

## Forests Ontario's Over-the-Counter Tree Sales Program Information and Application

**Objective: To support private tree planting in Ontario.**

### Overview

To enhance the participation of individuals in tree planting, thereby increasing the total number of trees planted, Forests Ontario has implemented an Over-the-Counter (OTC) program. This program is accessible to our Planting Delivery Agencies (PDAs), as well as other interested parties (including nurseries, landowners, and other agencies). Using this application, interested parties can apply for a **\$0.25 reimbursement per seedling** from Forests Ontario. This overview provides information on who can apply, the requirements and guidelines, as well as some FAQs about this program.

### Example Funding Scenarios

1. A PDA with a seedling giveaway or sales program
2. A nursery with an OTC retail seedling sales program offering discounted trees to landowners
3. A community group that would like to sell or give away trees
4. A landowner who would like to plant trees on their land but does not meet the 50 Million Tree Program (50 MTP) requirements

### Program Requirements

- The funded seedlings **cannot** be used in combination with other Forests Ontario funding, including the 50 MTP funding
  - Eligible uses of the OTC funding include: seedling sales, community planting projects, and landowners who might not otherwise qualify for 50 MTP funding due to the size of their plantings.
- The OTC program is not intended to support commercial planting, such as landscape stock, or Christmas tree planting
- The OTC funded seedlings must be distributed or sold directly to landowners
- Seedlings funded through the program will be planted in the spring of 2021

- Applications indicating number of seedlings, proposed species, and use are due by end of day on **February 15<sup>th</sup>, 2021** and will be approved for funding on a first come, first serve basis
- A copy of nursery receipts paid in full and invoice for payment must be submitted for all approved seedlings no later than **March 31<sup>st</sup>, 2021**
- Basic information on where seedlings are planted will be required to be reported by email no later than **March 31<sup>st</sup>, 2021**
  - This includes, at minimum, an address or location (township, lot, and concession), species, and number of seedlings
  - The attached excel template outlines information required if seedlings are to be distributed to more than one site/landowner and can be submitted to Forests Ontario directly via email
  - Extensions to this reporting deadline must be requested prior to the deadline and will be evaluated on a case by case basis
- Seedlings should be ordered as soon as possible to ensure stock and funding availability. Nurseries reserve the right to enforce minimum order numbers (total and species specific), please inquire upon ordering about the preferred pick up dates. Seedlings must be purchased and picked up at one of the following nurseries:
  - [Somerville Seedlings](#): 5884 County Road 13, Everett, ON, L0M 1J0
  - [Ferguson Tree Nursery](#): 275 County Rd. 44, Kemptville, ON, K0G 1J0
  - [Richardson's Pineneedle Farms](#): 423 Highway #35, Pontypool, ON, L0A 1K0
  - [St. Williams Nursery and Ecology Centre](#): 885 Hwy 24 W, St. Williams, ON, N0E 1P0
  - Orders placed through other nurseries may be considered for funding on a case by case basis but only if a written request has been submitted and is approved by Forests Ontario prior to ordering taking place

## Frequently asked Questions:

**Q: I am not a Forests Ontario planting delivery agent (PDA), am I still eligible to apply for this funding?**

**A:** Yes. Agencies that are not official PDAs for Forests Ontario programs are eligible to apply.

**Q: What are the steps to follow to participate in the OTC program?**

**A:** **1.** Fill out OTC application form (below) indicating desired number, species, and use of trees. **2.** Any time prior to **February 15<sup>th</sup>, 2021**, send the completed application form to Hayley Murray at [hmurray@forestsontario.ca](mailto:hmurray@forestsontario.ca), who will inform you of your application approval status. **3.** Once your application is approved, contact the nursery to reserve stock and confirm number and species of available stock. **4.** Submit a copy of your nursery receipt paid in full, an invoice for payment, and a tracking sheet to Hayley Murray at [hmurray@forestsontario.ca](mailto:hmurray@forestsontario.ca) no later than **March 31<sup>st</sup>, 2021**.

