



# 2017 UNION COUNTY MEANS GREEN COMMUNITY GARDEN GRANTS

*SPONSORED BY*

## THE UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

**Mission and Goals:** This matching grant program was introduced for the first time in 2016, resulting in funding for 19 garden projects in 10 municipalities. This second year of funding in 2017 will expand the program and bring the benefits of fresh, locally grown produce to more County residents, providing additional opportunities for improved nutrition, education, recreation, social activities and community service.

**Schedule:** Applications for 2017 are now being accepted. Applications must be received **by 5:00 p.m. on Tuesday, March 7**. Applicants will be notified of their award no later than Thursday, March 16.

**Who May Apply:** Funding is available to non-profit organizations with 501(c)(3) tax exempt status, and to municipal agencies or entities including (but not limited to) senior housing, community centers and public libraries. Other volunteer civic organizations may apply through their municipality or a local 501(c)(3) organization. Groups organized as LLCs or other commercial enterprises are not eligible.

**What the Grants Cover:** This grant program covers produce gardens including vegetables, fruits, nuts, berries, herbs and spices, pollinator-attracting plants and plants for pest management. It does not cover ornamental plants or non-producing gardens.

**Economical Garden Packages:** Pre-budgeted packages were introduced in 2016 and are available once again. This option makes it easy to plan and build a new garden or improve an existing garden.

**Garden Qualifications:** Raised bed gardens must be located on property at least 20'x14' receiving 6-8 hours of sunlight daily with available or planned water supply.

Other garden types (greenhouse, rooftop, etc.) must provide a description of the property and affirm that it is capable of supporting the garden project. All gardens must be on property owned by a municipal entity, a 501(c)(3) or an affiliate of a 501(c)(3).

Gardens must agree to set aside a portion of their harvest for community donation and enroll in Come Grow With Us!, a free countywide information and resource sharing network for community gardens. Come Grow With Us! is a program of Groundwork Elizabeth.

*-- Printable application form begins on next page --*

**UNION COUNTY MEANS GREEN COMMUNITY GARDEN GRANTS**

*sponsored by*

**The Union County Board of Chosen Freeholders**

**Section 1. Contact Information**

**a. Organization or entity sponsoring the garden:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone + Email: \_\_\_\_\_

**b. Grant partner (if applicable – all others leave blank):\***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone + Email: \_\_\_\_\_

*\*Applicants that are volunteer organizations without 501(c)(3) tax exempt status must use this part to designate a 501(c)(3) partner or municipal entity that will receive the award on behalf of the garden.*

**c. Head Gardener #1 (main person in charge of garden):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone + Email: \_\_\_\_\_

*-- application continues on next page --*

**d. Head Gardener #2** (back-up contact for Head Gardener #1):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone + Email: \_\_\_\_\_

**Section 2. Garden Information**

**a. Name of garden:**

\_\_\_\_\_

**b. Location of garden** (street address or other specifics):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**c. Owner of property:\***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone + Email: \_\_\_\_\_

*\*Garden cannot be located on commercial or privately owned property.*

**d. New or existing garden**

Is this a new garden? ( yes / no )

Is this an existing garden? ( yes / no )

*-- application continues on next page --*

**f. Raised bed garden information** (other garden types leave blank):

Location is at least 20' x 14' ( yes / no )

Approximate size of location:\_\_\_\_\_

Location receives at least 6-8 hours of sunlight daily ( yes / no )

Water supply is available or planned for 2017 ( yes / no )

**e. Other garden type** (raised bed gardens leave blank):

On a separate sheet, describe the type of garden (rooftop, hydroponic, etc.) and its location, and indicate the availability of water, light and other features needed to sustain it.

**f. Volunteer support**

Approximate number of volunteers available to tend garden:\_\_\_\_\_

**Section 3. Community Information**

*On a separate sheet, provide brief answers for the following questions:*

- 1. What are your goals for providing nutritional benefits to the community, including produce donations?*
- 2. What produce would you like to grow in 2017?*
- 3. List additional reasons for building, expanding or improving your garden (examples -- education, therapy, beautification, recreation).*
- 4. How do you plan to engage the community (examples – special events, activities, social area, networking with volunteers).*
- 5. Are volunteers available throughout the growing season?*
- 6. Raised-bed gardens: Provide a simple sketch or description of the layout for your new and/or existing beds, and indicate existing or planned water source.*

*-- application continues on next page --*

## **Section 4. Grant Options**

*Note: All grants include a \$250.00 budget item that enables the gardening organization and its volunteers to attend any or all of six educational sessions on community gardening during the growing season (dates and locations tbd). There is no additional fee for these sessions.*

### **Level 1. Tools and Materials for Raised Bed Gardens**

The Level 1 grants are designed to enable gardens to focus on specific areas of need. They are available to both existing and new gardens.

To apply for a Level 1 grant, provide a budget using the Section 5 Sample Budget as a guide. All items listed in the Sample Budget are pre-approved for funding.

A minimum grant request of \$800.00 is suggested. The maximum suggested request is \$3000.00. All Level 1 grants will include the budget item for educational programs.

Indicate here if you are applying for a **Level 1 grant:** ( yes / no ).

