

APPLICATION FOR GRANTS AND GARDEN ADVICE

The Rogers Park Garden Group (RPGG) is pleased to be able to offer a limited number of **grants up to \$1,000** and **garden advice** for the improvement of spaces relating to our neighborhood's public way.

Adopt the Public Way is made possible by the generous contributions of the Rogers Park Garden Group members, donors and sponsors and by the proceeds from our Spring and Fall sales.

Program Deadlines

All grants applications are due February 15, 2010 at 5:00 pm and must include all of the following:

- a completed Application Form,
- a Soil Amendment, Weeding, Watering Plan
- a Budget Form
- proof or other indication that the applicants have the right to garden at the proposed site.

In addition to the above requirements,

- **First time applicants** must submit photos of the site with no snow cover.
- **Applications for large gardens** (see Category Criteria below) must include a Planting Plan.

Program Details

Who is eligible to apply?

Any individual or group of people

How much money is available?

There are three categories of grants:

- Small – up to \$250
- Medium - \$251-\$500
- Large - \$501 - \$1,000

To determine which category your project is eligible for, see the Category Criteria below.

How many grants will be awarded?

That depends on the number of grant requests that:

- are eligible (see below),
- meet the Category Criteria (see below), and
- can be funded with the amount of money we have available for 2010.

There is no goal for the number of projects supported, nor is there a requirement that a project in each category be funded.

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<i>What projects are eligible?</i>	<p>Any project that can demonstrate that it:</p> <ul style="list-style-type: none"> • Improves the public way, • Would benefit from a grant from the RPGG, • Is located in Rogers Park, specifically: south of Evanston, east of Ridge, north of Devon, • Is capable of completion by the end of the 2010 gardening season, • Will be undertaken by people with the capacity to complete and maintain it – e.g., weed and water, • Has a realistic budget. <p>Also:</p> <ul style="list-style-type: none"> • All proposals must be received at one of the two addresses noted below prior to 5:00 pm on February 15, 2010 to be eligible.
<i>What is expected of me?</i>	<p>Applicants must agree to:</p> <ul style="list-style-type: none"> • Provide the Rogers Park Garden Group with copies of all receipts pertaining to the garden before the end of the 2010 gardening season, • Allow their site to be photographed and presented at the October 2010 meeting of the Rogers Park Garden Group (see below) and to be featured on the RPGG website, and • Use the grant money only for the project included in the grant request.
<i>What type of "garden advice" is available?</i>	<p>We know that some projects need a few more resources so we make a range of grants available. Some gardeners, too, need a little more help than others so we make a range of garden advice available. While we set four levels of advice, we are most interested in supplying you with advice you can use, so contact us if you don't fit into one of these levels:</p> <ul style="list-style-type: none"> • A resource guide with information on plants, garden maintenance, resources available, etc., -- this will be available to every grantee and can be found on our website. • An hour of garden advice • A longer-term mentoring relationship • Help in creating a planting plan, organizing work days, sourcing plants, fund-raising, etc. <p>See the Category Criteria and the Application Form below.</p>
<i>How are projects chosen?</i>	<p>The grants are competitive and not every grant request received will be funded. Only applications that meet the guidelines will be considered. Priority will be given to those projects that:</p> <ul style="list-style-type: none"> • Create a new garden • Restore and/or enhance an old and/or uncared for garden • Have an achievable plan that is in keeping with the goals of the RPGG Adopt the Public Way Program
<i>What do I need to do to apply?</i>	<p>Send the following to one of the addresses noted below by 5:00 pm, February 15, 2010:</p> <ul style="list-style-type: none"> • The completed Application Form (attached) • The completed Soil Amendment, Weeding, Watering Plan (attached) • The completed Budget Form (attached) • Photos of the site with no snow cover if you are a <u>first time applicant</u> • <u>A planting plan, if you are applying for a large garden grant</u>
<i>What is the grant process?</i>	<p>All grant requests are due by 5:00 pm February 15, 2010 (we can't say this enough), after which:</p> <ul style="list-style-type: none"> • An RPGG representative will contact you for a site visit • Grants will be announced at the end of March, 2010 • Grant checks will be awarded at the first RPGG meeting: Tuesday, April 27, 2010

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<i>What if my project can't be completed by the end of the gardening season?</i>	<p>In some cases, plans for a space are much bigger than a single year's efforts. It is best if you tell us about your vision, but note on your application that your project will need to be completed in phases and fill out the form for the first phase.</p> <p>If you received a 2010 grant and something subsequently prevents you from completing the project as you had described in your original grant application, you must contact the RPGG immediately. We will do everything we can to help you, but if the project simply isn't going to happen, you will be required to return the grant money before the end of the 2010 gardening season so we can use it in the next year's RPGG grants program.</p>
<i>Can I apply for the next phases?</i>	<p>You may apply for grants for a multi-year project two years in a row. Because we have limited funds and won't know how much money is available for this grant program until after we've raised it, we ask that you take a year off from requesting RPGG funding for your project's third year. But you may reapply in the project's fourth and fifth years (off the sixth) and so on.</p>
<i>How can I access garden advice?</i>	<p>We want you to be successful and therefore offer several types of garden advice, depending on what fits your needs.. To make the application process easier we have identified four levels of garden advice, but please keep in mind that these are suggestions only and we can be flexible to meet your needs.</p> <p>Use the application form attached to let us know what you need.</p>
<i>Is there a deadline?</i>	<ul style="list-style-type: none"> • All proposals must be RECEIVED at one of the two addresses noted below before 5:00 pm on February 15, 2010 to be eligible. • Projects must be completed within the 2010 gardening season. • Projects will be presented at the October, 2010 RPGG meeting (last Tuesday of the month).
<i>Why are projects declined?</i>	<p>Generally we ask ourselves:</p> <ul style="list-style-type: none"> • Is this project improving the public way? • Do we think this project will succeed? Are enough people involved? Are the gardeners enthusiastic and committed? • Is there a convenient water source? • Will the project really benefit from RPGG funds? • Is investing in this project a good use of the funds given to us by our members and supporters?
<i>What do you look for in a grant application?</i>	<p>We look particularly at:</p> <ul style="list-style-type: none"> • Is the site in the public way? • Does the request meet the other guidelines and the Category Criteria? (see below) • Is the project eligible? (see above) • Does the project have a realistic, researched budget? • Does the garden have regular access to water? • Is there other, committed, funding and/or in-kind support? • Do the gardeners have the right and ability to garden on the site? • Who is involved in the project and how committed are they?