**Q: Are there tree species restrictions?**

**A:** The OTC funding support only applies for native tree species or non-native, non-invasive species (e.g. Norway Spruce, European Larch). Proposed species should be outlined in the application; however, we do understand that these may change depending on nursery availability, etc. We are happy to take any questions regarding suitable species for your site conditions!

**Q: Will landowners be required to enter into an agreement?**

**A:** No, unlike the 50 MTP no agreement will be required. We do ask that you keep track of basic planting/landowner location information so we can track where the trees end up!

**Q: Is there a minimum number of trees eligible for the funding?**

**A:** All applications will be evaluated on a case by case basis. Forests Ontario does not have a specified minimum number of trees to be considered for reimbursement. However, minimum orders vary by nursery and nurseries reserve the right to enforce minimum order numbers.

**Q: What are some eligible uses of this funding support?**

**A:** Events and fundraisers such as community planting events and seedling sales, landowners that do not qualify for the 50 MTP, etc. Other uses will be considered, all applications will be evaluated on a first come, first served basis. Please include as much information on the intended use of the seedlings as you can.

**Q: How do I order seedlings from the nursery?**

**A:** Seedlings must be ordered from one of the four following nurseries: Somerville Seedlings, Ferguson Tree Nursery, Richardson’s Pineneedle Farms, or St. Williams Nursery and Ecology Centre. Orders should be placed through the nursery directly as soon as possible to ensure stock availability. Each nursery reserves the right to enforce a minimum order size. Seedlings must be picked up from the nursery they are ordered from (ideal date range for pick up is end of April to mid-May, varies by nursery). Receipts for seedlings, paid in full, must be submitted to Forests Ontario prior to receiving reimbursement.



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Toronto, ON M5J 2L7

[www.forestsontario.ca](http://www.forestsontario.ca)

## Over-the-Counter Program Application

Applications submitted prior to **February 15<sup>th</sup>, 2021** will be evaluated on a first come, first served basis. There is a limited number of seedlings available for the OTC program. Forests Ontario will notify you of approval status prior to **March 1<sup>st</sup>, 2021**. Once approved, please track basic information regarding general landowner/planting location for funded seedlings. Applicants can invoice Forests Ontario for OTC funding upon providing the following application and a copy of the receipt of sale paid in full (prior to **March 31<sup>st</sup>, 2021**).

**Please submit applications, invoices, and/or questions to Hayley Murray:**

Email: [hmurray@forestsontario.ca](mailto:hmurray@forestsontario.ca)

Phone: 1-877-646-1193 ext. 222

# Forests Ontario's Over-the-Counter Tree Sales Program



APPLICANT INFORMATION				
Name/Organization				
Mailing Address				
City/Town				
Postal Code				
Phone No.		Ext.		
Email				
PLANTING INFORMATION				
# of Seedlings Requested		Funding Rate: \$		Total Funding Requested \$
Seedling Use <i>(e.g. community planting, private landowner, etc.)</i>				
List proposed species <i>(subject to change with nursery availability)</i>				
Location for planting <i>(as much as known)</i>	Landowner Name		Region/Township	
	Street Address		Lot #	
	City/Town		Concession #	
Nursery	<input type="checkbox"/> Somerville Seedlings	<input type="checkbox"/> Ferguson Tree Nursery	<input type="checkbox"/> Richardson's Pineneedle Farms	<input type="checkbox"/> St. Williams Nursery and Ecology Centre

I understand that Forests Ontario's Over-the-Counter funding is not to be combined with any other Forests Ontario funding and that all monies received from Forests Ontario is inclusive of applicable taxes. I certify that the above information is accurate, and all planting has been done in accordance with the guidelines of the Over-the-Counter program. Funding will apply only on stock with proof of purchase made in full. Stock availability is nursery dependent.

