

Master Gardener of Prince William (MGPW)
Community Garden Award Application 2023

Purpose: *To foster learning and excitement by integrating educational experiences in horticulture and the natural world through development of a highly successful school or community garden.*

Award Priorities:

(1) **Environmental Education:** The establishment of this garden will help to build and sustain environmental education programs in our community and improve environmental literacy and stewardship of all participants.

(2) **Community Projects:** Provide a non-formal, experiential, environmental stewardship activity as the primary teaching tool.

(3) **Career/Life Skills Development:** Educating students, educators, citizens of any age group in horticulture careers and/or life skills for gardening.

Eligibility:

Master Gardeners of Prince William, in furtherance of its educational objectives, offers grant awards for community gardens that are in Prince William County, Manassas, and Manassas Park. Eligible projects must meet the following requirements:

- a. Gardens must be located at a community center, park, or school (public, private or charter, elementary, middle school, or high school. (This grant is no longer available to PWC Schools because of alternate funding through the PWCS Office of Sustainability). The recipient must be a non-profit organization.
- b. Organizations may apply for assistance with an edible garden, pollinator garden, Monarch waystation, or schoolyard habitat, for instructional purposes. Use of native plants is strongly encouraged. Purely ornamental gardens are *not* eligible.
- c. Awardee must be able to provide either NCES or EIN number. Schools can obtain their NCES number by visiting <http://nces.ed.gov/globallocator/>. Other non-profit organizations can find their EIN number (tax id) on their federal tax-exempt determination letter.
- d. Awardee organizations are expected to attend a MGPW Board meeting to provide a presentation about the garden at the end of the growing season. (Usually May-June). The MGPW Board prefers that the report be presented by students or other participants.

Award Amounts

Awards of up to \$500 for new or existing gardens may be granted contingent upon proof of matching funds from the applying organization. Each garden award will be limited to no more than \$500 (or less) for new or existing gardens. The award will be contingent on proof of matching funds from the applying organization.

Application Requirements

All applicants are required to provide the following in their applications.

- ✓ Signed letter of support from school principal or agency director, or board of directors. We expect this person to be a “champion” for this project and provide support for this garden during establishment and in the future.
- ✓ A Federal IRS Tax-Exempt Determination letter
- ✓ EIN # (included on your organization’s 501 (c)(3) tax-exempt determination letter, if applicable)
- ✓ W-9 form for your organization
- ✓ Signed signature page
- ✓ Signed commitment letter from organization providing matching funds on organizational letterhead.

Incomplete applications will not be considered.

Reporting and Compliance:

- Master Gardeners of Prince William reserves the right to partially fund any award.
- A permanent garden sign will be provided to each organization receiving grant funds. It will be the responsibility of that organization to have the sign installed.
- Award funds must be used solely for direct garden expenses including but not limited to: Lumber and materials needed for raised beds; topsoil/compost; tools, plants and seeds; plant stakes, and other materials needed for plants to flourish.
- Award funds *may not* be used for food, clothing (except garden gloves) real estate, travel costs, computers, cameras, salaries or stipends, or field trips.
- Awardee holds full legal and financial responsibility for its garden project.
- Awardee must complete a post award report. These reports will help Master Gardeners of Prince William evaluate the impact of this program and will serve as public relation promotion for the Awardee’s organization. Recipients who fail to complete the report will not be eligible to apply for future awards.

If you have questions, please contact the Master Gardener Grant Committee by emailing MGPWGrant@gmail.com or call and leave a message at 703-792-7747. Emails should use the subject line ‘2023 Garden Grant’ and the name of your organization.

VCE-Prince William Garden Award Application - 2023

Instructions for Completion

Review this application thoroughly before completing. Please fill in answers and email completed application to MGPWGrant@gmail.com with subject line “**School and Community Garden Awards 2023** (your school or organization).” Applications will be scored using a rubric and must be complete to be considered.

For questions about the award, please contact the Master Gardener Grant Committee by emailing MGPWGrant@gmail.com or call and leave a message at 703-792-7747. Emails should use the subject line ‘2023 Garden Grant’ and the name of your organization.

