



Grant Application

Application Deadline(s)

Requests for grants must be submitted no later than midnight on April 1st for the Spring Grant Cycle or midnight August 1st for the Fall Grant Cycle. Please refer to the Grant Guidelines before completing the application. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included.

Instructions

To apply for a grant, please provide **ALL** the information requested on the following application form. Applicants are required submit the following components, including several **attachments**. Applications that do not include the following will be considered incomplete:

- Completed Application Form including a Project Description
- Photos of the existing site
- Detailed Sketch of the Planting Plan (using only Maryland Coastal Plains Natives)
- Detailed Maintenance Plan (what will be done, when and by whom)
- Letter of Support from the property owner (required for ALL projects)
- Proposed Budget (using Unity Garden' Budget Spreadsheet template only – budgets submitted using alternative formats will not be accepted. DO NOT CHANGE the FORMULAS!

There are two ways to submit. 1) Use the online application and upload each of the required attachments when prompted (preferred). 2) Complete this form and email it to Unity Gardens with the required attachments. If you use the online form, we recommend you review all requirements and prepare (and save) each of your attachments ahead of time, before you sit down to actually submit your application.

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 to ensure your application was received.

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. As described in the Grant Guidelines, we require a final report and a detailed accounting of all funds including all receipts to be submitted following completion of the project and no later than July 15th for Spring grants or November 15th for Fall grants. Unused funds or funds unaccounted for must be returned, but it is **STRONGLY ENCOURAGED** that you use all of your funding. Groups who do not adhere to deadlines or follow guidelines will be ineligible to receive Unity Gardens grants in the future.

APPLICATION Spring Fall Year: _____

I. Project Information

Please provide the requested information about the project.

Project Name:

Site Location's Address:

Estimated Square Footage of Proposed Project:

Estimated Number of Weekly Visitors to the Project Site:

Property Owner Name:

Grant Type:

- Standard Grant (up to \$1000)
- Meadow Grant (up to \$2000)
- Super Grant (up to \$3000)

Purpose of Grant:

Provide a one or two sentence summary - we'll ask for more detail later.

Amount of Request:

II. Requesting Organization Information

This organization must be a nonprofit with a business checking account for accepting the grant funds.

Name of Organization:

Mailing Address of Organization:

Address where grant check should be mailed (if different):

Type of Organization (Note all that apply):

- Tax exempt, nonprofit corporation - 501(c)
- Membership Organization (e.g. Scouts, Garden Clubs, Environmental Groups)
- Homeowners or Community Association
- Place of Worship (e.g. Church, Synagogue, etc.)
- Educational Organization (e.g. PTA, PTO, school)
- Public Park/Recreation Area
- Other (Park, Historic Property, Senior Center)

Has your organization received a Unity Gardens grant in the past, and if so when?

Note: an organization may only receive one Unity Gardens grant per 12 month period.

How did you hear about Unity Gardens' grants?

- Word of Mouth - Friend, Past Grant Recipient, Other
- Social Media Ad or Post
- Saw a Unity Gardens Sign in a Community Garden
- Visited a Unity Gardens Table at a Community Event
- Through an Environmental, Civic or other Anne Arundel County based Organization
- Other

Are there any other sources of funding secured, pending, or planned for this project?

Which free sign would you like for your project (See [Grant Guidelines](#) for details) – choose one:

- Welcome to a Native Garden
- Managing Water with the Power of Plants

Would you also like any other free signs? If so, please check your choice(s) below:

- Do Not Mow/Do Not Spray
- Your selected Welcome to a Native Garden or Managing Water with the Power of Plants sign in Spanish

Please note: Grant recipients may receive up to 3 free signs as follows: 1 Welcome to a Native Garden OR 1 Managing Water with the Power of Plants, 1 Spanish Welcome to a Native Garden OR 1 Spanish Managing Water with the Power of Plants, and 1 Do Not Mow/Do Not Spray. Additional signs can be purchased at cost - \$40 for any version (English or Spanish) of the Welcome to a Native Garden or Managing Water with the Power of Plants; \$16 for Do Not Mow/Do Not Spray - by emailing unitygardensaa@gmail.com.

