



SULLIVAN RENAISSANCE 2017 BEAUTIFICATION PROGRAM GRANT APPLICATION INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Beautification Grant Program** offers funding to non-profit organizations, community groups, religious institutions, schools and units of local government for the creation of beautification projects in Sullivan County, NY. Funded projects participate in a county-wide beautification competition which culminates in a judging process and second round of grant awards.

A limited number of projects are funded each year through a competitive application process. Completed applications and documentation must be received by **March 13, 2017** to be considered for the 2017 grant cycle.

BASIC REQUIREMENTS

Sullivan Renaissance Beautification Grants are awarded for the creation of new projects in Sullivan County, NY. Each project must have a beautification component and result in a significant aesthetic improvement. This program places a special emphasis on sustainable landscaping and especially the use of flowers. Preference will be given to projects that are visible to the public. Inclusion and outreach are important elements of the Sullivan Renaissance program. Eligible projects must include the collaboration of at least two organizations. If neither organization is a designated 501 (c) (3), please contact Sullivan Renaissance to discuss options. While there is no direct match requirement, projects that show additional sources of funding and/or in-kind donations of goods and services may increase the likelihood of being funded.

ELIGIBLE PROJECTS

There are two categories of eligible projects, classified by size and scope. Sullivan Renaissance reserves the right to redirect category placement among various grant programs as appropriate.

GARDEN GRANTS are for new beautification projects at a single location. This category is a good place for new groups to begin, as well as for any simple projects a group would like to undertake in small communities. Examples include new welcome signs, sign replacement projects, small public gardens and parks, or building landscaping.

COMMUNITY GRANTS are typically more complex and include multiple elements. Experienced groups may also make significant enhancements to previously funded Sullivan Renaissance projects. Examples include large public gardens, community park projects, streetscape enhancements, or beautification at more than one location throughout a community.

DESIGN REQUIREMENTS

Good design and sustainability are strongly emphasized. Garden and landscaping projects must be permanent, sustainable, and incorporate an appropriate choice of plant materials. In addition to the grant application, all applicants must submit a completed **Garden Design Packet**. A brochure highlighting the **Sullivan Renaissance Collection** of plants is available and groups are encouraged to use it as a resource for choosing plants that grow successfully in Sullivan County. Applicants may complete the Garden Design Packet on their own, or call the Sullivan Renaissance office for an appointment to consult with our horticulture staff. Sullivan Renaissance must signed off on the final garden design before any grant will be issued.

GRANT RESOURCES

Approved applicants will receive an initial Phase I grant. The grant package also includes Flower Dollars for the purchase annuals from participating garden centers and nurseries, and a Merchant Discount card. Flower Dollars must be equally matched with the purchase of annuals or perennials (including trees and shrubs).

Applicants for Community Grants may also eligible a paid project assistant. A separate request is required and groups must identify a supervisor within their community. Project assistant candidates will need to complete an application for employment. Candidates will be interviewed and assigned based on need and project scope.

Grantees participate in a judging process in early August to be eligible for a second round of Phase II grants of up to \$12,000 which will be announced at the Sullivan Renaissance Awards Ceremony on **August 7, 2017**. After verification of receipts and Flower Dollar match, grantees will receive completion grants ranging in size from \$250 to \$1,000. Participants receiving a first, second or third place award, will not receive a completion grant.

Sullivan Renaissance also offers educational and technical support throughout the year. These resources include an on-line resource guide, Sullivan Renaissance Collection, monthly seminars, and technical advice from horticulture and planning staff. Grantees are encouraged to use these resources, as judges will consider this in their scoring.

GARDEN GRANTS Single-Element Projects		COMMUNITY GRANTS Multi-Element Projects	
PHASE I GRANT	\$1,000	PHASE I GRANT	\$ 2,500
Flower Dollars	\$ 100	Flower Dollars	\$ 250
PHASE II GRANTS:		PHASE II GRANTS:	
First Place	\$3,000	First Place	\$12,000
Second Place	\$2,000	Second Place	\$ 7,000
Third Place	\$1,000	Third Place	\$ 5,000
Best Overall Showing of Flowers	\$3,000	Best Overall Showing of Flowers	\$ 5,000
Judges' Choice Awards (2)	\$1,000	Judges' Choice Award (2)	\$ 1,000
Completion Grant	\$ 250	Completion Grant	\$ 500

PROJECT DOCUMENTATION

Projects must be completed and final documentation submitted by August 1, 2017. A tabbed three-ring binder and/or USB drive will be provided for this purpose. In addition to the required documentation outlined in the binder, groups may include additional information relevant to the Showing of Flowers and special awards.

