



IMPROVING ACCESS TO FRESH PRODUCE/INCREASING ACTIVE LIVING Community Garden Funding Opportunity 2011

APPLICATION FORM

Background

Hennepin County is pleased to offer funding opportunities to support development of new or expanded community gardens in Hennepin County cities that are part of SHIP Active Living or BCBS Healthy Eating Minnesota.

This grant program is being provided by Hennepin County through the Statewide Health Improvement Program (SHIP) and Healthy Eating Minnesota (HEM). SHIP is funded by the Minnesota Department of Health to establish sustainable community gardens for the purpose of increasing opportunities for active lifestyles and healthy eating. HEM is funded by Blue Cross and Blue Shield of Minnesota's Center for Prevention, and is focused on increasing access to fresh fruits and vegetables.

Groups in the following cities are eligible to apply for funding for community gardens: Brooklyn Center, Brooklyn Park, Crystal, Excelsior, Golden Valley, Hopkins, Independence, Maple Plain, Minnetonka, Mound, New Hope, Osseo, Robbinsdale, and St. Louis Park.

Priority will be given to proposals that result in increasing access to fruits and vegetables for those who have poor access (i.e., low income, populations of color, etc.). This could be through providing garden plots to these populations and/or donating a percentage (at least 20%) of produce from the gardens to food shelves and other agencies that serve these populations.

Hennepin County has contracted with Gardening Matters¹ to provide technical assistance, education, and community organizing to help expand and establish new community gardens. Gardening Matters will administer the funding process in collaboration with Hennepin County.

Being physically active in the outdoors and eating fresh produce are some of the benefits of community gardens. Other benefits include: stronger and more resilient communities through community relationships, increased citizen action, revitalized neighborhoods, and reclaimed and beautified idle or blighted land. Community gardens create a lasting impact in their neighborhoods. Visit Gardening Matters' website, www.gardeningmatters.org, for the many ways that community gardens benefit individuals and communities, including the factsheet: Multiple Benefits of Community Gardens.²

¹ *Gardening Matters was established in 2005 to foster a network of community gardeners in order to further strengthen each community garden as a place for community-building, neighborhood revitalization, environmental stewardship, youth development, and local food production.*

² http://www.gardeningmatters.org/Resources/multiple_benefits.pdf

Funding Period

Awards are intended for groups in Brooklyn Center, Brooklyn Park, Crystal, Excelsior, Golden Valley, Hopkins, Independence, Maple Plain, Minnetonka, Mound, New Hope, Osseo, Robbinsdale and St. Louis Park to implement sustainable community gardens in 2011. Funds will be available by March 15 and must be spent by June 21, 2010.

Funding Amounts

Maximum Award: \$1,500

Funding is competitive; grants will be chosen based upon submission of a strong application.

Up to five grants are available for projects located in **HEM cities** (Brooklyn Center, Hopkins, Mound, New Hope, Osseo, Robbinsdale), and *up to seven grants* are available for projects located in **Active Living Cities** (Brooklyn Park, Crystal, Excelsior, Golden Valley, Independence, Maple Plain, Minnetonka, St. Louis Park).

Who can apply

Neighborhood, youth, or environmental groups; faith-based organizations; cities; schools and after-school programs for community purpose; civic or citizens' associations; community gardens, social services agencies, and other similar groups. Applicants are not required to be incorporated 501(c)3 organizations. Community gardens must be located in the specified Hennepin County cities and serve residents of those cities. School gardens must serve both students and community members. Cities must apply in partnership with citizens or an organization.

We strongly encourage applications of garden start-up projects in low-income areas (or accessible to low-income residents) or where it's difficult to get to fresh food (i.e. grocery stores). Community garden projects located in other areas will also be considered if at least 20% of produce grown will be distributed to those who do not have good access to fresh produce or to a food bank that serves these populations.

