that the information contained in this application is correct and represents the consensus of the referenced organization.

Name Signature Print

Title

Date

TPTF00
Administrative Use Only

SECTION II - PROJECT DESCRIPTION

1. PROPOSED PROJECT

(A) Describe your project.

(B) What is the location of your project? Please provide a written description and attach a map listing all proposed locations with address or GPS coordinates if address not available. Reminder that trees must be planted in City Right-of-Way.

(C) Complete the project timeline. Describe the major activities/tasks that make up the project and estimated completion date. Be specific.

Task	Estimated Completion Date
Ex: Purchase plants	October 30, 2024

2
TPTF00
Administrative Use Only

(D) Maintenance of the project once it has been completed is important. It is not the intent of this program to increase maintenance activities for City staff. As such, the applicant is required to provide any additional maintenance that may be necessary. Describe how the project will be maintained.

2. NEIGHBORHOOD IMPACT

What is the intended public benefit of the project? Why is it of importance to the neighborhood?

3. CAPACITY

Describe the capacity of the organization to complete this project. List previous projects completed, or events held within the neighborhood.

3

TPTF00
Administrative Use Only

4. PARTICIPATION/COLLABORATION

Neighborhood resident support and participation is critical to the award of a grant. Grant applications that demonstrate strong support will be given more consideration than those that do not. Describe how neighborhood support has been and will be obtained and who will participate. Include any collaboration with outside groups or use of other community resources. Please attach at least one letter of support (Attachment 3 on page 7 is a template).

SECTION III - PROJECT BUDGET

The project budget is the most important part of the application. It details the project expenses and matching funds. Please complete the budget worksheet. This is a separate Excel file that can be found on the program's webpage.

Note: There is a second sheet within the file that is used to calculate volunteer time contributions. Please complete that sheet if using volunteer time as part of your match.

1. MATCHING FUNDS

Please list the sources of matching funds that the neighborhood plans to contribute to support the project,

such as in-kind labor, materials, or cash. Requested funds must be matched 50%. These will be further outlined in the budget.

Attachment 1 - Application Checklist

Each application package should include:

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- ☐ Planting Summary and sketch of planting plan (Attachment 2)
- ☐ Map of project site(s)
- ☐ Letter(s) of support

☐ Three cost quotes for each vendor service or purchase over \$3,000 (REQUIRED) ☐

Documentation of Matching Funds:

○ Contribution Template(s)- for cash and in-kind donations (Attachment 3) ○ Volunteer Sign-In Sheet(s)- for pre-application time (Attachment 4) ○ Volunteer Pledge Sheet(s)- for future volunteer time (Attachment 5) ○ Documentation of the association's most current bank account balance if matching funds are to be drawn from that account.

Attachment 2 - Planting Summary

List each species of plant to be included in your proposed project. Use either the common or Latin name. Provide the number of the species to be included. Provide the size of each plant at the time of planting (e.g. 3 gallon, 2" pot, 6' height, etc.). Plants must be perennials and no exotic or invasive species are allowed.

Note: TPTF money can only be used to purchase trees and other appropriate vegetation, like perennial

plants. Annual plants can be purchased with your matching funds, not with TPTF money.

[illegible]

A sketch of the planting plan must be included. Include spacing of plant material, locations of signs, above ground wires, pavement, driveways or other obstructions and existing plant material.

Attachment 3 - Matching Funds Contribution Template/Sample Letter

*Recommended template for documenting cash and in-kind contributions.

Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear Grant Review Team members,

It is my/our understanding that is applying for the City of Pensacola's Tree Planting Trust Fund - Grant Program. is pleased to support this organization in their endeavor and would like to make the following contribution(s):

☐ In-Kind Contribution:

Valued at: \$

☐ Cash contribution \$

Combined contribution total \$

Sincerely,

Name/ Company:

Signature:

7

TPTF00
Administrative Use Only

Attachment 4
Tree Planting Trust Fund - Grant Program
Volunteer Sign-In Sheet

(Actual volunteer hours completed - for pre-application documentation and post-award reporting)

Volunteer Name	Neighborhood Resident (Y/N)	# of hours/date	Signature

8
TPTF00
Administrative Use Only

Attachment 5
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Page of

Volunteer Activity:

Approximate Date:

Name	Phone #	Email	# of hours pledged	Sign

9
TPTF00
Administrative Use Only

Attachment 6

Tree Planting Trust Fund Grant Program Reimbursement Form

Name of Organization:

Name of Project:

Vendor/Business	Date	Item	Cost
Ex: ABC Tree Nursery	12.15.2020	2 Sand Live Oaks	\$130.55

TOTAL:

Please attach all receipts.