FISCAL ACCOUNTABILITY

Sullivan Renaissance requires fiscal accountability for all grants. Receipts for Phase I grants are due with the binder submission on **August 1, 2017**. Phase II and completion grants must be expended and receipts submitted by October 31, 2018. Phase II grants may be used for additional community-based projects or programs. Applicants might consider the potential use of these grants while going through the application process.

APPLICATION ASSISTANCE

Prospective applicants are strongly encouraged to call the office at (845)295-2445 with questions regarding the application process or to make an appointment to discuss a project idea. Sullivan Renaissance also hosts an Annual Conference and Expo, and a series of free seminars throughout the year that provide resources and information to new and returning grantees.

For more information about the Beautification Program, contact:

Diana K. Weiner, Horticulture Coordinator

Phone: (845)295-2445 or E-mail: dweiner@sullivanrenaissance.org

To apply for a grant:

Email: grants@sullivanrenaissance.org

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE
2017 BEAUTIFICATION GRANT APPLICATION**

CATEGORY: **GARDEN GRANT** **COMMUNITY GRANT**

Project Title (this will be used for publicity purposes) _____

Physical Address (GPS address) _____

APPLICANT INFORMATION

Applicant: _____ **Collaborating Group:** _____

Mailing Address: _____ **Mailing Address:** _____

PRIMARY CONTACT*

SECONDARY CONTACT

GARDENING CONTACT

First & Last Name

First & Last Name

First & Last Name

Address

Address

Address

Day Phone

Day Phone

Day Phone

Mobile Phone

Mobile Phone

Mobile Phone

E-mail

E-mail

E-mail

**press inquiries will be directed to this person*

Grant to be issued to: Applicant Collaborating Group **EIN#:** _____

The group checked above is a: Unit of local government School Religious Institution
 Non-profit organization (*attach 501(c)(3) IRS determination letter*) Other (*contact Sullivan Renaissance*)

Has your group ever received a grant from Sullivan Renaissance? Yes No

If yes, provide a list of completed projects in the space provided below.

Year	Project Title/Description	Location

REQUIRED DOCUMENTATION

Please assemble the following documents. Completed applications and documentation may be submitted starting **January 2, 2017** and must be received by **March 13, 2017** to be considered for the 2017 grant cycle. Please use the following as a checklist and mark off all items included in your submission.

- Completed grant application
- Garden Design Packet (*including the design, plant list and site assessment*)
- Before photographs of project site
- Project renderings for materials, signs, structures, fencing, etc.
- Written permission from property owner (*if applicable*)
- Municipal permits (*if applicable*)
- 501(c)(3) IRS determination letter (*if not already on file*)
- Map showing project location(s)
- Intern Request Form (*if applicable -- Community Grants only*)

OPTIONAL DOCUMENTATION

- Letters of support
- Other supporting documentation (*newspaper articles, reports, etc.*)

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

When answering the following questions, use additional sheets if necessary.

PROJECT DESCRIPTION

1) Provide a detailed description of your project, and what you plan to accomplish. Indicate whether your project is a new initiative or a significant enhancement to a previous project. Be aware that the grant cannot be used to replace an existing funding source or established program.

2) Describe how this project will result in a significant aesthetic improvement.

3) What steps have you taken to ensure that your project is ADA compliant?

GARDEN DESIGN AND MAINTENANCE

A separate **Garden Design Packet** must be completed for each proposed garden and enclosed with this application. The Garden Design Packet consists of a site assessment, garden diagram and plant list. Please note:

- *Projects should incorporate an appropriate mix of annuals, perennials, shrubs, trees and hardscape.*
- *Since every project will receive "Flower Dollars," be sure to incorporate annuals into the design.*
- *Projects should maximize a "showing of flowers" for all seasons. Plan to use annuals and perennials, bulbs, containers, etc. to maximize the year-long showing of color.*
- *Avoid invasive species. Use native plants wherever possible.*

4) Does your proposed garden have an overall design theme? (Example: native garden, memorial garden, pollinator garden, teaching garden, herb garden, etc.) If so, please explain.

5) Who will be responsible for watering, weeding, mulching, etc. How often will these tasks be performed?

6) What is your plan for year-round maintenance of this project?

Spring _____

Summer _____

Fall _____

Winter _____

7) If you have had existing Sullivan Renaissance projects, summarize your maintenance efforts. Be specific.

PERMISSIONS AND PERMITS

8) The project is located along a: Town or Village Road County Road State Highway Other
You must attach copies of road permits if required.

9) Who owns the property or properties? Applicant Municipality Privately-owned Other

Owner Name: _____

Mailing Address: _____

10) Describe the arrangement(s) or permissions made for use of the property or properties.