We strongly encourage applicants to review the Community Garden Start-Up Guide (available on www.gardeningmatters.org/resources/startupguide.pdf) and do one or both of the following:

- Attend a Community Garden Start-Up workshop by Gardening Matters, please contact us to get one scheduled in your community
- Register for the community garden shared leadership weekend training, the American Community Gardening Association's "Growing Communities", on March 5-6. Location tba -- details to be posted at www.gardeningmatters.org)

Visit www.gardeningmatters.org for other community garden training opportunities and resources

How grant funds can be used

Grant funds can be used for one-time installation expenses and costs associated with starting or expanding a community garden in the first year. These expenses may include:

- Gardening supplies, such as: soil, fencing, plants, seeds, soil tests, tools, storage containers (not buildings), water systems, soil amendments, and mulch.
- Educational materials and training, such as gardening workshops in the garden.
- Project documentation: scrap book materials and photo printing for project documentation.
- Community outreach supplies: refreshments, name tags, printing brochures.

Awarded funds may NOT be used to hire group members or ongoing consultation, for mileage, for recurring annual costs such as liability insurance or cost of water, or to buy tillers or sheds. We strongly encourage community gardens to institute best neighbor practices, such as not using synthetic fertilizers or herbicides. Purchase of these should be fully explained in the application.

What you need to know when applying

- Applications must be received or postmarked February 1st, 2011, by 5 pm.
- Applications can be mailed, emailed or delivered to our offices (see address below). Applications will not be accepted by fax or on disk.
- Proposal should be no more than 5 pages, including the budget page. Photos, brochures, and other attachments can be another 5 pages. Please do not submit anything to us that you need to have returned as you may not get it back.
- Recipients will need to sign an agreement in order to receive funds. Funds can be advanced as needed, but will otherwise be distributed by reimbursement of expenses.
- We encourage grantees to hold a community event or participate in the Parade of Community Gardens in August 2011 to share their garden project with the community and other people interested in starting a community garden.

Additional Opportunities for Funded Projects

There will be opportunity for gardeners to receive educational and training opportunities on vegetable gardening, garden site design, community engagement and other topics relevant to community gardening.

Where can projects be located?

- At current community gardens, if an expansion is planned, in specified Hennepin County cities.
- New gardens can be established at any site that has space, which may include faith communities, schools, housing complexes, vacant lots, recreation centers, parks, community facilities, shelters, social services' agencies, clinics, food shelves, etc.

Soil Testing

Projects may want to consider getting a soil test for certain contaminants (i.e. lead) depending upon prior use of the land or proximity to a major roadway. Funds can be used for this purpose. Contact Gardening Matters for more information about testing the soil for contaminants.

Permission to use land and access to water

It is important that you have written permission to use the land for your project and confirmation of working access to water. For projects located on school grounds, this letter needs to be provided by the school principal. Please include a permission letter from the landowner and a statement of how long the community garden will have access to the land with your application.

Site illustration (Optional but appreciated)

Attach a *simple* drawing of the project site to illustrate your project plans. Be sure to let us know where north and south are, and indicate where there are trees. It does not need to be perfect, but it will help reviewers understand your project better.

Review criteria include

- Application reflects the stated goals
- Gardeners have been recruited and included in project planning prior to submitting application
- 3-5 gardeners are already involved in the planning of the project
- Timeline and budget are well explained and reasonable
- The project will increase food access for the target population (low-income, African Americans, Latinos)
- Applicant groups has formed partnerships with other groups or organizations
- Financial need of the applicant group
- Written permission for use of the land and access to water

- Special consideration will be given to projects whose gardeners attend a workshop on how to start a community garden

Application Timeline

Applications will be accepted anytime before but no later than 5:00pm on February 1, 2011

- Funded applicants will receive an email notification of an award by March 1, 2011
- Receipts reimbursed up to the total amount of the award between March 15-June 21, 2011
- Funds must be spent by June 21, 2011
- Interim progress report is due June 21, 2011
- Final Reports are due November 1, 2011

Application Review Committee

- The Review Committee will be made up of Hennepin County staff and key community stakeholders.
- Committee members will abstain from reviewing applications they are associated with
- Committee members will recommend applications for funding to Hennepin County but do not make the final decisions

What is required of applicants once their projects are funded?