FROM THE DESK OF



EAST HILL
Neighborhood Association

August 2, 2024

Dear city of Pensacola and Tree Canopy Council,

We are writing to express our support for the grant proposal by the Tree Canopy Council for continued efforts to put more trees into the ground. The proposal aligns well with our Mission of nurturing connections for a fun and vibrant East Hill/Pensacola where everyone belongs, particularly in enhancing our community spaces and promoting environmental sustainability.

The project's focus on planting more trees to support air quality, water retention efforts, beautification, reduction of surface level heat and much more fully aligns with that of the community. We believe that this grant will play a crucial role in achieving these outcomes and furthering our shared vision for a better, greener city to further create a charming more accessible destination where everyone is engaged, safe, and happy.

Thank you for considering this important initiative. We are excited about the positive impact it will bring and support the grant application.

Sincerely,

Board of Directors

East Hill Neighborhood Association

East Hill Neighborhood Association

PO Box 6164, Pensacola, FL 32503
850.529.0699 | info@myeasthill.org
www.myeasthill.org



*Creating Fun,
Memorable
Experiences.*

113 Bay Bridge Drive
Gulf Breeze, FL 32561

innisfreehotels.com
P: 850.934.3409



The Hive Foundation
INNISFREE HOTELS

September 5, 2024

Dear Grant Review Team members,

I am writing on behalf of Innisfree Hotels in support of the Tree Canopy Restoration Project of Pensacola (Canopy Project) and their application for the Tree Trust Fund Grant program.

As a supporting member of the Canopy Project's volunteer committee for the 2023 planting project, I have experienced the unwavering commitment and dedication these community members have in their pursuit of a more resilient Pensacola. Each member is truly passionate about improving not only our neighborhoods but also the lives of our neighbors through tree planting projects.

The project leaders have the established community connections needed to sustain this type of grassroots effort in Pensacola. They also have access to and support of local tree experts, ensuring that the tree planting will be executed correctly. Their efforts have now resulted in two successful tree planting projects and demonstrated efficient and responsible management of City funds.

The Canopy Project has proven that their model works, and this model provides the City with a unique opportunity to save on tree planting costs, to expand tree planting onto private property, and to support the creation of stronger neighborhoods and communities. At Innisfree, we believe canopy restoration is not only important for neighborhoods and residents but that it is tied to the overall need to combat the effects of rising temperatures. These efforts will be crucial to ensure we can continue to host millions of visitors in our area every year.

Thank you for considering my support of the Canopy Project's application for Tree Planting 2025.

Sincerely,

Bethanne Edwards

Director of Sustainability

Innisfree Hotels

bedwards@innisfreehotels.com



Date: 29 August 2024

TO: Canopy Council, c/o Chelsea Mahan
313 East Intendencia Street
Pensacola, FL 32502

Chelsea: Please allow this letter to serve as our support of, and our commitment to, the Canopy Committee. Your efforts to restore the tree canopy of Pensacola is a great community endeavor that is appreciated by the Seville Square Historic District Neighborhood Association and its membership.

A handwritten signature in blue ink, appearing to read "RSH", followed by a long horizontal line that ends in a vertical stroke.

R. Scott Holland, Board Member (SSHDNA)
(850) 393-2168
www.sevillesquare.org

Letters from Tree Recipients

Tree Canopy Project



Ann D
to me

Dear sirs,

I am the recipient of a Little Gem Magnolia tree through the 2024 Tree Canopy Project. While I would have loved a live oak, my property was not eligible for it. The Council did a fantastic job organizing the requests and planting. I was unable to assist with the planting due to my work schedule. My tree is thriving, even with the drought and I have talked about this program with so many of my neighbors. Thank you for this grant program and let's keep this going!

Sincerely,

Ann Durso



Canopy Council
canopycouncil@comcast.net
to Ann

Thank you so much, Ann!

Reply Forward

Canopy Tree Redipients



Dr. Martha S. Horton
to me

Dear Canopy Council,

I received a magnificent small magnolia tree last year through this vital project. I live in North Hill at 1517 North Spring Street.

