



INITIAL APPLICATION INSTRUCTIONS

Thank you for your interest in conserving pollinators and enhancing our planet's resilience!

Our Mission

To galvanize communities to sustain pollinators, responsible for the reproduction of 90% of the world's wild plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides.

How the BEE CITY USA® Certification Program Works: Step-by-Step

1. **(Applicant)** Email a completed, signed application (form below) with draft resolution (template provided) to beecityusa@gmail.com with "APPLICATION" in the subject line, and mail a check for the application fee to BEE CITY USA, 34 Courtland Avenue, Asheville, NC 28801. Note: Businesses, civic groups, and local government departments are often willing to pay the application fee. The fee helps BEE CITY USA engage communities across the nation in enhancing pollinator habitat and is based on a sliding scale keyed to your community's population:

<u>Population</u>	<u>Initial & Annual Fee</u>
<4,999	\$100
5,000-9,999	\$150
10,000-24,999	\$200
25,000-49,999	\$300
50,000-99,999	\$400
100,000-249,999	\$500
250,000-499,999	\$750
500,000-999,999	\$1,000
>1,000,000	\$1,500

2. (BEE CITY USA) We will notify you of any further needs or adjustments. Upon a favorable review, we will place your application in PENDING APPROVAL status and notify you. Our goal will be to synchronize the social media announcement process with the adoption of your resolution.
3. **(Applicant)** Once your community passes the resolution, send a signed electronic copy to us, noting any changes to the draft you submitted with your application.
4. (BEE CITY USA) After reviewing your adopted resolution, we will promptly request any clarification necessary, and given a satisfactory response, formalize your status as APPROVED by email, add your community to the list of certified Bee City USA affiliates on our website, and send artwork to produce your BEE CITY USA street sign(s). Affiliates are referred to as "Bee City USA [your community name here]".
5. **(Applicant)** Keep BEE CITY USA apprised of your news, questions or needs. Each January after you have been certified at least twelve months, email BEE CITY USA an annual renewal application, including a report of activities from the previous year and mail BEE CITY USA an annual renewal payment (based on the fee schedule above) to help support the program's administration and maintain your status. (Note: All photographs submitted to BEE CITY USA will be used for promotional and educational purposes without compensation.) Enjoy the benefits of belonging to a network of communities taking a stand for pollinators and serving as resources to one another!

Bee City USA is an independent 501(c)(3) non-profit organization.

Questions? Contact Phyllis Stiles, Director, BEE CITY USA at beecityusa@gmail.com.

Bee City USA®

APPLICATION

Please email this completed application with draft resolution to beecityusa@gmail.com with "APPLICATION" in the subject line and mail a check for the application fee to:
BEE CITY USA, 34 Courtland Avenue, Asheville, NC 28801.

A) APPLICANT INFORMATION

APPLICANT ENTITY _____ (Incorporated Town, Township, City, Village or County)

POPULATION _____ / **APPLICATION FEE** _____

APPLICANT [person completing form and facilitating proposed BEE CITY USA program]

Name _____

Title _____

Organization/Department _____

Address _____

City/State/Zip _____

Phone _____

Email _____

SPONSORING DEPARTMENT _____

[City and/or County Department serving as interface between BEE CITY USA and City and/or County.]

CITY OR COUNTY LIAISON [Employee representing City/County Department serving as interface between BEE CITY USA and City and/or County.]

Check here if same as Applicant

Name _____

Title _____

Department _____

Address _____

City/State/Zip _____

Phone _____

Email _____

MEDIA CONTACT FOR YOUR BEE CITY USA NEWS, IF NOT APPLICANT OR CITY/COUNTY LIAISON

Check here if same as Applicant

Check here if same as Liaison

Name _____

Title _____

Department _____

Address _____

City/State/Zip _____

Phone _____

Email _____

MAYOR OF CITY OR CHAIR OF COUNTY COMMISSION (I.E. Applicant's highest elected official)

Name _____
Title _____
Email _____

B) COMMITMENTS AND ACTIONS

I/we, the undersigned, understand that the BEE CITY USA program consists of commitments outlined in the Bee City USA resolution, and that we are taking the indicated actions to support those commitments:

1: Adopt BEE CITY USA resolution following template provided by BEE CITY USA.

Draft Resolution (with exact language to be voted on) is attached.

The Resolution is scheduled for approval on _____ (date).

2. Assign BEE CITY USA facilitation responsibilities to a new or existing committee managed by either the City and/or County or a non-profit organization, as outlined in BEE CITY USA resolution.