Award Application Timeline

- Application submission begins February 17, 2023.
- Application deadline: by 11:59 pm March 17, 2023
- Review period: March 20– 24, 2023
- Notification of applicants – on or about March 27, 2023
- Garden year: April 2023 – April 2024
- Final garden report – May 2024 Master Gardeners of Prince William board meeting, usually second Wednesday of the month.

Section I – General information

Part 1: Awardee’s Point of Contact – This will be the primary individual contacted during the application process, and a year later for reporting. Please select an individual who will be involved for the duration of the gardening season with the organization’s garden.

- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone Number and fax number

Part 2: Eligibility Questions – to determine if you are eligible to apply, please answer the following:

- Are you a nonprofit school that serves any grades K-12 or a 501(c) (3) nonprofit organization?
Yes No
- If your organization has received a previous award, please indicate the project name and year

- Is the school principal or organization director aware of and in support of this application?
Yes No
- Is your garden an edible garden, a pollinator garden, or a combination thereof?
Yes No

MGPW will provide a garden mentor and backup mentor to assist. If you do not have a team of 6-10 volunteers (e.g., teachers, administrators, custodians, parents, Scout leaders, etc.) that will support this garden, your application will not be considered. MGPW strongly recommends that all participants hold regular organizational meetings to focus on short term and long-term successes.

Please list participants here:

Part 3: Describe School or Organization – tell us about the school or organization that will receive or benefit from the Garden Award:

Name of organization:

Contact information:

- Street
- City
- County
- State
- Zip Code
- Phone Number
- Website (if any)

Part 4: General Project Description

- 1.) Tell us about your garden’s goal and what will this award provide for your school and community:

- 2.) Is this a new or existing garden? (choose from drop down)

- 3.) Describe the type of garden (choose from drop down)

- 4.) What type of plants do you plan to, or do you already grow?
 - a. Vegetables
 - b. Fruits
 - c. Herbs
 - d. Flowers

e. Grains

5.) What is the purpose for your garden?

a. Attract pollinators

b. Grow vegetables/herbs

c. Habitat garden or schoolyard habitat area

6.) Do you currently, or will you have access to water for your garden?

Yes No

7.) Do you currently have tools and a safe place to store them?

Yes No

8.) What will you do with the plants you grow? Check all that apply.

a. Classroom education

b. Classroom taste tests or cooking

c. Donation to the cafeteria

d. Donation to the community, i.e., food bank

e. Children will take home

f. Other

Section II – Questions for School Gardens/Community Gardens

Part 5A - School Gardens

Proceed to Part 5B if you do not represent a school project.

1.) Garden Coordinator (*the Garden Coordinator is the individual who is spearheading the Garden Project, such as teacher, parent, student, community member, etc.*):

a) First Name

b) Last Name

c) Email address

2.) Please share here the name and contact information for the organization that will provide matching funds:

3.) Amount of committed matching funds (up to \$500)

4.) Will there be a person or persons working with the school garden who has gardening experience (in addition to the Master Gardener Mentor assigned to this project)?

Yes No

5.) Please describe the gardening experience of the individuals involved in the garden; if limited, what is your action plan to learn more?

6.) Has anyone involved in the garden ever attended a school garden training with VCE or other organization?

Yes No

7.) If yes, which training(s) did they attend? Would anyone at your school be interested in attending a school garden training?

8.) Approximately how many adult volunteers (not including students) have you secured for the upkeep and operation of the school garden, even in summer months?

9.) How will the above number of volunteers be managed to maintain the garden over time?

10.) How will you engage your community in the garden, such as parents and families, other teachers, neighbors, local businesses? This could include garden tastings or cooking events, potlucks in the garden, or any other fundraising or awareness events and communications.

11.) How will you share your garden's story with the press and the public? Check all that apply.

- a) Press release
- b) Newsletter Blog (insert link)
- c) Twitter (insert link)
- d) Facebook (insert link)
- e) Website (insert link)
- f) Printed or email parent communication
- g) Physical Education

h) Other (Insert type of communication)

12.) Tell us about the school community, and how the garden will be integrated into the community.

13.) How many participants/students will be involved with the garden?

14.) How many classrooms will be involved with the garden? (Include grade levels)

15.) How often will the students visit the garden? Please include the frequency, such as twice per week or five times a month.

