

# Orange County Community Garden Grant Program



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# Orange County Community Garden (OCCG) Grant Program Guidelines

*Updated February 25, 2019*

## **Application for Collaborative Community Garden Projects**

The grant program assists community groups in developing new sources of agricultural prosperity through the provision of cost-share grants. Community Garden Grants are for new community gardens as well as upgrades to existing community gardens. Single grant limit is \$500 per grant proposal with a \$1,000 cap over 3 years. Applicants must be able to demonstrate that their plan is executable with a high probability of success, well thought out, including resources, labor, timelines, and alternatives, etc. to support the grant proposal. Once grant is decided, the recipient has 6 months to implement the plan.

## **Orange County Community Garden Grant Eligibility**

- **The land tract and community garden on which the funds are to be used must reside in Orange County**
- Collaborative/Group grants must include at least 3 gardeners and may include agricultural groups, agencies, and/or non-profit organizations.
- Grant funds may be used to purchase durable goods such as small tools, planters, cultivators, irrigation equipment, rain barrels, drip irrigation tape, etc. or expendables such as lumber for bedding, insect netting for row cover, plastic for high tunnels, etc.
- Funds cannot be used to pay workers, rent, insurance, etc.
- If funded, applicant agrees to allow access to the community garden to grant administrators. And allow photos to be taken of your project to be shared with the county leadership or for future marketing and advertising for the grant program.

## **Community Garden Grant Committee**

- The Orange County Community Garden Grant Committee will be made up of five (5) members including:
- One member from the Orange County Cooperative Extension Staff (Horticulture Agent) Chair.
- The Agriculture Economic Developer from Orange County's Economic Development staff.
- One Master Gardener from NC Cooperative Extension Master Gardener Program.
- One representative from UNC Botanical Gardens.
- One representative from an active existing Orange County Community Garden.
- Committee members may hold positions in multiple organizations (e.g. a Representative from an existing community garden may be a member of Extension Master Gardener).

## **Procedures**

1. Applicants will be referred to the Orange County Cooperative Extension Website, where they will complete and submit their application to the committee Chair either by email, in person, or by mail.
2. Applicants will be provided interview dates and times (if required) approximately two (2) weeks prior to the Orange County Community Garden Grant Committee's scheduled meeting date. The applicant may be asked to present their proposal to the committee.
3. Community Garden Grant Committee Chair will provide completed applications to the committee for their review after the grant proposal deadline. Applications received after the closing deadline will be held for review during the next review period.
4. Grant proposal deadlines will be the last day of the month (March 31, June 30, September 30, December 31). The OCCG Committee will convene its 'decision meetings' in April, July, Oct, and January and will continue until funds are expended for that funding year.



5. At its scheduled quarterly meetings, the committee will discuss the strengths and weaknesses of each grant application(s) and decide whether or not to 'take action' on the request, based on the information provided. All Applications must be complete to include the detailed budget template provided. Additional information may be provided if necessary to add clarity or better justification for how funds will be used. The OCCG Committee may request additional information for clarity if the grant proposal does not have sufficient information for the committee to 'make a decision'.
6. All complete applications submitted while county funds are available will be considered during the grant cycle. Applications that are submitted after funding is expended will be held for consideration until new funding is appropriated. Applications that were denied must be resubmitted for consideration.
7. The committee will use a scorecard to aid in awarding grants. The scorecard will assign a numeric value to each application. Applications with a higher score will be ranked higher in priority for funding.
8. The committee shall approve, deny or request additional information from the applicant based on the strengths and weaknesses of the application. The committee will submit grant determinations to County leadership and provide a written summary of the award decisions.
9. The applicant will be informed in writing by the committee's chair of the decision to fund the grant, fund the grant with conditions, deny funding or seek more information. If the

committee denies a grant request, it shall provide the applicant a reason the grant was denied.

