



Tree and Bench Donation Program

The Fund for Parks and Recreation, the City of Boston's not-for-profit parks endowment, accepts charitable donations to restore and improve Boston's renowned open spaces. Trees and benches make great gifts to both your beneficiary and your favorite park. Best of all, your donation helps support parks citywide!

Park Benches

People may donate new or existing park benches. Sometimes locations in existing parks are available for new bench donations where no bench currently exists. Whether existing or new, a donor recognition plaque will be installed on the bench.

Park Trees

Choose any Boston park with planting availability. A donor recognition plaque will be installed at the base of the tree when the tree is planted.

Street Trees

Choose from any Boston street with sufficient planting space. A commemorative card will be sent to the donor.

Tree Care

Donations for tree care will be used for ongoing planting, watering, and maintenance of Boston's trees. A commemorative card will be sent to the donor.

Donation Element	Neighborhood Parks	Flagship Parks*	Corporate Donors
New Park Bench	\$5,000	\$10,000	\$15,000
Existing Park Bench	\$1,500	\$3,000	\$5,000
Park Tree	\$1,500	\$3,000	\$5,000
Street Tree	\$1,000	\$1,000	\$3,000
Tree Care	\$1,000	\$2,000	\$3,000

**Flagship Parks are the Back Bay Fens, the Boston Common, the Commonwealth Avenue Mall, Copley Square, Franklin Park, Jamaica Pond, Olmsted Park, and the Public Garden.*

Tree and Bench Donation Program Policy *(Please read before signing on the reverse)*

- This policy is designed to enable residents and park users to support Boston parks through a tax-deductible contribution. Contributions will be acknowledged by a plaque or commemorative card. The plaque/card is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.
- Only tree and bench donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply to the Department.
- Donation applications will be reviewed throughout the year; however, plaques, trees, and benches will be installed only twice per year – Spring and Fall.
- Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.
- A donation period will last 12 years. Within this time, the Department will replace a park tree or bench donation and/or plaque up to two times if deemed necessary by the Parks Commission design review staff. Street tree donations will be replaced once within two years of the original planting date if deemed necessary by the Parks Commission design review staff.
- After 12 years, the donated element will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated element and plaque may be removed or rededicated at any time.
- The Department retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated the Department will contact the donor to discuss alternative locations; the Department will make the final determination.
- The Department, in collaboration with the donor, will determine the tree species and location.
- The donor shall select a bench from the existing undedicated park benches. A bench may only be installed in a new location with the approval of the Department.
- A maximum of 4 lines of text and 40 characters per line is permitted on the dedication plaque. Text is subject to the approval of the Parks Commission design review staff.
- This policy does not supersede the regulations or ordinances of any City of Boston regulating authority.

–End of Policy–



Tree and Bench Donation Program Application

Before filling out this form, please call (617) 635-4505 and ask to speak with the Donation Program Manager about your donation. All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

1. Applicant Information

Name _____ Phone _____
 Address _____ Fax _____
 City, State, Zip _____ Email _____

2. Donation Information *(Please indicate the donation type – If tree, indicate desired tree species, BPRD will accommodate request if possible)*

New Bench Existing Bench Park Tree Street Tree Tree Species: _____

3. Location Information *(Indicate the desired location: Park name and neighborhood – or – Street address and neighborhood)*

4. Donation Amount *(Please see the reverse side for the current donation levels)*

Neighborhood Park Flagship Park Corporate Donor \$ _____

5. Plaque or Commemorative Card Text *(Maximum of 160 characters – reviewed for appropriateness and subject to approval)*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40				
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6. Payment: The Fund for Parks and Recreation is a 501.c.3 tax-exempt charitable organization. Donations to the Fund are tax-deductible. Please make your **check** payable to: “The Fund for Parks and Recreation” or for **credit card** payment please contact the Donation Program Manager at (617) 635-4505.

7. Please return this form and your payment to:
 Boston Parks & Recreation Department
 1010 Massachusetts Avenue, 3rd Floor
 Boston, MA 02118
 Attn: Tree and Bench Donation Program

8. I have read, fully understand, and agree to abide by the Tree and Bench Donation Program Policy (on reverse).

My signature below indicates that I have read this document in its entirety, consulted with the Boston Parks Department Donation Program Manager, and understand that:

- A. The Department makes all final decisions, including but not limited to availability, bench location, bench style, tree location, and tree species.
- B. All language used on recognition plaques and commemorative cards is subject to approval.
- C. As a tax-deductible donation, all donated items are the property of the City of Boston Parks and Recreation Department, and will be maintained according to Department policy and priorities.
- D. At the end of the dedication period, the donated item will be available for renewal with the first right of refusal given to the original donor.

Signature of Donor: _____ Date: _____

OFFICIAL USE ONLY:		GPS Location Data: _____	
Parks Marketing:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Parks Commission Design Review Staff:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Parks Finance:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Donation Program Manager Notes:	Date	Design Review Staff Notes:	Date
Date Installed:	Installed By:	Finance Director Notes:	Date