

## **ANN ARBOR Farm & Garden GRANT APPLICATION 2017-18**

**Our Purpose:** Grants funded under this program must be in accordance with our mission. AAF&G is a social and philanthropic organization of women interested in agriculture and horticulture whose purpose is to: (1) encourage women's interest in and knowledge of horticulture and related activities; (2) grant scholarships to help students learn to preserve and beautify the environment; (3) make people aware of and invite them to participate in community projects; (4) distribute charitable gifts to organizations whose missions mesh with ours; and (5) provide opportunities for learning about horticultural and environmental topics.

**Eligibility/ Funding Amounts:** You must be a nonprofit or a 501(c)3 organization. Funding amounts depend on the success of the annual Ann Arbor Garden Walk™.

**Funding Priorities:** The primary purpose of this funding opportunity is to further the mission of Ann Arbor Farm & Garden (AAF&G).

**Application Submission, Timelines and Deadlines:** All grant applications must be submitted in digital form in one single document to [AAF&G.Foundation@gmail.com](mailto:AAF&G.Foundation@gmail.com). Photographs, newspaper clippings or anything else MUST NOT be sent as separate attachments to the application. Video must be 25MB or less and also submitted by e-mail or as an e-mail link to a website such as YouTube.

Even if your organization has been awarded a grant in the past, please fill out your application fully.

**Application Deadline:** November 15, 2017 **Grant Award Notification:** February 2018

**Requirements:** Grant recipients are asked to provide four volunteers to work two-hour shifts at the Ann Arbor Garden Walk (second Saturday of June). The Garden Walk is AAF&G's primary fundraiser, and all proceeds are used to fund our grants and scholarships.

Grant recipients are also required to give a short presentation of their project at an AAF&G membership meeting.

**Questions:** Contact [AAF&G.Foundation@gmail.com](mailto:AAF&G.Foundation@gmail.com).

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*Please answer all questions in order. You may copy and paste questions to another sheet, or add pages at the end. Submit as a single PDF or Word document. Separate attachments will not be considered.*

Date of Submission: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Grant Coordinator (print name): \_\_\_\_\_

Signature \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your organization must be a nonprofit or 501(c)3 to apply. Please circle the appropriate designation:            Nonprofit                            501(c)3

Total amount being requested: \_\_\_\_\_

Please provide narrative answers to the following criteria. See the Evaluation Worksheet for details.

- State your organization's mission statement/purpose.
- Describe your project, including how it fits with AAF&G's mission. Specifically, how will the project:
  - add to the beauty of the environment?
  - increase interest in and understanding of horticulture?
  - improve access to horticulture?
  - provide learning opportunities?
- What other organizations are partnering with you; how are they involved?
- What is the budget (detailed; see example) and spending timeline?
  - Are you receiving any 'in-kind' support?
- How will you sustain your project after the grant is awarded?
- How will you evaluate the success of your project?
- How many people will be directly and indirectly impacted by your project?
- When do you expect to start and complete your project?
- Is your organization able to support/promote the June Ann Arbor Garden Walk event (i.e., provide volunteers, purchase tickets, advertise in organization's newsletter or on website)?

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**SUBMIT APPLICATION TO:** [AAFG.Foundation@gmail.com](mailto:AAFG.Foundation@gmail.com)

# **ANN ARBOR Farm & Garden GRANT APPLICATION 2017-18 EVALUATION WORKSHEET**

Ann Arbor Farm & Garden's Foundation Committee will review proposals with the following categories and questions in mind.

## **Part 1: Organization/ Timeliness**

- Did the grant request arrive on time and answer all questions in the order given?
- Is the applicant organization a nonprofit or a 501(c)3?
- Beyond providing volunteers for Garden Walk, what other ways can the organization partner with AAF&G to help promote and support the event?

## **Part 2: Need for the Project**

- Does the organization's mission/purpose complement the mission of AAF&G?  
Specifically, will the project:
  - Preserve or add beauty to the environment?
  - Increase interest in and understanding of horticulture?
  - Improve access to horticulture?
  - Provide learning opportunities?
  - Involve other organizational partners? If so, how?
  - Impact the public? In what way?

## **Part 3: Budget**

- Does the plan include a detailed budget (see example) and spending timeline?
  - Note: we do not fund salaries or mileage/transportation expenses
- Is the organization receiving any "in-kind" support?
- Does the proposal include plans for sustainability after the grant is awarded?

## **Part 4: Evaluation**

- Does the plan include how the organization will evaluate the success of the project?
- Does the plan state how many people will be impacted by the project?
- Does the plan describe how the organization will report back to AAF&G?

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## Budget Example

This is an example of the level of detail we wish to see in grant applications.

Food preservation/preparation supplies (canning supplies, pickling supplies, limited cooking supplies)	150.00
Educational supplies (paper, poster board, markers, paints, brushes, plywood, curricular materials, copying)	300.00
2x10x10 boards for 6 beds, 36 @ \$11.27 ea	405.00
3' stakes for front corners of beds: 6 - 2"x2"x8' @ \$3 ea	18.00
3" galvanized screws, 5 lb box	24.00
Gravel for water percolation, 50 lbs per bed, \$3.20 ea	20.00
Compost & delivery	230.00
5 'Redhaven' Peach Trees @ 23.99 ea	120.00
4"x4"x10' fencing posts, 24 @ 9.98 ea.	239.52
2 fence gates	130.00
Welded Wire Fencing 48"x100', 5 @ 59.99	299.95
Landscape fabric for areas around beds	213.00
Wood chips for paths	150.00
Seeds and plant materials	60.00
Growing supplies (germinating mix, Nature's Harvest fertilizer, Azomite, composted manure, labels, beneficial insects, diatomaceous earth, duster)	290.00
Tools (2 garden forks, 3 100' hoses, faucet keys, tarps, lawn bags)	240.00