



## Unity Gardens Fall 2020 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, faith-based organizations, schools, scout troops, community organizations and more.

### **Fall 2020 Application Deadline**

Requests for the Fall 2020 Grant Cycle must be submitted no later than August 1, 2020. 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**

We suggest you read and familiarize yourself with the guidelines and helpful tips on the Grants Page of our website before you begin. You can complete this form and email it with the required attachments, or you use the online submission form. If you use the online form online, we recommend taking the time to prepare your answers in a separate Word or other document and then cutting and pasting your answers so you do not lose your work in the event of a lost internet connection or other technical issue.

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 email acknowledging receipt of the form. If you do not receive a confirmation email within 3 business days, please contact [unitygardensaa@gmail.com](mailto:unitygardensaa@gmail.com) to ensure your application was received. All required forms and attachments must be submitted no later than August 1, 2020.

## **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 including all receipts be submitted following completion of the project along with a grant report, as described in the Grant Guidelines.

## **I. Project Information**

*Please provide the requested information about the project.*

Project Name:

Site Location's Address

Estimated Square Footage of Proposed Project:

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:

Name of Organization/Person to whom grant check should be addressed:

Address Line

City

State

Zip Code

**Type of Organization:**

*Circle all that apply*

Tax exempt, nonprofit corporation - 501(c)

Youth Organization (Scouts, groups, club)

Community Association

Homeowners' Association

Educational Organization (e.g. PTA, PTO, school)

Other (Park, Historic Property, Senior Center)

**New for 2020: Educational Signage**

Grantees who complete their project and submit a final grant report are eligible to receive an interpretive sign for their project. Two signs are currently in development, one on *The Importance of Native Plants* and another on *Using Native Plants to Solve Water Problems* (raingardens, erosion control, stormwater management). The signs will be ready to distribute in October 2020.

The value of the complete sign and its mounting stand is **approximately \$500**. If your organization would like a sign, you will be responsible for a co-pay of \$50. Installation will be the responsibility of the recipient. You will be able to see the final version of the sign before committing to receive one. Additional details will be shared with successful Fall 2020 Grantees.

Do you think your organization will want a sign for \$50?

Which sign would you prefer, one on the Importance of Native Plants or Using Native Plants to Solve Water Problems?

**III. Project Leader or Coordinator**

*Primary contact person for this grant.*

Project Leader Name:

First

Last

Project Leader Title:

Project Leader Address:

Address Line

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 or note 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 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:
  - Plant list
  - Detailed sketch of the project
  - Detailed planting plan.including who will be responsible for installing the project and when you plan to start.
  - A plan for maintenance for a minimum of 2 years. See our Grants Page for helpful tips on creating a maintenance plan.
  - Budget. It is preferred that 100% of funding 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.

- Tell us what vehicles you will use to attract volunteers, share information, and promote the success of your project.
- Where? Describe the location of the project and include a pre-project photo of the proposed site. Mention any existing environmental conditions or challenges such as flooding, slopes, poor soil or drainage, and whether the site is sun or shade.
- 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 who your volunteers are and how many volunteers you hope will participate. Note for 2020: Please describe how and if your plan is affected by Covid-19 and the effects of social distancing. Be specific: Can you accomplish this project by staggering volunteer hours and/or gathering in smaller groups? How will your plans to move forward be affected should social distancing tighten again in the fall?

## **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. If approved, you will be responsible for keeping receipts/invoices in order to support your final budget and will be asked to return any unused or unaccounted for funds.

## **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.

### **What's Next?**

Please review the completed application prior to submitting it to ensure that all requested information and attachments have been provided. 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 August 1, 2020.

**Award of Grants**

All decisions on grant requests will be reported to applicants by September 1. Applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant.

All approved grantees must complete their project in Fall 2020 and submit a final reports by February 15, 2021 at the latest. Projects will be subject to inspection by Unity Gardens.