### **Level 2. \$1300.00 Pre-Budgeted Award for Existing Raised Bed Gardens**

The Level 2 grants offer a simple, economical way to expand an existing garden. This pre-budgeted package includes six raised beds with soil, irrigation, soil amendments, seedlings and provisions for educational programs.

The Grant Administrator will procure and deliver the supplies, and coordinate construction of the garden beds with the awardee and its volunteers.

Indicate here if you are applying for a **Level 2 grant:** ( yes / no ).

If you answered "yes," sign below to indicate the availability of matching funds (in-kind or monetary) totaling \$1300.00.

Name (sign): \_\_\_\_\_

Optional: Level 2 applicants may use this form to apply for an additional matching grant to purchase extra items. Provide a budget for these items by using the Section 5 Sample Budget as a guide, and indicate the availability of matching funds for these items. Because educational programs are already included in Level 3 grants, you may cross out that line item in the Section 5. Budget.

*-- application continues on next page --*

### **Level 3. \$1800.00 Pre-Budgeted Award for New Raised Bed Gardens**

The Level 3 grants provide a simple, economical way to start a new raised bed garden. It is pre-budgeted to include tools and equipment in addition to six raised beds with soil, irrigation, soil amendments, seedlings and provisions for educational programs.

The Grant Administrator will procure and deliver the supplies, and coordinate construction of the garden beds with the awardee and its volunteers.

Indicate here if you are applying for a **Level 3 grant:** ( yes / no )

If you answered "yes," sign below to indicate the availability of matching funds (in-kind or monetary) totaling \$1800.00.

Name (sign): \_\_\_\_\_

Optional: Level 3 applicants may use this form to apply for an additional matching grant to purchase extra items. Provide a budget for these items by using the Section 5 Sample Budget as a guide, and indicate the availability of matching funds for these items. Because educational programs are already included in Level 3 grants, you may cross out that line item in the Section 5. Budget.

### **Level 4. Other Garden Types**

If your garden is a rooftop, hydroponic or other type of garden, on a separate sheet provide a budget for your garden including a \$250.00 budget item for educational programs, and indicate the availability of matching funds.

Please note that your application will also include the project description from Section 2 and the community information from Section 3.

A minimum request of \$800.00 is suggested. The maximum suggested request is \$3000.00.

Indicate here if you are applying for a **Level 4 grant:** ( yes / no )

*-- application continues on next page --*

**Section 5. Sample Budget (raised bed gardens only)**

The following budget is for planning purposes. Applicant’s costs may vary.

Level 1 grant applicants: Please note that the budget item for educational programs is required and must be included in the Total Request.

All items on the Sample Budget are pre-approved for funding. Applicants requesting additional items may use the “Other” line and provide a brief explanation.

<b>Items</b>	<b>Sample Costs</b>	<b>Amount Requested</b>	<b>Matching Funds (specify cash or in-kind)</b>
Bench	\$125		
Compost Bin/Composter	\$150		
Compost: per 10 beds	\$150		
Educational Programs: 6 per season		\$250	\$250 (cash or in-kind)
Electric Weedwacker	\$100		
Fence: per 10 beds	\$150		
Garden Cart/Wagon	\$125		
Garden Hand Tools: 25 trowels, spades, pruners	\$200		
Irrigation (10 beds) with timer, regulator, etc.	\$425		
Lawnmower	\$175		
Native Perennials, per garden	\$150		
Shade Tree	\$150		
Shed Large	\$2,500		
Shed Small	\$1,500		
Storage Container	\$250		
Tent	\$150		
Other			

**Total Request:** \_\_\_\_\_ **Total Match:** \_\_\_\_\_

*Please note: total grant request cannot exceed total matching funds.*

*-- application continues on next page --*

## Section 6. Agreement

Save the date: Successful applicants will receive their awards at the start of the Freeholder Board meeting scheduled for **Thursday, March 23 at 7:00 p.m.** at the 6<sup>th</sup> Floor Meeting Room, County Administration Building, 10 Elizabethtown Plaza in Elizabeth. Attendance is required by a head gardener or other garden representative.

By signing below, I demonstrate a commitment to:

- Provide documentation of one-to-one matching funds (monetary or in-kind).
- Display a sign provided by Union County, identifying the funding source (the Union County Means Green Community Garden Grant program).
- Donate a portion of the harvest to the community and provide a year-end garden summary including an estimate (in pounds) of produce harvested and donated.
- Enroll in Come Grow with Us!, a free countywide community garden information and resource sharing program of the non-profit organization Groundwork Elizabeth. As a Come Grow With Us! partner garden, my garden will not use synthetic fertilizers or chemical pest management.
- Attend a grant workshop (head gardener or other representative) in April

### Head Gardener #1

Name (sign): \_\_\_\_\_

*Optional:* Indicate your interest in hosting an educational program during the 2017 growing season at your garden.

( yes / possibly but need more info / no )

Applications may be sent by mail, email or fax **by 5:00 p.m., Tuesday, March 7** to:

Tina Casey  
Deputy Director, Union County Office of Public Information  
10 Elizabethtown Plaza, 6<sup>th</sup> Floor  
Elizabeth, NJ 07202

Email: [tcasey@ucnj.org](mailto:tcasey@ucnj.org) Phone: 908-527-4346 Fax: 908-527-4704