



TINY FORESTS TOGETHER

**Community Partnership Letter of Agreement
to Establish a Miyawaki Tiny Forest**

This Agreement is made on [DATE] between:

Forêt Capitale Forest (FCF), hereby referred to as "FCF," a registered charity with a mission to plant and care for trees, link ecosystems, and steward resilient urban forests, and

[COMMUNITY GROUP NAME], hereby referred to as “the Group”, a community-based organization committed to environmental stewardship and green-led initiatives.

1. Purpose of Agreement

The purpose of this Agreement is to establish a collaborative partnership between FCF and the Group to plan, design, install, and maintain a Miyawaki Tiny Forest at [PROJECT LOCATION]. Both parties commit to fulfilling their respective roles and responsibilities as outlined in section 2 Scope of Work to ensure the success and long-term sustainability of the Tiny Forest.

2. Scope of Work

The project will follow Forêt Capitale Forest’s Miyawaki Tiny Forest Guide and includes the following phases:

Phase 1: Project Planning & Commitment

- The Group commits to raising funds or providing in-kind volunteer services to support the project. A small project team will be formed to work in collaboration with FCF.
- FCF commits to providing technical expertise and advice on site selection and project feasibility assessment. A project schedule and budget will be prepared by FCF outlining the financial contributions, resources, and project responsibilities.

- FCF and the Group will identify and confirm land access to obtain required approvals to proceed with every phase of the project to completion.

Phase 2: Site and Soil Preparation

- FCF will conduct a site analysis, including soil testing and remediation recommendations if applicable.
- FCF will provide expertise on preparing a site plan, including native species selection and soil-building techniques in consultation with the Group.
- The Group agrees to coordinate volunteers for site preparation, including debris clearing and adding soil amendments in collaboration with FCF as per a project schedule.

Phase 3: Planting Plan and Planting Event Organization

- FCF will lead a hands-on workshop for Group volunteers on the Miyawaki planting method at least 2 months prior to planting the tiny forest.
- The Group will invite its community volunteers to assist the hands-on workshop.
- FCF will provide a planting plan and event template to the Group to identify the logistics and coordination steps for the planting event.
- FCF will identify and procure native tree and shrub species in consultation with the Group, ensuring diversity and ecological appropriateness according to the site assessment.
- Both parties will collaborate on promotional efforts to engage the local community.

Phase 4: Maintenance & Monitoring

- The Group commits to maintaining the tiny forest for at least three years, ensuring adequate watering, weeding, and protection.
- FCF will provide at least 2 seasonal check-ins, technical advice, and group training for best maintenance practices following the planting event.
- The Group will document growth and survival rates, reporting annually to FCF using a tree report template.
- FCF will update the organization's Dashboard to report on the trees planted and location of the tiny forest.
- Both parties will work together to identify and celebrate milestones and share project impact stories.

Phase 5: Long-Term Stewardship & Education

- The Group will provide opportunities to include the community in education and awareness programming (e.g., school visits, workshops, citizen science initiatives).

- FCF will provide a template for signage at the site to include donor and partnership acknowledgements.

3. Financial Contributions

- FCF with the support of the Josette Robertson and Joan Johnston Family Foundation – Ottawa Community Foundation, will provide initial funding for FCF technical services for the installation and maintenance support of the Tiny Forest
- The Group will identify and contribute funding or in-kind services.
- The Group agrees to be responsible for ongoing costs associated with maintenance, including water access, mulch, and community engagement activities after Year 1 of the planting.

4. Liability & Risk Management

- The Group is responsible for obtaining any necessary insurance for volunteers and project activities after the tiny forest has been planted and during the maintenance phase.
- FCF assumes no liability for injuries or damages occurring during volunteer events or forest maintenance.
- Both parties will take necessary precautions to ensure a safe working environment in accordance with the province's healthy and safety regulations.

5. Decision-Making and Conflict Resolution

- Decisions related to project implementation will be made through mutual agreement between FCF and the Group.
- In the event of a dispute, both parties will engage in a mediation process to resolve issues collaboratively.

6. Communication Plan

- Regular check-in meetings will be scheduled to ensure smooth project implementation and address any concerns.
- Both parties will use email and scheduled calls to maintain transparent communication throughout the project duration.
- All public communications regarding the project and its progress and implementation will be shared in advance by both parties and acknowledge the project funding support generously provided by the Josette Robertson and Joan Johnston Family Foundation.

7. Term & Termination

- This Agreement is valid for a period of one year from the date of signing.
- Either party may terminate this Agreement with 60 days' written notice if obligations are not met.
- 30 days prior to the end of the agreement, both parties will review the progress made to implement the project and assess whether the agreement needs to be renewed.
- If the Group fails to uphold maintenance commitments, FCF reserves the right to intervene to provide guidance on the tiny forest maintenance and survival.

8. Signatures

By signing below, both parties acknowledge their commitment to the success of the Tiny Forests Together - Miyawaki Tiny Forest project and agree to fulfill their respective responsibilities.

For Forêt Capitale Forest:

Name: _____

Title: _____

Signature: _____

Date: _____

For [COMMUNITY GROUP NAME]:

Name: _____

Title: _____

Signature: _____

Date: _____