Funded grantees will agree to:

- Be available for at least one site visit in May-July, 2011
- Submit expense receipts with invoices to Gardening Matters for reimbursement within 30 days
- Submit “before”, “during” and “after” photographs of the site with the final report. Videos or other types of documentation are also welcome
- Inform Gardening Matters of scheduled community work dates and of any problems or proposed changes to the timeline, budget, or workplan
- Complete the project and submit the final report by November 1, 2010; please include participant reflections, copies of flyers and other written materials (for purposes of learning and demonstration)

How to submit a proposal

- Please review application materials, attend a Start-up workshop, and give us a call with your questions!
- Fill out application questions (pages 6-10)
- Applications must be submitted by February 1, 2011, by either mail (postmarked February 1 or earlier), email or hand-delivery to Gardening Matters at Sabathani Community Center, 310 E. 38th St, Suite 204B, Minneapolis, MN 55409. Proposals can be emailed to kelsey.gardeningmatters@gmail.com **Emailed applications are preferred, as it makes it easier for us to distribute to reviewers.**
- Please provide only ONE copy of the proposal
- Attachments cannot be returned, so include only copies and keep originals for your records (letters, drawings or designs).

Proposal Format

The application should not exceed 5 pages total, excluding attachments, which can be up to another 5 pages. Attachments are additional pages (site photos, designs, drawings and permission letters).

For the Application, margins can be between 0.5-1.0” on all sides, but not smaller than 0.5 inches. Font size should be 11 or 12 point. Handwritten applications must be readable.

Questions? Need help?

Contact Kelsey at Gardening Matters at kelsey.gardeningmatters@gmail.com or call 612-821-2358. We are happy to work with you to develop a strong proposal, including "previewing" your proposal if sent to us no later than January 15, 2011.

Checklist for Application (submit *copies* of originals)

- Proposal (no more than 5 pages) including the budget page (pages 5-9 below)
- Permission Letter from landowner, including length of time land is available for the garden
- Photo or hand drawing of current site (helpful but not required)
- Any Project or design hand drawings for site (vision for the site) (not required)

About the funding for Hennepin County Community Garden 2011 Funding Program

Active Living Hennepin County is a partnership of cities, businesses, non-profits, state and local agencies, and the county. We work to increase opportunities for active living through policy change, infrastructure planning, marketing, hosting workshops, and working with communities to implement programs such as community gardens. Additional funding is provided by the Minnesota Department of Health's Statewide Health Improvement Program (SHIP) to prevent obesity and chronic disease.

Hennepin County Active Living Cities: Brooklyn Park, Crystal, Excelsior, Golden Valley, Independence, Maple Plain, Minnetonka, and St. Louis Park

Blue Cross and Blue Shield of Minnesota (Blue Cross) has funded eight local organizations to work with Blue Cross over the next few years to help improve eating habits and reduce illness and costs related to poor eating and obesity. Hennepin County is one of the eight organizations to receive Healthy Eating Minnesota contracts to create grassroots initiatives designed to make it easier for Minnesotans to eat healthy foods, especially fruits and vegetables. The goal of the initiative is to double the number of Minnesotans who eat five or more daily servings of fruits and vegetables.

Healthy Eating Minnesota communities are Brooklyn Center, Hopkins, Mound, New Hope, Osseo, and Robbinsdale

HENNEPIN COUNTY COMMUNITY GARDENS 2011

FUNDING APPLICATION

Please keep answers brief, but provide enough information to help us assess your application. Use as much space as you need to answer each question, but the total application and budget should not be more than 5 pages. Contact Kelsey at Gardening Matters with your questions at kelsey.gardeningmatters@gmail.com or 612-821-2358.

