



TREE

Promotion Program

2012 Tree-Planting Sponsorship and Application

The Omaha Public Power District's Tree Promotion Program was developed to actively promote the planting of trees, and to provide education concerning the value, selection, placement and welfare of trees.

As part of this program, OPPD has established a Tree-Planting Fund for the purpose of promoting and sponsoring community tree-planting projects. Nonprofit groups, organizations and schools interested in requesting an OPPD Tree-Planting Sponsorship for their project must make formal application to:

OPPD
ATTN: Forestry
4302 Jones Plaza
Omaha, NE 68105

www.oppd.com

Guidelines

To qualify for an OPPD Tree-Planting Sponsorship, proposals must comply with these guidelines:

1. Sponsorships are available to nonprofit groups, organizations and schools with a formal leadership structure.
2. Application for Sponsorship must be made by a person who is in a leadership position within the requesting group.
3. All prospective tree-planting projects must be served by OPPD.
4. Prospective tree-planting project sites must be on public property or property owned by nonprofit organizations.
5. Applicants must have permission to execute a project from the public agency or nonprofit organization responsible for the proposed planting site.
6. A project must be limited to one planting plan and one planting site.
7. Planning, preparation and execution of the project shall be the responsibility of the requesting group.
8. OPPD Sponsorship funds shall be used only for the purchase and planting of trees and shrubs. Sponsorship funds will not cover materials such as flowers, grass seed, mulch, landscape fabric, edging and fertilizer. Tree and shrub purchases are limited to the amount awarded. If purchases exceed the amount awarded, the award recipient shall be responsible for paying all expenses over and above the amount awarded. (Funds may be used to acquire the services of a qualified nursery person to perform or supervise the tree-planting work.)
9. All trees and shrubs shall be purchased from a reputable nursery in Nebraska.
10. All deciduous trees should be no larger than 3 inches in diameter/caliper and conifers no larger than 6 feet in height.
11. All trees and shrubs shall be properly planted and mulched.

12. The project, or portion of the project funded by OPPD, must be completed as planned and verified by OPPD and invoice received by December 1 of the Sponsorship application year. Failure to comply may result in forfeiture of Sponsorship award.

Criteria for Awarding Tree-Planting Project Sponsorships

The OPPD Tree-Planting Fund is limited; therefore, all requests for Sponsorship may not be honored. Maximum funding for projects is \$2,500. Actual award may be less than the amount requested. The selection and funding of projects will be determined using the following criteria:

1. Completeness of application, IRS Form W-9 and formal planting plan. Each tree and shrub, for which sponsorship is being requested, must be specifically identified on the planting plan.
2. Applicant's base of support for the project (i.e., project funding contributed by requesting group, volunteer effort, commitment to future maintenance of project).
3. Educational value.
4. Community benefit and need.
5. Plant material selection (size and specie).
6. Location of project.



Federal Regulatory Requirement

As required by federal regulation, we are requesting taxpayer identification information from our current and potential payees. Please complete the W-9 shown below and return this form with your application.

For the complete form and instructions, please visit the Internal Revenue Service website: <http://www.irs.ustreas.gov/>

Procedures

The following are procedures for the application and awarding of OPPD Tree-Planting Sponsorships. All applicants whose projects are not selected for 2012 Sponsorship funds will be notified by letter.

Application:

1. Submit application, IRS Form W-9 and formal planting plan (drawing indicating specie type, number and location) by Friday, March 23, 2012. Use only the OPPD Tree-Planting Sponsorship 2012 application form. No substitute application form will be accepted.
2. Preliminary approval for sponsorship will be based on the application and planting plan. The applicant will be notified by April 6, 2012, if preliminary approval has been made.
3. Federal regulation requires that all potential recipients of OPPD funds from the Tree Promotion Program submit a completed IRS Form W-9. Applications submitted without a completed IRS Form W-9 and a formal planting plan will not be considered.

Following Preliminary Approval:

1. Project site inspection by OPPD with applicant.
2. Review planting plan with applicant. (*Plant materials and planting locations identified. OPPD may require minor changes to planting plan.*)
3. Identify project timetable.
4. Identify nursery where plant materials will be purchased.
5. Determine actual dollar amount of OPPD Sponsorship for project.
6. Final project approval or denial by OPPD.

Following Final Approval:

1. Changes in nursery planting material or planting locations must be approved by OPPD.
2. **Notify OPPD at least three days before the planting date.** Planting site must be staked to identify tree locations and species.
3. Submit a final copy of nursery's invoice to OPPD within two weeks of project completion date.
4. Project site inspection by OPPD after completion.

<p>Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service</p>	<h3>Request for Taxpayer Identification Number and Certification</h3>	<p>Give Form to the requester. Do not send to the IRS.</p>																		
<p>Print or type See Specific Instructions on page 2.</p>	Name (as shown on your income tax return)																			
	Business name/disregarded entity name, if different from above																			
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate																			
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶																			
	<input type="checkbox"/> Other (see instructions) ▶																			
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)																		
City, state, and ZIP code																				
List account number(s) here (optional)																				
<h3>Part I Taxpayer Identification Number (TIN)</h3> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>																				
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<h3>Part II Certification</h3> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.</p>																				
<p>Sign Here</p>	Signature of U.S. person ▶	Date ▶																		

2012 OPPD Tree-Planting Sponsorship Application



Organization _____

Contact Person _____ Position in Organization _____

Address _____
[Street/P.O. Box] [City] [ZIP Code]

Home Phone _____ Work Phone _____ Cell Phone _____

Email for Contact Person _____

Address of Project _____

Location of Project _____

Ownership of Project Site _____

Has owner given permission to execute project on this site? YES [] NO []

Brief Description of Project _____

Purpose of Project _____

Community Benefit/Educational Value _____

Maintenance Plan for Project Site after Completion _____

Estimated Cost of Project \$ _____

Estimated OPPD Sponsorship Requested \$ _____

Will OPPD funds be used as matching funds to qualify for other grants? YES [] NO []

If yes, please specify grant programs _____

Is the IRS Form W-9 for the organization requesting sponsorship attached? YES [] NO []

APPLICANT SIGNATURE

DATE

