



*Uniting Communities through Green Roots*

## **Unity Gardens 2018 Spring Grant Application**

Unity Gardens awards grants up to \$1,000 for community greening projects. These grants are available to qualified nonprofit groups such as neighborhoods, religious organizations, schools, scout troops, community organizations and more.

### **Spring 2018 Application Deadline**

Applications are reviewed twice yearly in March and September. Requests for the Spring 2018 Grant Cycle must be submitted no later than March 1, 2018. You may submit your application at any time. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included.

### **Instructions**

Unity Gardens has instituted an on-line grant application process. We suggest you read and familiarize yourselves with the guidelines and helpful tips on our [Grants Page](#) before you begin.

To apply for a grant, please fill in the information requested on the following application form. Applicants are required to prepare and submit several attachments in support of their application. These attachments include a Project Description, a Proposed Budget and a Project Impact Statement. Applications will be considered incomplete until the attachments are received.

Upon receipt of the completed Application Form, Unity Gardens will respond to the applicant with an e-mail acknowledging receipt of the form. All required forms and attachments must be submitted no later than March 1, 2018.

## **Responsibility of Recipient**

The recipient of any grant from Unity Gardens must use the funds awarded for the specific purposes described in the Grant Application. We require that a detailed accounting of all funds along with a follow-up report be submitted following completion of the project, as described in the [Grant Guidelines](#).

### **I. Project Information**

*Please provide the requested information about the project.*

**Project Name:**

**Site Location's Address and estimated Square Footage:**

**Property Owner Name:**

First

Last

**Purpose of Grant:**

*One or two sentences - we'll ask for more detail later.*

**Amount of Request (up to \$1,000.00):**

### **II. Requesting Organization Information**

*Please provide the requested information about the Organization requesting the grant.*

**Name of Organization:**

**Mailing Address of Organization:**

Address Line 1

Address Line 2

City

State

Zip Code

**Type of Organization:**

Tax exempt, nonprofit corporation - 501(c)

Scouting Organization (e.g. Boy Scouts, Girl Scouts)

Community Association

Educational Organization (e.g. PTA, PTO)

*Circle all that apply.*

**III. Project Leader or Coordinator**

*Primary contact person for this grant.*

**Project Leader Name:**

First

Last

**Project Leader Title:**

**Project Leader Address:**

Address Line 1

Address Line 2

City

State

Zip Code

**Project Leader Daytime Phone:**

**Project Leader Mobile Phone:**

**Project Leader Email:**

**IV. Lead Volunteer**

*Contact information for the Lead Volunteer for this project.*

**Check if same as Project Leader:**

Same as Project Leader

**Lead Volunteer Name:**

First

Last

**Lead Volunteer Address:**

Address Line 1

Address Line 2

City

State

Zip Code

**Lead Volunteer Daytime Phone:**

**Lead Volunteer Mobile Phone:**

**Lead Volunteer E-mail:**

**V. Project Description**

Please attach additional pages describing your project. including the following information:

- **Who?** Describe the organization seeking this grant and/or any assisting organizations.
- **What?** Describe the project and how it will be implemented. Include a plant list and a preliminary sketch of the project. Remember: It is preferred that, of the funding, 100% of the dollar value is spent on native plants; 80% required. Annuals and invasive species will not be funded. Visit our [Grants Page](#) for helpful tips on choosing and finding native plants, design how-to's, a budget form and more.
- **Where?** Describe the location of the project and include a pre-project photo of the proposed site.
- **When?** Outline the schedule of the project, including an activity timeline and specific event dates. Visit our [Grants Page](#) for helpful tips for a successful planting day.
- **How?** Explain the connection of this project with your community. List the number of volunteers participating. Outline the long-term maintenance plan for

the project. See our [Grants Page](#) for helpful tips on creating a maintenance plan and sharing your project.

## **VI. Project Budget**

Please attach a proposed budget breakdown for your project. A [Sample Budget Spreadsheet](#) is available to use as a template. Please download the sample spreadsheet, edit it with information specific to your project and upload it below. You can also find helpful budget and funding tips on our [Grants Page](#).

## **VII. Project Impact**

Please attach a document describing any positive impacts or outcomes on the surrounding community as a result of your project. Find helpful tips for sharing your project on our [Grants Page](#).

### **That's It!**

Please review the completed application prior to submitting it to ensure that all requested information and attachments have been provided. When you are satisfied that your Application is complete, press the Submit button to send your application to Unity Gardens. Once submitted, Applications cannot be modified on-line.

Upon receipt of the completed Application Form, we will respond to the applicant via e-mail acknowledging receipt of the form. All required forms and attachments must be submitted no later than March 1, 2018.

## **Award of Grants**

All decisions on grant requests will be reported to applicants in April. Applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant.