



Proposal to fund a new community garden or expand an existing community garden

The Sustany Foundation promotes sustainability on a local level and supports innovative community programs that preserve our unique environment, improve human health, foster collaborative learning, and promote economic prosperity in Tampa Bay.

Our mission, to enhance the quality of life of the Tampa Bay community by promoting sustainability is achieved by supporting the growth of community gardens. Promoting gardens in every community, improves access to fresh produce, especially in neighborhoods with limited access, known as “food deserts”.

Who is eligible to request “start-up” funds?

A group of people who wish to garden together may request matching funds from the Sustany Foundation once they have completed the ten steps outlined in the American Community Gardening publication, *Ten Steps to Starting A Community Garden* (see appendix #1) as documented in the application. The group must be a non-profit organization or have established community partnerships/sponsorships with a non-profit organization, a garden club, a church, a school or a civic association, or a homeowners association.

How much funding is available?

The group may request a matching amount of up to \$600. A small garden can be started with as little as \$1000 to \$1200 depending on the quality of the lumber purchased. That includes the lumber, irrigation, soil, wheelbarrow, rakes, hoe, shovels, hand tools, and start-up plants. Compost operation can be installed by using donated materials. This is a one-time grant to be used to establish a new, or expand an existing community garden.

Timeline

Funds may be requested 2 - 6 months prior to the date that the project will be initiated. A final report is due to the Sustany Foundation 12 months after receiving the funds, describing the completed project and a list of the expenditures and impact to the community.

Complete Application

Completed application is sent to Andrea Cheney, President, Sustany Foundation. 1414 W. Swann Avenue, Tampa, FL 33606

Sustany Foundation – 10 Steps to Starting a Community Garden

Appendix #1

1. ORGANIZE A MEETING OF INTERESTED PEOPLE

Determine whether a garden is really needed and wanted, what kind it should be (vegetable, flower, both, organic?), whom it will involve and who benefits. Invite neighbors, tenants, community organizations, gardening and horticultural societies, building superintendents (if it is at an apartment building)—in other words, anyone who is likely to be interested. *Determine the mission/vision of the garden.*

List date(s) and personnel attending:

2. FORM A PLANNING COMMITTEE

This group can be comprised of people who feel committed to the creation of the garden and have the time to devote to it, at least at this initial stage. Choose well-organized persons as garden coordinators. Form committees to tackle specific tasks: funding and partnerships, youth activities, construction and communication.

List names of garden members who will lead the committees:

3. IDENTIFY ALL YOUR RESOURCES

Do a community asset assessment. What skills and resources already exist in the community that can aid in the garden's creation? Contact local municipal planners about possible sites, as well as horticultural societies and other local sources of information and assistance. Look within your community for people with experience in landscaping and gardening. Establish a relationship with a volunteer group.

List: Established resources:

List: Newly developed resources, if applicable:

List your plan for getting volunteers:

4. APPROACH A SPONSOR

Some gardens "self-support" through membership dues, but for many, a sponsor is essential for donations of tools, seeds or money. Churches, schools, private businesses or parks and recreation departments are all possible supporters. One garden raised money by selling "square inches" at \$5 each to hundreds of sponsors.

List your funding plan:

5. CHOOSE A SITE

Consider the amount of daily sunshine (vegetables need at least six hours a day), availability of water, and soil testing for possible pollutants. Find out who owns the land. Can the gardeners get a lease agreement for at least three years? Will public liability insurance be necessary?

List the address of the site and describe (include a picture):

List the site conditions – sun and water:

List the owner of the land and the written agreement, if applicable:

6. PREPARE AND DEVELOP THE SITE

In most cases, the land will need considerable preparation for planting. Organize volunteer work crews to clean it, gather materials and decide on the design and plot arrangement. *Learn about the importance of having good soil and how to create "good soil" in your garden. Request assistance of the Extension agent.*

List soil plan:

List the irrigation plan:

7. ORGANIZE THE GARDEN

Members must decide how many plots are available and how they will be assigned. Allow space for storing tools, making compost and don't forget the pathways between plots! Plant flowers or shrubs around the garden's edges to promote good will with non-gardening neighbors, passersby and municipal authorities.

Describe organization of the garden:

8. PLAN FOR CHILDREN

Consider creating a special garden just for kids—including them is essential. Children are not as interested in the size of the harvest but rather in the process of gardening. A separate area set aside for them allows them to explore the garden at their own speed. *Plan to include all differently abled gardeners.*

List plan to include all members of the community:

9. DETERMINE RULES AND PUT THEM IN WRITING

The gardeners themselves devise the best ground rules. We are more willing to comply with rules that we have had a hand in creating. Ground rules help gardeners to know what is expected of them. Think of it as a code of behavior. Some examples of issues that are best dealt with by agreed upon rules are: dues, how will the money be used? . How are plots assigned? Will gardeners share tools, meet regularly, handle basic maintenance?

Attach copy of your garden rules:

10. HELP MEMBERS KEEP IN TOUCH WITH EACH OTHER

Good communication ensures a strong community garden with active participation by all. Some ways to do this are: form *a blog, a facebook page*, a telephone tree, create an email list; install a rainproof bulletin board in the garden; have regular celebrations. Community gardens are all about creating and strengthening communities.

Describe communication plan:

Application

Name of Organization: _____

Project/Program for which funds requested: _____

Contact Person: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Agency Website: _____

Please provide the following information in your application. Incomplete applications may be excluded from consideration.

ORGANIZATION

_____ Mission and purpose of the organization.

_____ Year in which the organization was founded.

_____ Description of organization's current activities.

_____ Does your organization have any known connections to the Sustany Foundation or its members?

PROPOSED PROJECT

_____ Description of specific project or program for which funding is being requested, and explanation of whether program is new, or an enhancement to an existing project.

_____ Project timeline.

_____ Evaluation procedures for project.

_____ Describe community need/population served through project.

BUDGET

_____ Budget request. Provide expenditure detail and explanation of any additional funds to be leveraged for the project. Applicants are encouraged to research the exact products to be purchased and cost and include that information in the budget.

_____ What other funding sources are providing financial support for the project? Please list.

_____ Describe network of support that you have established (individuals, organizations, etc.)

_____ What is the proposed project's impact?

REQUIRED DOCUMENTS

_____ Copy of 501(c)3 document, including date and place of incorporation. (one year minimum preferred). OR Verification of institution status as a school, civic organization, faith-based organization, garden club, or homeowner's association.

_____ List of current Board Members.

_____ Current budget.

_____ Documentation of completion of the Ten Steps Guide (Appendix #1)

OPTIONAL DOCUMENTS

_____ Annual Report.

_____ Marketing materials for organization or program.