You must address this issue prior to approval. If the property is not owned by one of the applicants, written permission from the property owner must be submitted at the time of application.

11) Will permits be required from municipal boards, county and/or state highway authorities? If so, please describe. *All appropriate permits must be attained prior to beginning work. Typical examples include building permits, sign permits, road use permits, etc.*

12) Have you checked if the project is consistent with local design standards? Yes No Not Applicable

13) Is the project consistent with local zoning and land use ordinances? Yes No Not Applicable

COMMUNITY COLLABORATION

14) Use the table below to list groups that will assist with the project. Identify the task(s) they will perform.

Group	Task(s)

15) How did you involve the community in identifying the project?

16) Have you identified someone to lead volunteer coordination and outreach for your project? Yes No

17) a) Please identify any ethnic or diverse groups in your community that you would like to engage in your project?

b) Please describe the plan for your outreach efforts?

c) Would you like assistance from Sullivan Renaissance's Multicultural Outreach Program to help with your inclusion? Yes No

18) Describe specific outreach used to engage youth in the project.

19) Are you requesting support from a project assistant? Yes No (Community Grants only)

If yes, a separate Request Form must be included with your application and you must identify a supervisor. Forms can be found on the website at SullivanRenaissance.org. If you know of a potential intern candidate they must complete an application for employment. If you are interested in an intern but do not know of a candidate, Sullivan Renaissance can assist with recruiting.

20) Have you contacted your municipality about your project? Yes No

Describe their involvement.

PRICING ESTIMATES FOR GARDENING PROJECTS

Sullivan Renaissance has surveyed local businesses and offers this guide to estimate the cost of creating and installing a project.

TREES		SHRUBS		PERENNIALS		ANNUALS	
Size	Range	Size	Range	Size	Range	Size	Range
5 gallon	\$29	1 gallon	\$8-\$9	1 gallon	\$8	4-pack	\$1.49 - \$2
7 gallon	\$39-\$49	3 gallon	\$24-\$26	2 gallon	\$11	6-pack	\$1.99 - \$2.33
10 gallon	\$69	5 gallon	\$29-\$35	3 gallon	\$13	4" pot	\$2.65 - \$3.18
1 ¼" caliper	\$89-\$99					Flat*	\$11.75
2" caliper	\$149-\$159						

*4 or 6 packs (up to 36 plants)

PRICING ESTIMATES FOR GARDENING PROJECTS

<p>Containers – Poly (Plastic) and Clay: 12"–14" - Poly \$6-7 Clay \$10-15 16"–20" Poly \$11-16 Clay \$19 22"–24" - Poly \$20 Clay \$50</p>	<p>Potting Soil Pricing Guidelines: 1.5-2.0 Cubic Foot Bag - \$9- 11 2.5 Cubic Foot Bag - starting at \$14</p>
<p>Fertilizer Pricing Guidelines: Smart Release 1.5–4.5 pound Plant Food (i.e. - Osmocote®) \$5-30 depending on size</p> <p>Water Soluble 1.5-5 pound mix with water (i.e. - Miracle Grow) \$4-11 depending on size</p>	<p>Mulch and Topsoil Pricing: Mulch - \$29–32 a yard - Double Ground Topsoil - \$26 a yard - Garden Mix</p>

BUDGET & FINANCES

21) Summarize your budget in the table below. List the items you plan to purchase on the left side of the table and add additional descriptions as they relate to your project. Do not include the value of donated goods or services (in-kind contributions). That information should be listed in question #21.

Items to be purchased	SR Grant Funds Garden Grants: \$1000 Community Grants: \$2500	Other Funds	Flower Dollars* Garden Grants: \$100 Community Grants: \$250	Total
Annuals				
Perennials				
Shrubs/Trees				
Soil				
Mulch				
Hardscape (pavers, fencing, signs, etc.)				
Tools & equipment				
Other				
Other				
Other				
Other				
TOTAL:				

* Flower Dollars must be equally matched through other funds

22) List donations of goods or in-kind professional services you may receive for the project and their estimated value.

DONATED GOODS & SERVICES	VALUE
TOTAL:	

23) What is the total anticipated value of your project? Add total from questions 20 and 21.

24) Describe any fundraising ideas and/or other funding sources that you will explore or have already secured.