Category Criteria

To help you and the RPGG to determine what your project needs, we have created these Category Criteria. These are meant to be used as general guidelines. Not every garden will fall neatly into one of these categories. Feel free to call us to discuss your particular project.

Criteria	Categories		
	<i>Small Gardens</i>	<i>Medium Gardens</i>	<i>Large Gardens</i>
Grant Amount – presumed	Up to \$250	\$251 to \$500	\$501 to \$1,000
Garden Advice – presumed	The garden resource guide (given to all grantees and on the website) is enough	An hour of advice	Help with design, a planting plan, organizing work days, etc.
The gardeners	Two or more individuals are committed	Three or more individuals are committed	Five or more individuals are committed
The site	The site is the approximate size of a parkway corner	The site is the approximate size of one typical Rogers Park parkway	The site is the approximate size of a public garden like the Circle or Metra Gardens ¹ , with multiple gardeners and requiring extensive resources to complete (no less than 800 sf)
Fund-Raising	There are no fund-raising expectations for small gardens	The applicant should be able to raise \$.50 for every dollar given by RPGG	The applicant should be able to raise at least one dollar for every dollar given by RPGG
Plans	A weeding/watering/soil amendment plan must be submitted with the application form	A weeding/watering/soil amendment plan must be submitted with the application form	A Planting Plan plus a weeding/watering/soil amendment plan must be submitted with the application form
Water source	All categories must have weekly access to nearby water source		

Email your proposal to: alzehr@aol.com
773-381-3808

OR Send your proposal to:

Alison Zehr
1215 W. Lunt 1A
Chicago, IL 60626

¹ See the RPGG website for more information on these gardens: www.rogersparkgardengroup.org

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APPLICATION FORM

Your Name:			
Email Address:			
Phone Number:	Day time:		Evening:

Project address and description of location:

	Yes	No		Yes	No
Do you have the right and/or ability to garden on this site?			Are you creating a new garden?		
PLEASE EXPLAIN:			OR Are you restoring and/or enhancing an old and/or uncared for garden?		

PLEASE DESCRIBE:

How the project would improve the public way:

Why you need a grant from the RPGG:

Why you are interested in doing the project:

Who else will be involved (PROVIDE NAMES, EMAILS, PHONE NUMBERS):

Which category (see above) best fits your project and why?

What garden advice do you need? (place an X in any of the boxes to the left):

- A packet of information on best plants for our area, resources and tips (every grantee will receive this)
- An hour's visit by a master gardener
- A longer term mentoring relationship
- Help with design, organizing your group, resourcing, and planting

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BUDGET FORM

CASH INCOME :

Amount requested from RPGG (see note, at bottom of this form)

\$ _____

Other income –Small gardens are not expected to raise additional income; medium gardens are expected to raise at least \$.50 for each RPGG grant dollar requested, large gardens are expected to raise at least \$1.00 for each RPGG grant dollar requested. Indicate source(s) of other income:

[Empty box for other income source(s)]

\$ _____

TOTAL INCOME

\$ _____

CASH EXPENSES :

Eligible for RPGG funding (see note at bottom of this form)

- Soil amendments
Plant materials

\$ _____

\$ _____

Equipment rental

\$ _____

Tool purchases

\$ _____

Other site enhancements: (please specify)

[Empty box for other site enhancements]

\$ _____

Other expenses: (please specify)

[Empty box for other expenses]

\$ _____

TOTAL EXPENSES (should equal Total Income; if not, please explain):

[Empty box for total expenses]

\$ _____

IN-KIND GIFTS :

If you expect to receive any in-kind gifts, please indicate both item and donor for each, and a total value:

[Empty box for in-kind gifts]

\$ _____

NOTE: RPGG's Adopt A Public Way Grant monies may only be used for soil amendments and plant materials. Therefore, your grant request from RPGG must be equal to or less than your total budgeted cost of soil amendments and plant materials. All other budgeted cash expenses must be paid for from other sources of income.

FEEL FREE TO ADD LINES TO THIS BUDGET IF NEEDED.

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SOIL AMENDMENT/WEEEDING/WATERING PLAN

What soil amendments will you use and when?

What plans do you have for weeding? (who and when)

What plans do you have for watering? (who and when and where will the water come from)

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- completed Application Form,
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- a Budget Form and
- some indication or proof that the applicants have the right to garden at the proposed site.

First time applicants must submit photos of the site with no snow cover.

Applications for large gardens (see Category Criteria above) must also include a Planting Plan.

If you need help contact alzehr@aol.com or Alison Zehr at 773-381-3808