**Signature of Applicant:**

**Date:**

# Appendices

## Forests Ontario's Over-the-Counter Tree Sales Program Species Eligibility List 2021

Aspen, largetooth (*Populus grandidenta*)  
Aspen, Trembling (*Populus tremuloides*)  
Basswood, American (*Tilia americana*)  
Birch, white (*Betula papyrifera*)  
Birch, Yellow (*Betula alleghaniensis*)  
Buckeye, Ohio (*Aesculus glabra*)  
Butternut (*Juglans cinerea*)  
Cedar, Eastern Red (*Juniperus virginiana*)  
Cedar, Eastern White (*Thuja occidentalis*)  
Cherry, Black (*Prunus serotina*)  
Cottonwood, Eastern (*Populus deltoides*)  
Fir, Balsam (*Abies balsamea*)  
Hackberry (*Celtis occidentalis*)  
Hemlock, Eastern (*Tsuga canadensis*)  
Hickory, bitternut (*Carya cordiformis*)  
Hickory, Shagbark (*Carya ovata*)  
Ironwood (*Ostrya virginiana*)  
Larch, European (*Larix decidua*)  
Maple, Black (*Acer nigra*)  
Maple, Freeman (*Acer x freemanii*)  
Maple, Red (*Acer rubrum*)  
Maple, Silver (*Acer saccharinum*)  
Oak, Bur (*Quercus macrocarpa*)  
Oak, Chinquapin (*Quercus muelenbergii*)  
Oak, Pin (*Quercus palustris*)  
Oak, Red (*Quercus rubra*)  
Oak, Swamp White (*Quercus bicolor*)  
Oak, white (*Quercus alba*)  
Pine, Eastern White (*Pinus strobus*)  
Pine, jack (*Pinus banksiana*)  
Pine, Red (*Pinus resinosa*)  
Poplar, Balsam (*Populus balsamifera*)  
Poplar, Hybrid (*Populus sp*)  
Spruce Norway (*Picea abies*)  
Spruce, Black (*Picea mariana*)  
Spruce, White (*Picea glauca*)  
Sycamore, American (*Platanus occidentalis*)  
Tamarack (*Larix laricina*)  
Tuliptree (*Liriodendron tulipifera*)  
Walnut, Black (*Juglans nigra*)  
Willow, Black (*Salix nigra*)

To request approval for other species, please contact Hayley at [hmurray@forestsontario.ca](mailto:hmurray@forestsontario.ca)