Maryland Pollinator Pathways

We would like for each of our grantees to voluntarily register their garden on the Maryland Pollinator Pathway. In addition to planting with natives, the only additional requirement is to avoid the use of lawn chemicals and pesticides. Please visit the [Maryland Pollinator Pathway website](#) for additional information about this local effort.

Please indicate by checking the box below whether or not you will comply with the Maryland Pollinator Pathways requirement to not use pesticides or lawn chemicals in your garden:

- Yes, we will comply
- No we will not comply – please specify why:

III. Project Leader and Lead Volunteer Contact Information

Primary contact person for this grant.

Project Leader Name:

Project Leader Title:

Project Leader Phone:

Project Leader Email:

Project Leader Address:

Address

City

State

Zip Code

Lead Volunteer

Contact information for the Lead Volunteer for this project, or note SAME as Project Leader.

Lead Volunteer Name:

Lead Volunteer Phone:

Lead Volunteer E-mail:

IV. Project Specifics and Required Attachments

A. 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 planting schedule including who will be responsible for installing the project and when you plan to start.
 - Tell us how you will attract volunteers, share information, and promote the success of your project.
- Where? Describe the location of the project. Mention any existing environmental conditions or challenges such as flooding, slopes, poor soil or drainage, and whether the site is sun or shade. If applicable, include any information you've already collected, such as civil engineer reports, Watershed Steward recommendations, or data that will demonstrate that plants will be effective in addressing your issues.
- 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, how many volunteers you hope will participate and what impact it will have on your community.

- B. **Photos of the area** You may also include a plat or satellite maps. *Please do not embed photos in your application.* Attach up to 5 photos as separate documents.
- C. **Planting Plan** Detailed sketch or computer drawing showing where plants will be placed.
- D. **Maintenance Plan** A plan for maintenance for a minimum of two years.
- E. **Letter of Support** Please attach a letter of support from the property owner. (Required for all projects!)

See examples:

- [Maintenance Plan](#)
- [Planting Plan -- Hand-drawn](#)
- [Planting Plan – Computer generated](#)
- [Letter of Support](#)

V. **Project Budget – Submit as An Attachment USING OUR TEMPLATE only!**

- Download and save the [Unity Gardens Budget Worksheet](#). Here, record the specifics of your proposed budget, and submit it as an attachment. Use our spreadsheet only – other formats are not accepted – and do not change any formulas!
- If you are uncertain how to complete the spreadsheet, it can be helpful to review the [Sample Budget](#)
- You can also find helpful budget and funding tips on our [Grants Page](#).

NOTES:

- We will fund projects up to \$1000 or less. To qualify for the super grant (up to \$3000), 75% of your plants must be native trees or shrubs. To qualify for a meadow grant (up to \$2,000) the mix of perennials to grasses/sedges should be approx. 50-50%.
- We encourage projects that have matching funds. Matching funds means your organization or partner group is also providing funding for the project.
- 80% of your budget must be native plants. 20% may include materials to ensure survivability of plants such as mulch, compost, and tree protectors. Annuals and invasive species will not be funded. Only plants native to the Maryland Coastal Plains region will be funded. See grant guidelines for a list of resources to verify the native status of your plants.
- Delivery fees or freight fees will not be covered. It is recommended you include these fees in your budget to be paid for with matching funds. If you submit receipts that include freight or delivery fees, you will be asked to return these funds.
- If approved, you will be responsible for keeping receipts in order to support your final budget **and will be asked to return any unused or funds unaccounted for.**

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 within 3 business days. If you do not receive an email within 3 business days, please contact unitygardensaa@gmail.com to ensure your application was received. All required forms and attachments must be submitted no later than midnight April 1st for Spring Grants and midnight August 1st for Fall Grants.

Award of Grants

- All decisions on grant requests will be reported to applicants between April 15 - April 30 for Spring Grants and August 15 – August 31 for Fall Grants
- Applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant before receiving a grant check.
- All approved grantees must complete their project in the season for which it was awarded (Spring or Fall) and submit a final report no later than July 15th for Spring Grants or November 15th for Fall Grants. With permission, in certain circumstances, a project extension can be granted.
- Unity Gardens will visit each completed project within 12 months.

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

REV. 05/27/26