2017 SULLIVAN RENAISSANCE REQUEST FOR PROJECT ASSISTANT INSTRUCTIONS

About the Program

The **Youth Development Program** combines a paid summer work opportunity with leadership skills development through hands on service learning and an exploration of a variety of community topics. The **Program** is administered in partnership with the Sullivan County Center for Workforce Development (CWD) and consists of two parts:

- **Project Assistance:** Assistants between the ages of 16-20 are hired to perform gardening and other support to one or more community projects. They are paid for a specific amount of hours between **May/June 2017 and August 31, 2017**. The total number of hours is determined based on the scope of the project.
- The **Youth Development** component is a **requirement** of the program and provides the opportunity for participation in leadership and civic engagement. Participants are paid for **these additional hours**. The schedule of sessions will be available at the time of intern interviews.

Community projects in the **Beautification Program; Municipal Partnership projects and multi element projects** in the **Maintenance Program** are eligible to apply for this assistance. Because the number of positions is limited, **not all communities will receive their own Assistant**. In some cases Assistants will be shared or work as a team. **These determinations will be made based on the needs of individual projects AND a group's ability to provide supervision.**

Groups requesting a Project Assistant **must complete a request form** and **identify a supervisor**. The request form is intended to explain the job responsibilities and determine the estimated amount of time needed. Requests are due along with the grant application by **March 16, 2017**. Once an assignment is made a more detailed work plan and **an actual schedule will be required**. If your community has an interested and eligible candidate, (16-20 years old at time of application), that candidate must complete a separate application. If a candidate has not been identified, but support is still needed, please note this on your request form.

Eligibility and Responsibilities

Applicants **must** be between the ages of 16-20 years old at the time of application. Applicants under the age of 18 are required to have working papers. Eligible candidates must be able to commit to attending the required youth development sessions. The schedule will be made available at the time of interviews which will be held in April unless other arrangements are made. **Preference will be given to applicants for whom this will be their only summer job.**

All selected candidates are required to participate in a mandatory orientation on May 17, 2017. They must bring their working papers, social security card and photo ID to this session.

The primary role of a Sullivan Renaissance Project Assistant is to help with care and maintenance of gardens and other beautification elements of community projects. To accomplish this, Assistants will be asked to help with planting, watering, mulching, fertilizing, weeding, dead-heading of plants, and related activities. Assistants may also be asked to help with administrative or organizational responsibilities such as clerical support, phone calls or fundraising activities.

Supervisor Responsibilities

Supervisors must attend an orientation which will be held on May 17, 2017 from 6pm-8pm. This is required for participation and is critical for the success of the intern's experience. Inability to participate in this orientation may impact eligibility for the community to have a Project Assistant.

Supervisors must work with the Project Assistant to establish a regular schedule and ensure that they understand the tasks to be completed. Supervisors are responsible for signing and submitting weekly payroll sheets to the Sullivan Renaissance office by **noon each Friday**, either in person, email or via fax.

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**THIS PAGE TO BE COMPLETED BY THE SUPERVISOR
AND ATTACHED TO THE GRANT APPLICATION**

2017 SULLIVAN RENAISSANCE REQUEST FOR SUPPORT FROM PROJECT ASSISTANT

Community: _____ Project Title: _____

Project Category: Community Municipal Partnership Multi-Element Maintenance

Supervisor Information: *This form should be completed by the person who will be providing direct supervision of the Project Assistant working in your community. Important! **Orientation is mandatory for assistants and supervisors. Failure to attend may result in loss of the Project Assistant opportunity for your community.***

Supervisor Name: _____ Day Phone: _____

Eve Phone: _____ Cell Phone: _____

E-mail address: _____

Project Assistant Information:

Do you know of a potential candidate? Yes No

If yes, what is his/her name? _____

The candidate will need to complete an application for employment and send it directly to Sullivan Renaissance.

If no, would you like a referral from Sullivan Renaissance? Yes No

Anticipated hours per week: _____ (This must correlate with a schedule for the season)

WORK PLAN AND SCHEDULE

Please fill out the following table explaining in general what the intern will do and how frequently tasks need to be done. A more detailed "Schedule and Task List" is available.

TASKS <i>List the major tasks that your intern will be asked to perform.</i>	FREQUENCY / TIME REQUIRED <i>Indicate when how frequently these tasks need to be done.</i>

I understand and agree to the requirements of the Sullivan Renaissance Project Assistant Program.

SIGNATURE

DATE

2017 SULLIVAN RENAISSANCE PROJECT ASSISTANT SCHEDULE AND TASK LIST

Project Assistant: _____

Phone: _____ Cell Phone: _____

Supervisor: _____

Phone: _____ Cell Phone: _____

SCHEDULE:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

TASK LIST:

	Daily	Weekly	Notes
Litter Pluck			
Weed			
Rake			
Edge			
Sweep			
Mulch			
Trim			
Prune			
Deadhead			
Plant			
Transplant			
Water			
Stake Plants			
Rotate Pots			
Repair			
Clean			
Clean Tools			
Other			