



## GRANT APPLICATION 2021-22

**Our Purpose:** Grants funded under this program must be in accordance with our mission. *The mission of Ann Arbor Farm & Garden is to promote and support local gardens, the benefits of horticulture, and community beautification through grant and scholarship awards, related educational programs, and service opportunities.*

**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™.

**NOTE:** Due to the COVID-19 pandemic, our Garden Walk was not held in June 2021, reducing the funds available for grants this year.

**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 [AAFG.Foundation@gmail.com](mailto:AAFG.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 19, 2021 **Grant Award Notification:** February 2022

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



# Ann Arbor Farm & Garden

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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:
  - Create, enhance, or expand a garden or gardens?
  - Provide opportunities for people to learn about gardening and horticulture?
  - Beautify or restore a public or community space?
- Are you partnering with other organizations? How are they involved?
- Provide a detailed budget (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, publicize via newsletter or online)?

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



## GRANT APPLICATION 2021-22 EVALUATION WORKSHEET

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

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

- Is the applicant organization a nonprofit or a 501(c)3?
- Did the grant request arrive on time and answer all questions in the order given?
- How will the organization partner with AAF&G to promote and support the Garden Walk?

### **Part 2: The Project**

- Does the project's purpose meet the mission of AAF&G? Specifically, does the project:
  - Create, enhance, or expand a garden or gardens?
  - Provide opportunities for people to learn about gardening and horticulture?
  - Beautify or restore a public or community space?
- Does the project involve other organizational partners? If so, how?
- Will the project benefit the public or a specific audience, and in what way? Approximately how many people will be impacted by the project?

### **Part 3: Budget**

- Does the plan include a detailed budget (see example) and spending timeline?
  - Note: We do not fund salaries, mileage/transportation expenses, or printing costs.
- Has the organization sought or is it receiving any "in-kind" support?
- How will the organization sustain the project after the grant is awarded?

### **Part 4: Evaluation**

- How will the organization evaluate the success of the project; what criteria will be used?
- How will the organization 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