From the beginning the Canopy Tree project has been professional, extremely well organized, informative, and supportive. I have felt confident I can do the best for my tree because of the guidance provided by the group.

As a senior of 82 years, I could not have received and planted the tree on my own. On a very rainy day two volunteers brought, planted, and settled the tree. I was given a plastic coated directions sheet with very explicit directions for short and long term care of the tree. There have been followup messages as the temperature has changed to guide adapting to the needs for watering.

The entire experience provided by this group has been extraordinary. We are so fortunate to have it to combat climate change and enhance the beauty of our beloved Pensacola.

I'm thrilled I agreed to participate and love my little Magnolia. Thank you so much.

Yours very truly,

Dr. Martha S. Horton

Vibrant Neighborhoods Matching Grant Program Budget Template							
Neighborhood Name:	Canopy Restoration Inc						
Project Name:	Fall 2026 Tree Planting						
TOTAL PROJECT COST (grant funds requested + applicant paid costs, if any)							
1. List ALL items/services required for project completion. If a vendor is to be paid list the vendor's name. If items are to be purchased, indicate where the items will be purchased. Indicate whether grant funds or matching funds will be used to purchase the item/service.							
Vendors/suppliers to be paid:	Items/services to be funded:	Amount:	Quotes Provided	Grant funds	Matching funds		
Panhandle Growers	90 trees	approx \$60 each	1	1	1		
			1	1	1		
			1	1	1		
			1	1	1		
			1	1	1		
			1	1	1		
			1	1	1		
			1	1	1		
			1	1	1		
Total Project Cost		\$5,400					
CASH MATCH CONTRIBUTIONS (if applicable)							
2. List any cash that will be contributed toward the project by your organization or others.							
Orgs/Entities contributing cash:	Items/services to be paid (if specified):	Amount:	Documentation Provided				
			1				
			1				
			1				
			1				
			1				
			1				
Total Cash Match		\$ -					
IN-KIND MATCH CONTRIBUTIONS (if applicable)							
Org/Entities donating supplies or services:	Items/services to be donated:	Value:	Documentation Provided				
			1				
			1				
			1				
			1				
			1				
			1				
Total In-Kind Match		\$ -					
VOLUNTEER TIME CONTRIBUTIONS (if applicable) Complete the Volunteer Time Worksheet on Tab 2. Values will							
Volunteer Time Match		\$ 8,792.00					
Total Grant Request		\$5,400.00					
Minimum Match Required		\$ 2,750.00					
Total Match Provided		\$ 8,792.00					

Attachment 6
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Page ____ of ____

Volunteer Activity: Planting Trees

Approximate Date: Dec 2024 / Jan 2025

Name	Phone #	Email	# of hours pledged	Signature
Katie Dineen	(850) 376-8800	katieamedineen@gmail.com	10	Katie Dineen
Kimberly Sims	950 980 1774	KCSIMS88@gmail.com	10	Kimberly Sims
Elizabeth Williams	561 232 465	williams@yahoocorp	5	Elizabeth Williams
Ruby Banks	561 385 9184	rubybanks@gmail.com	5	Ruby Banks

Volunteer Activity: Planting Trees

Approximate Date: December 2024 - January 2025

Name	Phone #	Email	# of hours pledged	Signature
Kelly Hagen	(850) 217-8187	Kellyhagen@gmail.com	10	Kelly Hagen
Chelsea Mahan	336 480 5732	chelseamahan@gmail.com	10	Chelsea Mahan
Jimmie Jarrett	850-918-3871	jjarrett@myescambia.com	4	Jim Jarrett
Lyn Kiley	950-501-3297	lkiley@myescambia.com	10	Lyn Kiley
Madison O'Toole	(850) 449-9739	mgoatole@myescambia.com	10	Madison O'Toole
Beth Gaillet	(850) 471-6325	bmgailllet@myescambia.com	4	Beth Gaillet
Maria Rosasco	(850) 516-2247	marcosasco@gmail.com	10	Maria Rosasco
Anthony Franklin	(850) 420-4817	ATF8615@gmail.com	6	Anthony Franklin
Dixie Wilkinson	850 572 9547	709 S "I" St	10	Dixie Wilkinson
Mike Wilkinson	850 572.2173	" " " "	4	Mike Wilkinson
Rods McDavid	850-554-3989	1216 Bayou Blvd	4	R McDavid
Adam Capton	919-619-7926	1691 Fair Dr.	10	Adam Capton



Canopy Restoration Project Tree Watering Guide



Congratulations! You are now part of a growing number of citizens helping to create a cooler and greener future for Pensacola. By following these instructions, you will be able to give your tree a long, healthy life!