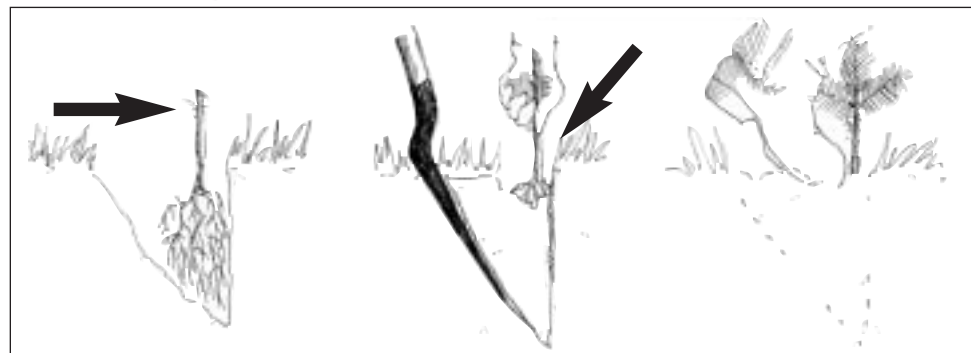
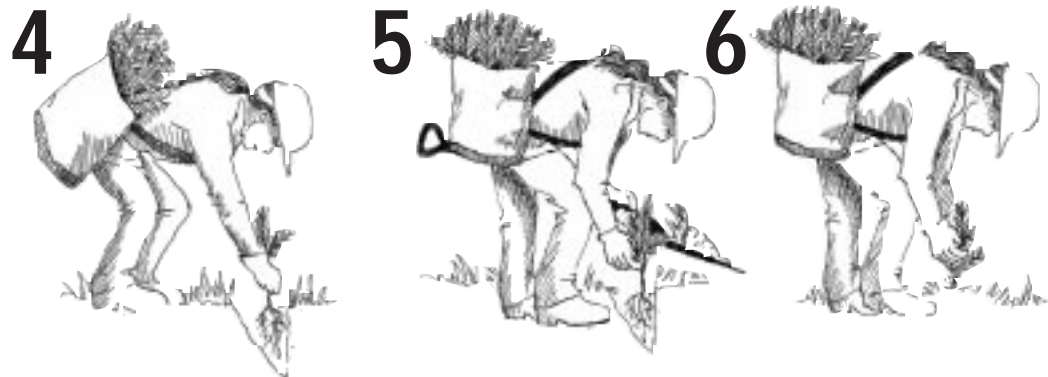
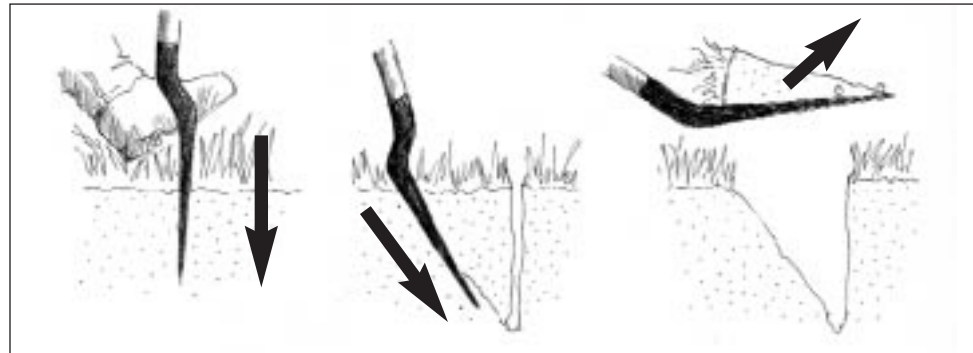
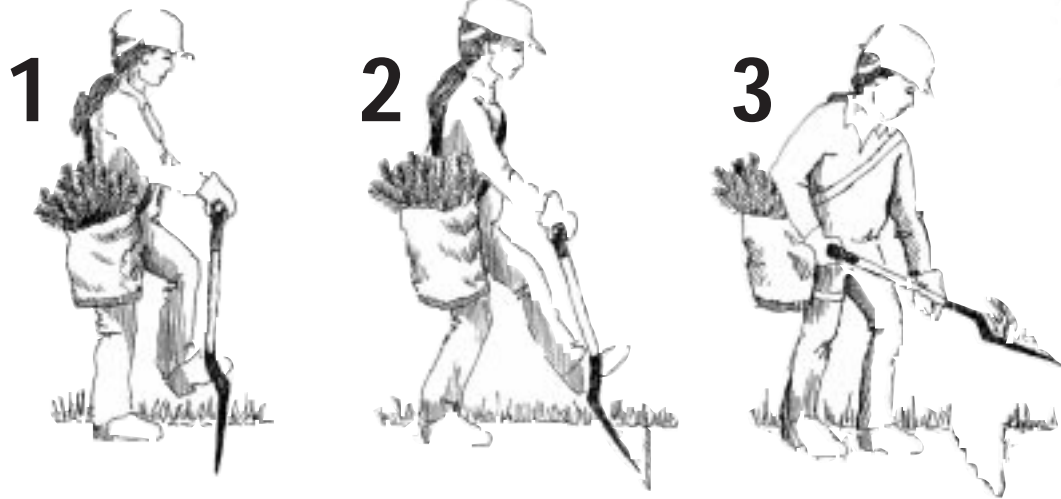
**HOW TO PLANT**

Figures 1-3 : Prepare a planting hole by removing a "wedge" of soil. Dig one side of hole straight down.

Figures 4-6 : Place roots in the planting hole. Spread soil around the roots ensuring good contact. Tamp the soil around the base of the seedling with your toe.

Your time and effort in advance planning and preparation will give your tree planting project the best chance for success. Your reward will be a lifetime of enjoyment and benefit from your trees.

Practical advice and assistance on tree planting, site preparation and tending is available through your local office of the Ontario Ministry of Natural Resources.



For more information contact:  
**LandOwner Resource Centre**  
 P.O. Box 599, 5524 Dickinson Street  
 Manotick, Ontario K4M 1A5  
 Tel 613 692 2390 or 1 800 387 5304  
 Fax 613 692 2806  
 Product Ordering: 1 888 571 INFO (4636)  
 E-mail: info@lrconline.com  
 Internet: http://www.lrconline.com

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