The committee should invite broad-based community involvement in your quest to make your community as pollinator-friendly as possible. Ideally, in addition to representatives of city/county departments and members of garden clubs and service groups, committees should include experts in volunteer engagement, native plants, invasive exotic plant removal, pollinators (wild bees, honey bees, butterflies, monarch butterflies, etc.), and least toxic integrated pest management. The committee should have a chair, vice chair, and secretary to take minutes and other officers as needed. Facilitation responsibilities are listed in the resolution template.

Name of committee _____

Date committee was first convened: _____

Meeting schedule (weekly, monthly quarterly...) _____

List of committee members (use additional sheet if necessary; Excel format preferred)

NAME	AFFILIATION OR EXPERTISE	EMAIL ADDRESS

C) SIGNATURES

APPLICANT:

CITY AND/OR COUNTY LIAISON (IF DIFFERENT FROM APPLICANT):

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

RESOLUTION NO. _____

A RESOLUTION of [your city council or county commission of your city and state here] designating [your city or county here] as a BEE CITY USA® affiliate.

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of 90% of the world's wild plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, due in part to the tremendous diversity of wild native bees, along with the honey bees that were brought to the United States from Europe in the 1700s, we have very diverse dietary choices rich in fruits, nuts, vegetables and even dairy products--one in every three bites of food we eat is courtesy of insect pollination; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local nurseries and growers; and

WHEREAS, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession throughout the growing season;
- Provides water for drinking, nest-building, cooling, diluting stored honey, and butterfly puddling;
- Provides undisturbed spaces (leaf and brush piles, un-mowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for wild pollinators
- Is pesticide-free or has pesticide use carried out with least ill effects on pollinators;
- Is comprised of mostly, if not all, native species of annual and perennial forbs, grasses, vines, shrubs, and trees in landscapes because many wild pollinators prefer or depend on the native plants with which they co-adapted;
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness; and,
- Provides for safe and humane removal of honey bees when required.

WHEREAS, supporting pollinators fosters environmental awareness and sustainability, and increases interactions among community stewards, backyard beekeepers, farmers, children, educators, Master Gardeners, local businesses, faith-based organizations, and nature-related organizations; and

WHEREAS, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, [your city or county here] chooses to support and encourage pollinator habitat creation and enhancement on both public and private land; and

WHEREAS, [your city or county here] should be certified a BEE CITY USA community because:

- XXX
- XXX
- XXX

NOW, THEREFORE, [your city or county here] resolves as follows:

1. The [your city or county here] [appropriate department name] Department is hereby designated as the BEE CITY USA sponsor.
2. The [appropriate position title] of [your city or county here] is designated as the BEE CITY USA liaison.

3. Facilitation of the [your city or county here] BEE CITY USA program is assigned to the [committee name here] Committee.
4. The [committee name here] Committee is authorized to, and should:
 - a. **Celebration:** Annually celebrate National Pollinator Week (third full week of June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations or promotions that showcase [your city or county name here]'s commitment to enhancing pollinator health and habitat.
 - b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the [your city or county name here] website which includes, at minimum, a copy of this resolution, links to the national BEE CITY USA website, contact information for the local government's BEE CITY USA liaison ([title of liaison here]), contact information for the "[committee name here] Committee," and reports of the pollinator-friendly activities the community has accomplished the previous year(s).
 - c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat, which can include, but is not limited to:
 - i. Identification and inventory of [City or County] real property that can be enhanced with pollinator-friendly plantings.
 - ii. Creation of a recommended locally native species list to include forbs, grasses, vines, shrubs, and trees and a list of local suppliers for those species.
 - iii. Creation of a least toxic integrated pesticide management plan, and
 - iv. Dissemination of informational and educational materials to the public.
 - v. Tracking annual area of pollinator habitat created or enhanced by square footage and/or acreage.
 - d. **Policy:** Establish, through the [City or County], a policy in the [Plan name here] Plan of the [City's or County's] Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation.
 - e. **Plan Review:** Review the [Plan name here] Plan and other relevant documents to review pesticide management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
 - f. **Renewal:** After completing the first full year as a BEE CITY USA affiliate, each January, apply for renewal of the [your city or county name here]'s BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on [your city or county name here]'s population.

ADOPTED by the [City Council or County Commission] of the [your city or county name, state here], this ___ day of _____, 2017.

 [Name of Mayor or Chair here]
 [Mayor or Chair]

Approved as to form:

Attest:

 [Name of City or County Attorney here]
 [City or County] Attorney

 [Name of City or County Clerk here]
 [City or County] Clerk