Timeframe	Dates	Amount	Frequency
1st 2 Weeks	Jan 17 - Jan 31	4 gallons	Every Day!
8 Weeks	Feb 1 - Mar 29	5 gallons	Every Other Day
10 months	April - Jan 2027	5 gallons	Once Weekly
Year 2	Dry Months 2027	10 gallons	Weekly May-June & Oct-Nov



*Is your tree showing signs of distress?
Please contact us so that we can send an expert to
assess the issue right away!
Call or text: (850) 217-8787 or email us at:
canopyrestorationpensacola@gmail.com*

Important Tips

Sprinkler irrigation is insufficient!
Direct watering with hose or bucket is required.

Don't let the soil around your tree dry out.

Maintain ring of soil/mulch around your tree for 6 months to create barrier for weeds/grass/mowers.

Keep soil/mulch away from trunk of your tree to ensure water reaches roots.



Canopy Restoration Project Tree Watering Guide



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Keep soil/mulch away from trunk of your tree to ensure water reaches roots.

Citizens' Canopy Restoration Project Care Contract

Commitment to Care Term is One Year

Congratulations!

You are now part of a growing number of neighbors helping to create a greener, cleaner, more naturally beautiful and resilient future for the city of Pensacola. The first year of care is the most critical. This document details best practices to follow the first year to ensure planting success and allow your new young tree to establish itself in its new location. These two most important best practices are:

Number 1: Sufficient watering for the size of the tree Number 2: Maintaining a mulch ring around the tree base/protection from mowers

Watering

Water your tree regularly and deeply for the first year as it gets established. Water daily according to this schedule depending on the size of your tree. Watering your tree is the most important success factor in the care of your tree. Using a sprinkler will not be sufficient. Each tree must be watered at the base of the tree using a hose or the bucket provided.

Irrigation Schedule				
Schedule Number	Size of Tree	Amount of Water	Best Results	Survival
1	Less than 2-inch diameter	4 gallons	Water daily: 2 weeks Water every other day: 2 months Water weekly: until established	Twice weekly for 2-3 months
2	2-4- inch diameter	5 gallons	Water daily: 1 month Water every other day: 3 months Water weekly: until established	Twice weekly for 3-4 months
3	Greater than 4- inch diameter	6 – 10 gallons	Water daily: 6 weeks Water every other day: 5 months Water weekly: until established	Twice weekly for 4-5 months

Mulching

Mulching around a tree makes lawns more attractive, controls weeds, and helps maintain soil moisture. Choosing a lite mulch like raked leaves or pine straw allows good oxygen flow to top roots. Avoid heavy wood chip mulch early in the tree's life. Mulch wide, not deep, and mulch more than just the root ball, ideally three to four feet out from the trunk. Keep all mulch away from the tree's trunk, allowing the root flare to show just above ground level. The goal is to promote root development away from the tree. Also, creating a tree- to four-foot mulched ring around a tree creates a physical cue for landscapers to avoid mowing or weed whacking close to the trunk. Nicks and cuts on the trunk can kill trees.

I HAVE READ THE ABOVE COMMITMENT TO CARE AND UNDERSTAND THE RESPONSIBILITIES I ASSUME IN HAVING A TREE PLANTED ON MY PROPERTY AS PART OF THE CITIZENS TREE CANOPY RESTORATION PROJECT..

- I AGREE TO WATER ACCORDING TO THE SCHEDULE (_____) AND MAINTAIN MULCH AROUND EVERY TREE PLANTED ON MY PROPERTY AS SUGGESTED BY THIS DOCUMENT FOR AT LEAST THE FIRST YEAR AFTER PLANTING.
- I AGREE TO PERIODIC TREE INSPECTIONS TO BE PERFORMED BY A MEMBER OF THIS PROJECT TO BE AGREED UPON BY TREE RECIPIENT AND NEIGHBORHOOD ASSOCIATION.