10. Should the committee deny an application, the committee will not consider another application from that applicant for at least three months. Should an applicant think that their application has been improperly denied, then the applicant must notify the committee chair in writing explaining their reasoning. The notice to the committee chair shall state why the applicant thinks the grant should be reassessed for consideration. If the chair determines additional consideration should be given he will resubmit the application with additional reasoning to the committee. The application shall then be given further consideration by the committee and its decision is final.
11. At its discretion, the committee may impose additional terms to a grant request. The committee may require an itemized budget detailing the proposed use of grant funds.
12. Applicants agree to utilize grant funds for their intended use. Each venture receiving a grant must provide an accounting of how all funds were used and key milestones reached by the venture **within 180 days of receiving the grant**.
13. If an applicant fails to use funds as intended or fails to use them in a timely manner, the County has the right to require all grant funds be returned from the applicant, and may initiate legal proceedings against the applicant to collect the funds.
14. The committee shall provide annual reports to the County Manager and the BOCC of the number of grants requested, approved and denied, and an analysis of the program's success metrics to date.



15. Documents, including but not limited to financial statements, business plans, customer and supplier lists, description of inventory or assets, contractual obligations and existing liabilities, submitted as supporting documents during the application process shall be treated as confidential information and will not be returned to the applicant.

### **Expenses**

Suitable expenses are those associated with the production of diversified community garden produce, nuts, fruits and vegetables, or adding value to the crop to make it more shelf stable, assist with hygiene or like endeavors. Grant funds may be used to purchase durable goods such as tools, planters, cultivators, irrigation equipment, rain barrels, drip irrigation tape, etc. or expendables such as lumber for bedding, insect netting for row cover, plastic for high tunnels, etc. Under no circumstance are funds to be used for gardener or help salaries or operational costs (utilities, insurance, rent, etc.). Funds should be used as stated in the applicant's proposal.



### **Funding Limits**

The maximum amount any applicant can receive within 3 years of initial funding is \$1000. Each application is capped at \$500. Multiple applications and subsequent awards of less than the \$1,000 limit may be made within the 3-year period by one community garden entity but may not exceed \$1,000 in total awards for the 3-year period.

### **Collaborators**

Collaborators and/or Mentors are not required, but increases the likelihood of success for your project. Therefore, it is encouraged for applicants to seek mentorship. Mentors may include County Extension Agents, Agriculture Economic Development Coordinators, farmers, marketing and production specialists, crop consultants, non-profit organizations, business and other agricultural advisors. Collaborators and mentors bring needed expertise to the project and have a clear role in helping the project succeed.



## Orange County Community Garden Grant Application

Up to \$500 maximum per grant application

***\*Please read the instructions and eligibility guidelines prior to completing this application.\****

Project Title	
What is the name of your community Garden?	
What do you intend to grow in the community garden?	
Name (Primary applicant)	
Mailing address	
Street address	
City, State	ZIP
Home phone	Work Phone
Fax	
Email address	
Website	

Name (Secondary applicant)	
Mailing address	
Street address	
City, State	ZIP
Home phone	Work Phone
Fax	
Email address	
Website	

Name (Tertiary applicant)	
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Mailing address	
Street address	
City, State	Zip
Home phone	Work Phone
Fax	
Email address	
Website	

How long have you been gardening?	
How many families will benefit from the community garden?	
What additional skills do you and your team possess that will aid you succeed with your grant proposal?	
Is this a New Community Garden?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF No (Above) What is the name of the existing Community Garden?	
Will this project create an opportunity for new capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this project create additional jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? _____
What is the total area in Square Feet (or projected) of the Community Garden?	<input type="checkbox"/> County Property <input type="checkbox"/> Owned <input type="checkbox"/> Other
How much money are you requesting for your project? (up to \$500)	\$ _____
<b>What is the total estimated cost for your project?</b>	<b>\$ _____</b>



**Please answer the following questions on a separate sheet:**  
**(Ensure you adequately answer, describe or expound in enough detail the question. Maximum word count 250 words per question)**

