



# Community Garden Small Grant Program Description



**Purpose:** 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, and cultural gatherings in the garden
- Repurpose and beautify blighted or vacant community space

## **Eligibility Requirements:**

- 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.

## **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
- Cultural activities to build community and enhance public spaces
- Education and outreach to encourage gardening and healthy eating by youth, seniors, families, etc.

## **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.
- 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  
134 N. Main St.  
Mansfield, OH 44902*

**Application Deadline:** To be considered, applications, including a photo of the proposed garden site must be received by 4 p.m., May 31, 2018.

**Review 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. We will not accept labor costs or food costs as part of the match.

Please note that all funds need to be spent or obligated by **July 31<sup>st</sup>, 2018**. 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 submit the project summary form, a minimum of four (4) photos, and all receipts. **Project Summaries, photos, and receipts must be received by 4 p.m., July 31<sup>st</sup>, 2018.**
- 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, The Home Depot, and other community partners.

For more information, contact Mona at (419) 522-1611 or [Mona@necic-ohio.org](mailto:Mona@necic-ohio.org).

**Support for Community Gardens:** Community garden organizers and volunteers are encouraged to contact Mona at (419) 522-1611 or [Mona@necic-ohio.org](mailto:Mona@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.



# Community Garden Small Grant



## Application Form

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### Instructions:

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., May 31<sup>st</sup>, 2018.**

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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: \_\_\_\_\_

**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

# Application Form

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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? \_\_\_\_\_

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How would the requested grant funds be used? \_\_\_\_\_

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

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How will the garden be maintained through the season? \_\_\_\_\_

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Will your Community Garden benefit low-income families?      **Yes**      **No**

How will the community benefit from this project? \_\_\_\_\_

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Will your project require you to obtain building permits or other authorization? \_\_\_\_\_  
*(If yes, attach any required documents.)*

# Budget Worksheet

(Examples on next page)

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

Item Needed	Store where item was found	Cost per Item	(X) QTY	(=) Total Cost	Cost to Grant Funds	Cost to Organization (if applicable)
<b>Totals:</b>						

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

**Gardens working with organizations:**

Is your organization willing to pay 1/2 of the budget: Yes \_\_\_\_\_ No \_\_\_\_\_

What is the amount of 1/2 of the budget? (max of \$300) \$ \_\_\_\_\_

# Example Budget Worksheet

**Example Resident Worksheet:** (Resident run gardens **will not** use column labeled “Cost to Organization”)

Item Needed	Store where item was found	Cost per Item	(X) QTY	(=) Total Cost	Cost to Grant Funds	Cost to Organization (if applicable)
Pepper Plant	Home Depot	\$3.00	4	\$12.00	\$12.00	
Tomato Cages	Lowe's	\$2.50	2	\$5.00	\$5.00	
<b>Totals:</b>				<b>\$17.00</b>	<b>\$17.00</b>	

Amount requested from grant funds (max of \$300): **\$17.00**

**Example Organization Worksheet:**

Item Needed	Store where item was found	Cost per Item	(X) QTY	(=) Total Cost	Cost to Grant Funds	Cost to Organization (if applicable)
Pepper Plant	Home Depot	\$3.00	4	\$12.00	\$6.00	\$6.00
Tomato Cages	Lowe's	\$2.50	2	\$5.00	\$2.50	\$2.50
<b>Totals:</b>				<b>\$17.00</b>	<b>\$8.50</b>	<b>\$8.50</b>

Amount requested from grant funds (max of \$300): **\$8.50**

## 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 2018. 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 2018. I understand that I will be responsible for whatever cost is incurred from the use of water.

Signed \_\_\_\_\_ Date \_\_\_\_\_