Complete applications must be postmarked and mailed or delivered any time before 5:00pm on February 1, 2011

Send them to Kelsey Barale at Gardening Matters: kelsey.gardeningmatters@gmail.com or
Gardening Matters, 310 E 38th Street, Suite #204B, Minneapolis, MN 55409

Primary Contact

Name _____ Daytime Phone _____
Project Role _____ Evening Phone _____
Address _____ Cell Phone _____
City & Zip _____ Email _____

Secondary Contact (not the same as primary contact)

Name _____ Daytime Phone _____
Project Role _____ Evening Phone _____
Address _____ Cell Phone _____
City & Zip _____ Email _____

Project Description

Name of garden (at this time) _____

Affiliated School or Organization (if applicable) _____ Amount requested
\$ _____

Garden Location (Street Address or best description)

City/Township _____ Zip _____ County

Do you have written permission to use the land? Yes No

Project Location (✓ check as many as apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Vacant/residential lot | <input type="checkbox"/> Public or charter school | <input type="checkbox"/> Public housing | <input type="checkbox"/> Recreation center/City park |
| <input type="checkbox"/> Community garden | <input type="checkbox"/> After-school program | <input type="checkbox"/> Nursing Home | <input type="checkbox"/> Transitional Housing |
| <input type="checkbox"/> Church | <input type="checkbox"/> Daycare Center | <input type="checkbox"/> Health Clinic | <input type="checkbox"/> Apartment/condo building |
| <input type="checkbox"/> Other _____ | | | |

Type of project planned (✓ check one)

- New Community Garden Expansion of Existing Community Garden

Type of Garden planned (✓ check as many as apply – defined in Frequently Asked Questions)

- Plot Community Garden Collective Community Garden Mission Community Garden

How will produce be distributed from the garden? (✓ check as many as apply)

- Used by gardeners 20% or more donated 100% donated

Does your garden have access to water? Yes No

Please describe how the garden will get water.

A. Proposal Narrative

PLAN DEVELOPMENT

The following questions describe how the community garden will be organized and how it will operate.

1. Describe your community garden project. Please include its purpose [150 words]

2. Please list the goals for the community garden project. (list top three)

1)

2)

3)

3. Who is involved in the community garden project and what are their roles?

List 3-5 people or organizations. Add more rows as needed.

Name (organization, if applicable)	Role (in general)
1)	
2)	
3)	
4)	
5)	

4. How are you partnering with other groups or organizations in your area? (This could include cities, citizens, non-profit or faith-based organizations, local businesses, etc.)

5. How have potential gardeners been recruited and involved in planning the community garden up to this point? If known, what are the future plans for recruitment?

TIMELINE AND ACTION STEPS

6. List the specific steps to be taken, proposed dates for each step and who will be responsible for each step throughout the project development (*please add /remove rows as needed*)

	Action Step	Proposed date or deadline	Person responsible
1			
2			
3			
4			
5			
6			

B. Budget and Financial Need

7. How is this financial assistance necessary to start your garden or would you be able to do it without this funding? Please explain.

8. Provide a detailed budget below demonstrating the need for funding. **Budget items can only be used for one-time installation expenses for the community garden.** At the bottom, please provide an explanation of large or unusual expenses. Funding will be distributed through reimbursement. Advances can be made as needed, please speak with Gardening Matters. Preference goes to funding that supports the participation of members of target populations.

Budget Category	List specific items	Expected Total Cost
Material and Supplies example	10 cubic yards compost, delivered	\$200.00
Materials and Supplies (i.e. soil, compost)		
Hardscaping (i.e. fencing, posts)		
Plants/Seeds		
Tools & equipment rental, storage (no buildings)		
Other: _____		
Equipment Rental		
Soil Test		
Training		
Printing		
Postage		
Publications, educational materials		
Documentation supplies		
Event Supplies		
Other _____		
Other _____		
Total Amount Requested		

Although SHIP funds cannot be used for the following expenses, they should be considered as other potential needs for garden development

Land Rental	
Water Hook-up	
Water Services (cost for season)	
Liability Insurance	

COMMUNITY INVOLVEMENT

9. How will the community garden engage with the greater community? Provide specific examples

10. Describe ideas for how community members will be able to become involved in the community garden. Opportunities can be either in the garden or outside of the garden, such as at a community event.

11. Describe how this community garden will serve the target population (Hennepin County residents who are low income or belong to communities of color). How will you address the requirement that 20% or more of produce grown goes to the target populations? Are there any groups that you are particularly looking to engage in this garden?

OUTCOMES AND EVALUATION

12. How will you know if the community garden project is successful? (What does success look like?)

Are there any items that you would like to explain or describe more fully? Please do so below! Best of luck and we hope to see you in the garden!