



Cultivating Communities, One Native Garden at a Time.

## Unity Gardens 2020 Spring Grant Application

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

Requests for the Spring 2020 Grant Cycle must be submitted no later than March 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

Unity Gardens prefers you submit applications electronically. We suggest you read and familiarize yourselves with the guidelines and helpful tips on our [Grants Page](#) before you begin.

You will need to prepare several documents to upload along with this application including a **Project Description, a Proposed Budget, and a Project Impact Statement**, so please read through everything before starting your submission. If you would like to print a copy of the application to use as a template before filing on-line, [click here](#).

Applications will be considered incomplete until all required 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, 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 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: required**

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

**Property Owner Name: required**

**Purpose of Grant: required**

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

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

## II. Requesting Organization Information

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

**Name of Organization: required**

**Mailing Address of Organization: required**

**Name of Organization/Person to whom check should be addressed.**

**Type of Organization: required**

- Tax exempt, nonprofit corporation - 501(c)
- Youth Organization (e.g. Scouts, Clubs, Groups)
- Community Association
- Homeowners' Association
- Educational Organization (e.g. School, PTA, PTO)
- Other (e.g Library, Historic Property, Senior Center)
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*Check all that apply.*

### III. Project Leader or Coordinator

*Primary contact person for this grant.*

Project Leader Name: required

**Project Leader Title:**

Project Leader Address: required

**Project Leader Daytime Phone: required**

**Project Leader Mobile Phone:**

**Project Leader Email: required**

## 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:

Lead Volunteer Address:

**Lead Volunteer Daytime Phone:**

**Lead Volunteer Mobile Phone:**

**Lead Volunteer E-mail:**

## *V. Project Description*

Please upload a file 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.
  - 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.

## **VI. Project Budget**

Note: It is preferred that 100% of funding is spent on native plants; 80% required. Annuals and invasive species will not be funded, nor will delivery fees. Please include other sources of funding that will be used to complete this project.

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 upload 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. If you do not receive confirmation within a day or two, email [unitygardensaa@gmail.com](mailto:unitygardensaa@gmail.com) to confirm. All required forms and attachments must be submitted no later than March 1, 2020.

### **Award of Grants**

All decisions on grant requests will be reported to applicants by April 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 Spring/Summer 2020 and must submit a final report due in the fall. Projects will be subject to inspection by Unity Gardens.

Good luck, and thanks for supporting native gardening in Anne Arundel County!