



Community Garden Small Grant Program Description



Purpose: The purpose of the Community Garden Small Grant program is to support residents and organizations who will start and/or expand a community garden in Mansfield or elsewhere in Richland County. These grants, up to \$300, are designed to:

- Connect neighbors and share best gardening practices
- Increase fresh food access and encourage residents to eat more fruits and vegetables
- Improve community health and increase volunteerism
- Expand opportunities for recreation, learning, art and cultural gatherings in the garden
- Repurpose and beautify blighted or vacant community space

Small Grant Criteria: In order to be eligible for consideration:

- Gardening for food, such as vegetables, fruits, herbs, etc., should be a focus of the garden.
- The garden project must provide a public benefit to the community.
- Funds are limited for use by residents or organizations within Richland County.
- All garden proposals will be subject to proper authorization (contract with land owner, zoning codes met, etc.).
- Garden plans must indicate how gardens will be maintained over time.
- The request for funding must be submitted by a minimum of three (3) Richland County residents (volunteers). Grants may also be submitted by organizations sponsoring community gardens, however, they are also required to provide a 1-to-1 match.

Potential Grant Uses: Eligible expenses include:

- Garden supplies (seeds, plants, soil amendments, shared tools, equipment rental, materials for building raised beds, compost bins, rain barrels, etc.) to support community gardens
- Signs, communication boards, benches, etc. to promote visibility and organize volunteers
- Art in the Garden projects and cultural activities to build community and enhance public spaces
- Education and outreach to encourage gardening and healthy eating by youth, seniors, families, etc.

Support for Community Gardens: Community garden organizers and volunteers are encouraged to contact Rochelle at (419) 525-3101 or Rochelle@necic-ohio.org if you need help. The following support is also available through NECIC and our partners:

- Free resources, including a selection of seeds, plants, pails, and other garden supplies, will be shared with community gardeners as available.

- Garden start up advice is offered to help organizers plan site layout, access to water, etc.
- Teams of volunteers are occasionally available to help with one-time projects.
- Education and networking will help gardeners learn new methods and share best practices.

Application Deadline: To be considered, applications, including a photo of the proposed garden site must be **received by 4 p.m., April 12, 2017.**

Application Process:

- Complete the attached grant application, explaining your goals to start or expand a community food garden. Proposals must cover upcoming projects. Requests for funds to cover projects already completed will not be considered.
- All applicants **must meet** with, NECIC Community Garden Organizer, Rochelle Jones by **4 p.m., April 17th, 2017** to review application and discuss proposed Community Garden project.
- Obtain permission from the land owner and/or zoning permits, if needed.
- Determine the items needed, obtain price estimates, and fill out the budget worksheet. The maximum available funding per application is \$300. Organizations must indicate their match amount.
- Take a photo of the site that you wish to have your garden.
- Mail or deliver the application, budget worksheet, photo, and any attachments to:

***Community Garden Grants
North End Community Improvement Collaborative
P.O. Box 954 (199 N. Main Street)
Mansfield, OH 44901-0954***

Review Criteria:

Only applications received by the deadline will be considered. Those grant requests that are received on time will be evaluated based on the following criteria:

- Completeness of application, budget and supporting materials
- Benefits to the community
- Volunteer support for project
- Feasibility & sustainability of project
- Performance on previous small grant and/or garden projects, if any

Payment Process:

Garden organizers are typically reimbursed for the items that are approved on the budget when they turn in receipts, photos and the project summary to NECIC. Requests for other payment methods – for example requesting direct payment of an invoice from a vendor – must be arranged in advance. **Cash cannot be given up-front.**

Organizations must show their 1-to-1 cash match (i.e. pay half the total receipts) with their request for reimbursement. Requests to use an in-kind donation as a match will only be considered on a case-by-case basis and must be approved in advance.

Please note that all funds need to be spent or obligated by **June 19th, 2017**. Whenever possible, NECIC will provide donated resources such as plants, seeds, and compost to help keep costs down.