1. Briefly describe your project.
2. Tell us about yourself. What is your gardening and work experience? What skills do you have that will be useful to the successful completion of your project?
3. What is new or innovative about your project? How is your project different than what others in your community are already doing? Are you aware of other community gardens in near proximity to your community garden who are producing something similar or have the same goal or objective? If so, where are they located and what are they doing?
4. Describe in detail your plan for completing your project. Tell us the specific tasks to be completed. Give dates by which you will complete them (timeline).
5. How will the new project fit into your existing Community Garden operation? What are the labor requirements of the new project?
6. What research have you done to determine if this project will work? Why do you believe that this project can be successful?
7. How have you determined that there is a demand for the crops you are going or are producing? Briefly describe your marketing strategy.
8. If your project is successful, what might other Community Gardens learn from your experience? Is this an enterprise that could be duplicated by others without causing too much competition?
9. In what areas do you believe you will need assistance in order to successfully complete your project? Who have you identified to assist you in those areas? Are those individuals aware of your project and have they agreed to help you?
10. What is your goal for the project? If you are successful, how will the project contribute to keeping you or others sustainably employed in the garden year-round?
11. How much food do you expect to generate from the project annually? What other sources of income will you have during the course of this project?
12. Are you leveraging funds from other sources aside from yourself? If yes, please note the sources and approximate amounts. How much money are you personally investing in this project?



# Budget Form

Use the following pages to estimate your budget. Please list all of your expected expenses in the appropriate categories and calculate a total on the last page. Your budget should clearly show how grant funds will be used on your project. Items that you list under the grant contribution heading are those for which you will use grant funds provided by the grant program

<b>Subcontractors and Services</b>			
<b>Grant Contribution</b>			
Item	Quantity	Cost per Unit	Total
<i>Example: deer fencing installation</i>	1	N/A	\$
<b>Total grant contribution for Subcontractors and Other services</b>			<b>\$</b>

<b>Use of Equipment (for equipment rental)</b>			
<b>Grant Contribution</b>			
Equipment Item	Acres in Project	Charge per Acre/Hour	Total
<i>Example: Tiller rental</i>	1,000 Sq Ft	Rental rates	\$
<b>Total grant Total contribution for Use of equipment</b>			<b>\$</b>

<b>Supplies, Materials and Equipment Grant Contribution</b>			
Item	Quantity	Cost per Unit	Total
<i>Example: Deer Fencing</i>	400 ft	\$7.35	\$
<b>Total grant contribution for Supplies and Materials</b>			<b>\$</b>

<b>Other Grant Contribution</b>			
Item	Quantity	Cost per Unit	Total
<i>Example: Fabrication Cost</i>	75	.30	\$
<b>Total grant contribution for Supplies and Materials</b>			<b>\$</b>

<b>Budget Summary Form</b>	
<b>Use this worksheet to summarize information from previous pages.</b>	
<b>Grant Contribution</b>	
<b>Cost-share Contribution</b>	
Subcontractors and Services	\$
Use of equipment	\$
Supplies and Materials	\$
Other (Explain)	\$

<b>Total Contribution \$</b>
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Please transfer the total amount of grant contribution to the Amount Requested line on the cover sheet of the application packet. If applicable, please list other sources of funding for the project:

**Timeline or Key milestones** Create a timeline or key milestones for you to accomplish for your project. (Below is an ***example only*** of a timeline a project)

- Feb 15 Install Deer Fencing
- March 11 Turn soil (Tiller rental)
- March 15 lay out rows
- March 20 Plant seedlings in flats
- March 31 Move seedlings to sun exposure
- April 12 Move Seedlings to cold frames and begin hardening seedlings off
- April 20 plant seedlings

**SIGNATURES**

Thank you for completing the application form. Signing this document acknowledges your intent and request for county grant funds to be used for a starting a community garden in Orange County NC or to enhance an existing community garden within Orange County. You acknowledge if funded, you will use the money for the purpose set forth in this application and abide by rules governing the Orange County Community Garden Grant Program.

Signature (Primary applicant)	Date
Signature (Secondary applicant)	Date
Signature (Tertiary applicant)	Date

**Submit your completed application:**

Email: [mart\\_bumgarner@ncsu.edu](mailto:mart_bumgarner@ncsu.edu)  
 Mail or hand-deliver:  
 Orange County Center  
 PO Box 8181  
 306 Revere Rd  
 Hillsborough, NC 27278