Property Owner Name

Property Owner Signature

Date

Address

Phone

Email

Citizens’ Canopy Restoration Project Care Contract

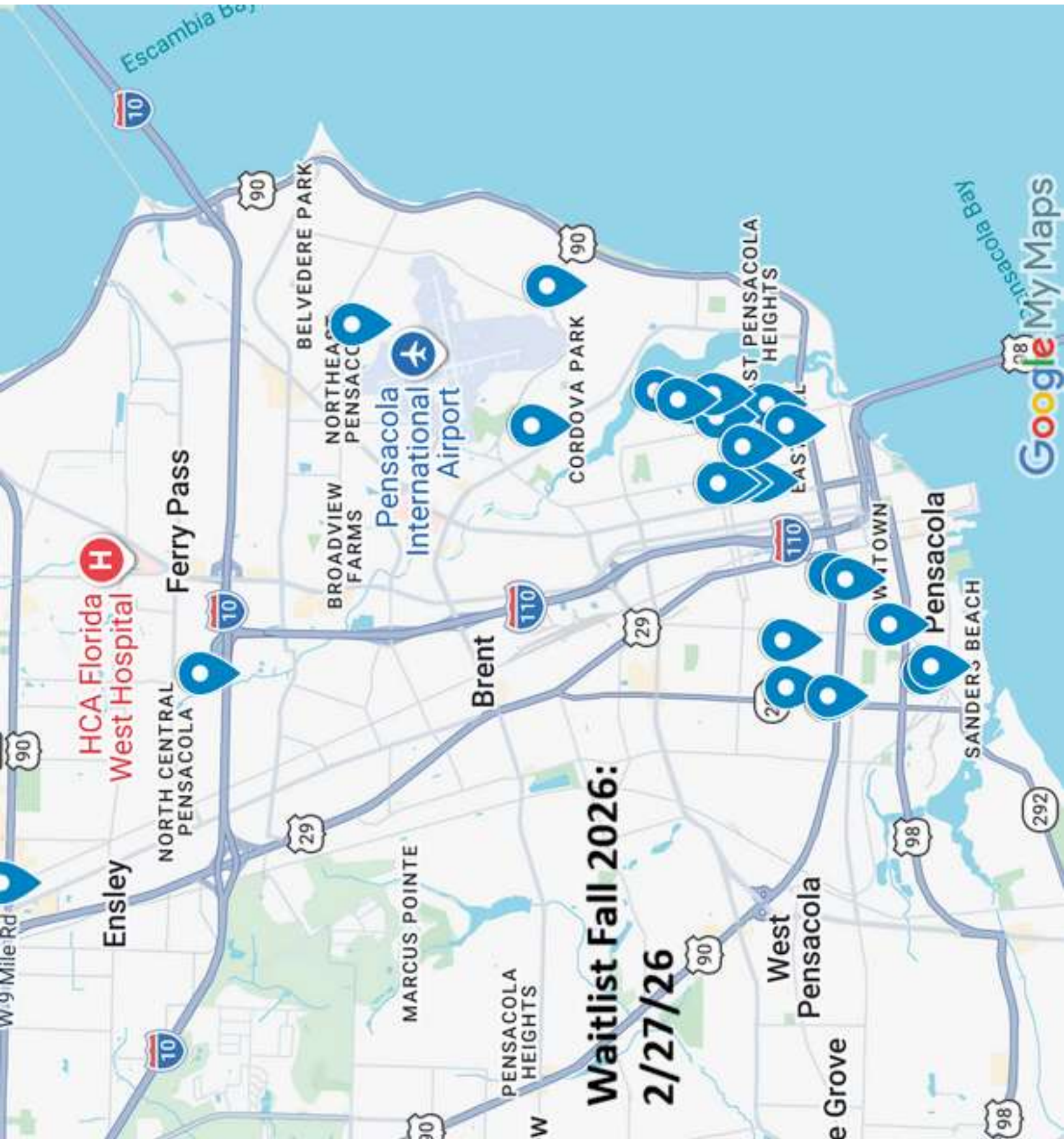
Tree Number, Species and Location _____

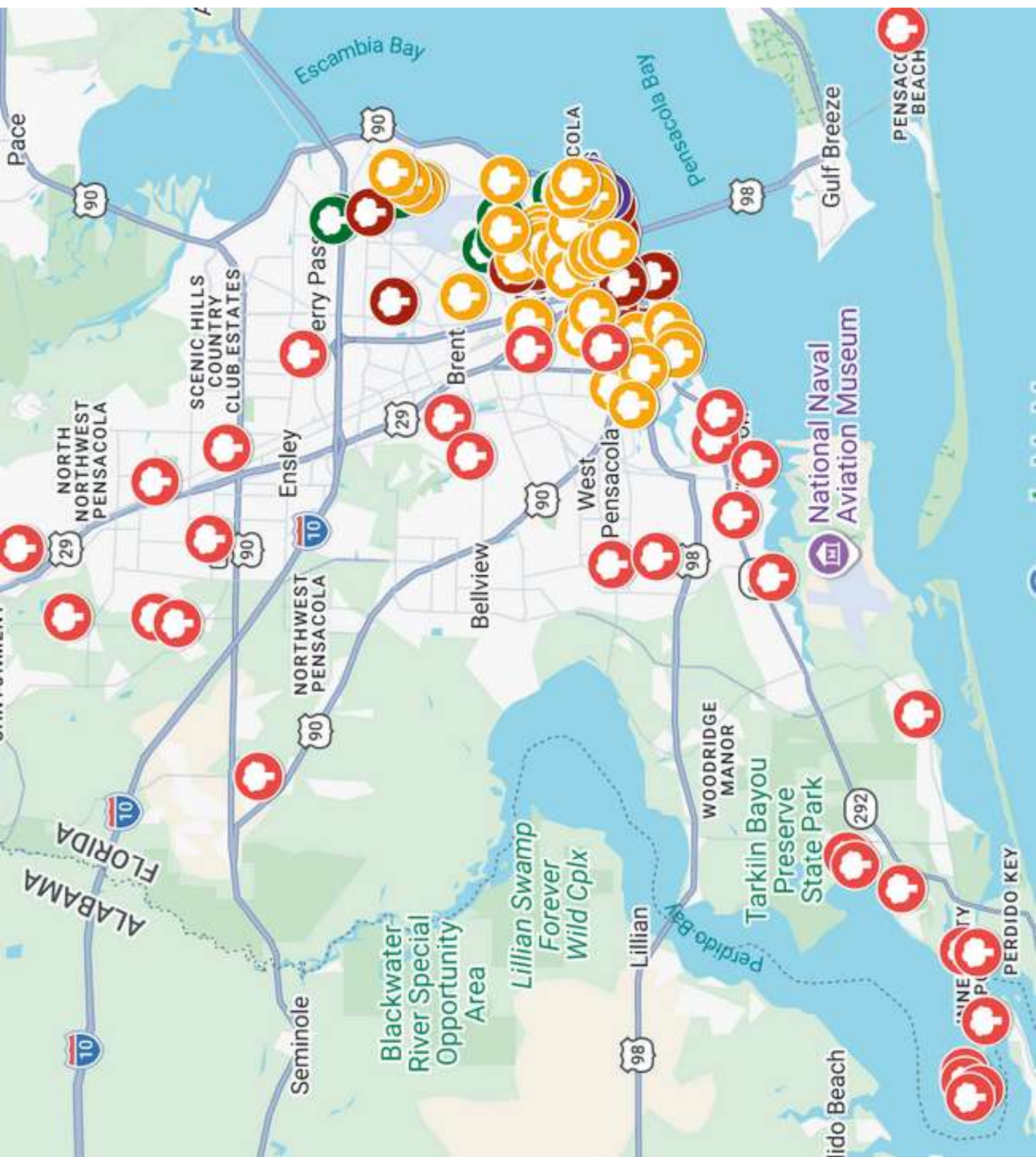
Tree Number, Species and Location _____

Tree Number, Species and Location _____

Create a diagram for tree placement on property.







State of Florida

Department of State

I certify from the records of this office that CANOPY RESTORATION INC. is a corporation organized under the laws of the State of Florida, filed on December 4, 2024.

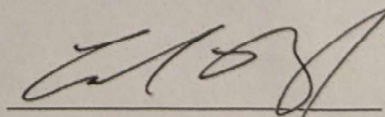
The document number of this corporation is N24000014040.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on January 24, 2026, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of January,
2026*




Secretary of State

Tracking Number: 6329988850CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