Reporting Requirements:

- Within 30 days of finishing the project, the residents/organizations must provide NECIC a project summary, a minimum of four (4) photos, and all receipts. **Project Summaries, photos, and receipts must be received by 4 p.m., June 19th, 2017.**
- Garden organizers will also be asked to complete a year-end survey to help track garden impact.

Grant Sponsors and Partners: Raising Richland Community Garden Grants are coordinated through NECIC, with support from the Fran and Warren Rupp Fund of the Richland County Foundation, the City of Mansfield Community Development Block Grant, Richland Public Health's Creating Healthy Communities Project, the Richland County Master Gardeners, and other community partners.

For more information, contact Rochelle at **(419) 525-3101** or Rochelle@necic-ohio.org.



Community Garden Small Grant



Application Form

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Instructions:

- 1.) Complete this application form, attach the budget worksheet, photo of community garden/proposed site, landowner's permission, and any additional documentation.
Applications and attached forms must be received at NECIC by 4 p.m., April 12, 2017.
- 2.) You must complete a meeting with Rochelle Jones, Community Garden Organizer, to review your proposed Community Garden project by **4 p.m., April 17th, 2017**. Please call (419)-525-3101 to schedule this meeting.

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Part I - This application is being sponsored by: (please check one)

Residents _____ (Requires three Richland County volunteers from separate residences)

OR

Organization _____ (Requires three Richland County volunteers from separate residences, authorizing signature, and a 1-to-1 match)

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Provide contact info for residents who will volunteer in the garden. Indicate who the lead contact will be for the project. ***(Contacts must be from Richland County and separate residences)***

Leader Name: _____ Address: _____

Phone: _____ Email: _____

Name: _____ Address: _____

Phone: _____ Email: _____

Name: _____ Address: _____

Phone: _____ Email: _____

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ORGANIZATION SPONSORED GARDENS must also include the following information. The authorizing signature indicates approval of the submission of the proposal and the 1-to-1 match.

Organization Name: _____

Address: _____ City & ZIP: _____

Print Name

Signature

Title

Date

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Part II - Brief Description: Overview the location, goals, etc. for the garden project. Use extra pages if needed.

Garden Name: _____

New Garden: ____ or Existing Garden: ____

Address/Location of garden: _____

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Who owns the land where the garden will be sited? _____
(Attach written permission from landowner if the property is not owned by grant applicant.)

What are your vision and goals for the garden? _____

How would the requested grant funds be used? _____

What is your timeline for completing the grant funded project, and who will complete this work?

Application Form

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How will the garden be maintained through the season? _____

How will your Community Garden benefit low-income families? _____

How will the community benefit from this project? _____

Will your project require you to obtain building permits or other authorization? _____

(If yes, attach any required documents.)

Budget Worksheet

List the supplies needed to carry out the proposed garden grant project. Obtain **price estimates** and include the **source** of those prices (Lowe's, Alta Greenhouse, etc.). If needed, use multiple sheets.

Item Needed	Store where item was found	Quantity	Cost per Item	Total Cost	Cost to Grant Funds	Cost to Organization (if applicable)
Totals:						

Amount requested from grant funds (max of \$300): _____

Gardens working with organizations:

Is your organization willing to pay ½ of the budget: Yes _____ No _____

What is the amount of ½ of the budget? (max of \$300) \$ _____

Sample Permission Slip for Land Use

I give my permission for _____ (*garden organizer/garden group*) _____ to use the land I own at _____ (*address*) _____ for the year of 2017. I understand that the land will be used for a community garden. As such, I consent to participants and community members accessing the land whenever needed to maintain the garden.

Signed _____ Date _____

(If there is a water source)

I also give permission for the garden group to utilize the water source on the land to water the garden for the year of 2017. I understand that I will be responsible for whatever cost is incurred from the use of water.

Signed _____ Date _____