16.) How will you integrate the garden into your school's curriculum? Please check all classes that apply and explain briefly how you plan to integrate each subject.

- a) Science
- b) Math
- c) English
- d) Health and Nutrition
- e) Art
- f) Social Studies
- g) History
- h) Physical Education
- i) Other (insert any other class)

17.) How do you or will you evaluate the success of your garden program? This could include, but is not limited to, the number of children involved, produce harvested, school staff involvement, etc.

18.) Tell us about any needs or challenges faced by your students, school, and/or your community that make your garden program especially important. This may include, but is not limited to financial needs, safety issues, health issues, community support, or regulation hurdles.

Part 5B: Community Gardens

If you are a school, skip this section and proceed to Part 6. If you are a community garden, please answer the questions below:

1.) Garden Coordinator (*the Garden Coordinator is the individual who is spearheading the Garden Project, such as volunteer, parent, student, community member, etc.*):

- a. First Name
- b. Last Name
- c. Email address

2.) Please share here the name and contact information for organization that will provide matching funds?

3.) Amount of committed matching funds (up to \$500)

4.) Will there be a person or persons working with the garden who has gardening experience (in addition to the Master Gardener Mentor assigned to this project)?

Yes No

5.) Please describe the gardening experience of the individuals involved in the garden; if limited, what is your action plan to learn more?

6.) Has anyone involved in the garden ever attended a garden training class? Class examples include educator workshops, local Cooperative Extension programs, or Master Gardener classes?

Yes No

If yes, which training did they attend? Would anyone at your organization be interested in attending garden training?

7.) Approximately how many adult/teen volunteers have you secured for the upkeep and operation of the garden?

8.) How will the above number of volunteers be managed to maintain the garden over time?

9.) What will you do to engage your community in the garden, such as families, neighbors, local businesses? This could include garden tastings or cooking events, potlucks in the garden, or any other fundraising or awareness events and communications.

10.) How will you share your garden's story with the press and the public? Check all that apply.

- a. Press release
- b. Blog (insert link)
- c. Twitter (insert link)
- d. Facebook (insert link)
- e. Website (insert link)
- f. Printed or email parent communication
- g. Other

11.) Tell us about the local community and how the garden will be integrated into the community.

12.) How many participants will be involved with the garden?

13.) How often will the participants visit the garden? Please include the frequency, such as twice per week or five times a month.

14.) How do you or will you evaluate the success of your garden program? This could include, but is not limited to, the number of children involved, produce harvested, community involvement, etc.

15.) Tell us about any needs or challenges faced by your participants, organization, and/or your community that make your garden program especially important. This may include, but is not limited to financial needs, safety issues, health issues, community support, or regulation hurdles.

Section III – Additional Requirements for All Applicants

Part 6: Required Documentation

All applicants must provide ALL REQUIRED DOCUMENTS, or the application will not be reviewed.

1. Signed letter of support - Please provide a letter committing support for your garden project, physically signed by the principal or organization director, and presented on your school or organization's letterhead.
2. Tax exemption status verification forms - Please provide the relevant documentation for your school or organization:
3. Your organization's a Federal IRS Tax-Exempt letter, if applicable
4. Your organization's EIN #, if applicable
5. W-9 tax form for your organization
6. Signed letter from organization providing matching funds on organizational letterhead.
7. Completed Signature Page (see below)

Part 7: Provide your budget

Tell us about your total annual budget for your garden – this may be outside of what the MGPW funds would support. Please note that funds will be limited to \$500 or less for a new garden project or refurbishment of an existing habitat, vegetable or pollinator garden. Provide a general budget with expenses and costs (tools, curriculum materials, planting materials, etc.) This budget should include \$10 for a soil test from Virginia Tech. A soil test kit will be provided.

*Please note funds may not be used for the following: real estate, computers, clothing (except garden gloves) stipends, cameras, travel costs, staff time, or field trips.

Part 8: Application Submission

You will receive confirmation that your application has been received. All applications must be received by 11:59 pm on March 17, 2023. All applicants, regardless of status will be notified on or about March 27, 2023, by email. You may email the application to MGPWGrant@gmail.com Emails should use the subject line '2023 Garden Grant' and the name of your organization. You will receive confirmation that your application has been received.

