



**The Britton Fund, Inc.  
Request for Proposals  
Web-Accessed Technical Information Sheets**

The Britton Fund, Inc. is seeking proposals from qualified applicants to prepare a series of 10 Technical Informational Sheets on topics of interest and importance to Western Chapter arborists. The technical information sheets will be available to members and the public through The Britton Fund, Inc. web site ([www.thebrittonfund.org](http://www.thebrittonfund.org)).

The project will be funded by The Britton Fund, Inc, and administered by the Education Committee under the direction of The Britton Fund, Inc. Board of Directors.

***Background***

In 2013, the Britton Fund, Inc. published a series of Ten Technical Information Sheets. These ten free Technical Informational Sheets, created by Helen Stone and Dr. James Downer, covering topics of interest and importance to arborists in the WCISA region and beyond. Topics included; Managing Trees During Drought and Water Restrictions; Maximizing Benefits of Trees in Hot Climates; Caring for Old Native Oaks; Planting and Early Care of Trees; Improving Soil Conditions Around Existing Trees; Managing Infrastructure Conflicts with Trees; Maintaining Palm Trees; Diagnosing and Rectifying Salt Toxicity; Responsible Wood Waste Management and Trees, Water and Irrigation. A complete set can be downloaded from [www.thebrittonfund.org](http://www.thebrittonfund.org).

In the summer of 2021, the Britton Fund, Inc. Board of Directors voted to fund a second series featuring topics of interest based on the results from the annual survey of the Western Chapter ISA membership. Specifics for the Request for Proposals are as follows:

***Technical Information Sheet Specifications***

1. Each information sheet shall be 2-3 pages in length and include text, color photographs and line drawings as appropriate. A list of additional reading, with web site addresses, is to be included. The information provided shall be appropriate and useful for the professional arborist practicing in California, Hawaii, Arizona and Nevada.
2. Information sheet general topics to be completed are:
  - a. Drought Response and Care
  - b. Parking Lot Trees
  - c. Species Diversity
  - d. Assessing Fire Damage
  - e. Pest and Disease
  - f. Tree Protection Zone
  - g. Root Management
  - h. Structural Pruning
  - i. Irrigation
  - j. Improving Soil Profiles
  - k. Subject recommended by author

3. A page layout and organizational style shall be established that will be applied to each Technical Information Sheet. The Britton Fund, Inc. logo shall be included on each Sheet.
4. Drafts of two Technical Information Sheets shall be submitted to the Education Committee for review and comment before undertaking the remaining work. Comments and recommendations shall be incorporated into future work.
5. Prepare and distribute digital files for all Technical Information Sheets in Word to the Education Committee. The Education and Research Committees will provide editorial comments.
6. Edit documents to the satisfaction of the Education and Research Committees.
7. Provide digital files for all approved Technical Information Sheets in MS Word.
8. Prepare an article describing the project for publication in Western Arborist.
9. Describe project and results in a presentation at the WCISA Annual Conference.

### **Qualifications of applicant**

Membership in Western Chapter ISA is preferred but not required.

Applicant must have superior knowledge in the subject areas and demonstrated ability to write clearly and concisely.

### **Application procedures**

Proposals are limited to 4 pages and must include the following information:

1. Applicant name, title, address, phone, email
2. Proposed outline of two Technical Information Sheets and a sample mock-up.
3. Itemized budget, including 50% matching funds to be provided by applicant. **Grant funds cannot be used to pay overhead expenses.**
4. Project schedule (starting date, due date for drafts of two Technical Information Sheets, due date for drafts of all 10 Technical Information Sheets, completion date).
5. Relevant experience and citations by applicant.

Submit a typed original proposal to Rose Epperson, The Britton Fund, Inc., 31910 Country Club Drive Dr., Porterville, CA 93257. **Proposals must be received (not postmarked) by January 31, 2022.** Proposals may be sent electronically to [repperson@wcisa.net](mailto:repperson@wcisa.net).

### **Proposal Selection and notification**

Proposals are evaluated by The Britton Fund, Inc. Research and Education Committees. Evaluation criteria include the appropriateness of the project approach, demonstration of qualifications of the applicant, and reasonableness of the budget to compete the project.

Recommendations for grant awards will be forwarded to The Britton Fund, Inc. Board of Directors for ratification in March 2022. Grantees will be notified by April 1, 2022.

### **Agreements and project funding**

The Britton Fund, Inc. retains all copyrights, source codes, and/or patents resulting from research and education funded by The Britton Fund, Inc. The Britton Fund, Inc. retains the right to modify the

Technical Information Sheets as additional information is made available and to add, delete or change illustrations. The Britton Fund, Inc. retains the sole right to duplicate and distribute the documents.

The grantee is required to undertake a contract with The Britton Fund, Inc. for the project. Projects involving multiple funding sources will require all parties reaching agreed upon terms regarding copyrights, source codes and patents.

The grantee is required to provide a 50% match in funds.

Payment to the grantee shall occur as follows:

Completion of project contracts and agreements	25% contract amt.
Submittal of two sample Technical Information Sheets	25% contract amt.
Submittal of all Technical Information Sheets	25% contract amt.
Acceptance of final copy for Technical Information Sheets	25% contract amt.

Questions and inquires should be directed to Rose Epperson ([repperson@wcisa.net](mailto:repperson@wcisa.net))