



SULLIVAN RENAISSANCE 2018 BEAUTIFICATION GRANT PROGRAM COMMUNITY BEAUTIFICATION GRANT INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities in Sullivan County, NY. The **Beautification Grant Program** offers funding to non-profit organizations, community groups, religious institutions, schools and units of local government to implement projects. **COMMUNITY BEAUTIFICATION GRANTS** are for community-wide projects at **more than one location**. Funding may be used for new projects and/or to maintain previously funded Sullivan Renaissance projects. This includes public gardens, community parks, and streetscape enhancements.

A limited number of grants are funded each year through a competitive application process. Completed applications and documentation must be received by **March 1, 2018** to be considered for the 2018 grant cycle. Sullivan Renaissance reserves the right to redirect category placement.

BASIC REQUIREMENTS

Projects must have a beautification component and result in a significant aesthetic improvement. Sullivan Renaissance places a special emphasis on sustainable gardens and landscaping, and especially the use of flowers. Preference is given to projects that are visible to the public. If the applicant is not a designated 501 (c) (3) they should contact Sullivan Renaissance to discuss options. Outreach and inclusion are important aspects of Sullivan Renaissance.

GRANT RESOURCES

Eligible applicants may request up to **\$2,500** in initial grant funding (Phase I grants). While there is no direct match requirement, projects that show additional sources of funding and/or in-kind donations of goods and services have a greater likelihood of being funded. The grant package also includes up to **\$250** in "Flower Dollars" to purchase annuals, and up to **\$125** in "Bulb Dollars" to purchase spring-flowering bulbs in the fall. Flower Dollars and Bulb Dollars are special coupons that can only be redeemed at participating garden centers and nurseries.

After verification of receipts, funded projects participate in a countywide beautification competition, which culminates in a judging process in early August. A second round of grant awards (Phase II grants) will be announced at the Sullivan Renaissance Awards Ceremony on **August 6, 2018** as follows:

First Place*	\$12,000	Best Overall Showing of Flowers	\$5,000
Second Place*	\$ 7,000	Judges' Choice Awards	to be determined
Third Place*	\$ 5,000		

**Any grantee who does not receive a first, second or third place award may be eligible for a \$500 completion grant.*

ADDITIONAL SUPPORT

Sullivan Renaissance offers a variety of educational programs and technical support throughout the year. These resources include an on-line resource guide, the Sullivan Renaissance Collection brochure, monthly seminars, and technical assistance from horticulture and planning staff. Listed below are additional resources Sullivan Renaissance offers to **Community Beautification Grant** applicants:

- **Intern:** Applicants are eligible to request assistance for up to 20 hours a week from a paid intern to help with routine project tasks and maintenance. Interns are assigned based on need, project scope, availability, proximity to the project and supervisory capacity. **A separate request form is required**, which must identify an adult supervisor. Interns must also complete an application for employment.
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- **Volunteer Support:** Applicants may also request assistance from the **Sullivan Renaissance Volunteer Corps**, a group of individuals who are available to help on workdays or with routine maintenance. These volunteers are most often available on weekends, evenings, and after traditional working hours. Additionally, resources are available to support building and growing your project's community volunteer base as well as multicultural outreach. This includes bilingual volunteers and translators.
- **Horticulture Support:** Sullivan Renaissance horticulture staff are available to provide advice on design, plant selection and maintenance. Applicants may also request assistance from the **Sullivan Renaissance Crew** -- a team of seasonal employees available to work alongside community volunteers with major tasks such as renovating garden beds, edging, mulching, dividing perennials, transplanting shrubs and trees, etc. The crew is only available on weekdays and cannot assist with routine maintenance.
- **Educational Events:** Hosting a gardening class or hands-on educational event is a great opportunity to recruit and teach new volunteers while building project awareness. Utilizing Sullivan Renaissance staff, consultants and Master Gardener volunteers from Cornell Cooperative Extension of Sullivan County, Sullivan Renaissance can help organize and publicize an educational event in your community.
- **Technical Assistance Grants:** Groups may be eligible to apply for Technical Assistance Grants for design, engineering and marketing assistance.

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. Final garden design approval is required before any grant will be issued.

PROJECT DOCUMENTATION

Projects must be completed and a final report submitted by **July 30, 2018**. In addition to the required documentation outlined in the report (summary, photos and receipts), grantees may choose to include additional information relevant to the judging process.

FISCAL ACCOUNTABILITY

Sullivan Renaissance requires fiscal accountability for all grants. Receipts for Phase I grants are due with the final report submission on **July 30, 2018**. Phase II and completion grants must be expended and receipts submitted by **October 31, 2019**. 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 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.

For more information about the **Beautification Grant Program** contact:

Diana K. Weiner, Horticulture Program Manager

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

To submit a grant E-mail: grants@sullivanrenaissance.org

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE
2018 BEAUTIFICATION GRANT PROGRAM
COMMUNITY BEAUTIFICATION GRANT APPLICATION**

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

PRIMARY CONTACT*

SECONDARY CONTACT
(different from Primary)

GARDENING CONTACT
(different from Primary)

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

*** for media inquiries as well**

APPLICANT TYPE: Unit of local government School Religious Institution Non-profit Other

GRANT TO BE ISSUED TO: _____ **EIN#:** _____

HAS YOUR GROUP EVER RECEIVED A GRANT FROM SULLIVAN RENAISSANCE? Yes No

PROJECT INFORMATION

Project Title: _____

Project involves: Maintenance of previously funded projects New project elements *(check all that apply)*

1) Provide an overall description of what you intend to accomplish this year and what assistance is needed.

MAINTENANCE OF PREVIOUS PROJECTS

2) List any gardens previously funded by Sullivan Renaissance in the table below and indicate any special maintenance needs beyond routine weeding and watering. Attach a map showing where the gardens are located in the community (assistance creating the location map is available if needed):

Garden Name	Special Maintenance Needs <i>(Dividing, transplanting, edging, mulching, amending soil, irrigation, etc.)</i>	
A		
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		
L		

3) Does your project involve maintenance of any of the following (check all that apply):

- Hanging Baskets Containers Street Trees

4) Describe your overall maintenance needs and challenges. Specify which locations need major renovation.

5) Are you requesting support from a Sullivan Renaissance Intern? Yes No

If yes, a separate request form should be included with this application. If you have a potential candidate, they must complete an application for employment. If not, Sullivan Renaissance can assist with recruiting.

6) Are you requesting assistance from the Sullivan Renaissance Horticulture Crew? Yes No

If yes, what specific tasks do you need help with and at what location(s)?

7) How many hours do you anticipate you will need for the crew and when?

8) What type of assistance did you receive from your municipality?

- Funding Equipment Use Materials Other (explain) None

NEW PROJECT ELEMENTS

9) Provide a detailed description of any new gardens or project elements for which you are requesting funding. *If you are creating a new garden, a completed Garden Design Packet is required.*

10) Project Address/Physical Location: _____

11) The project is located on a: Town or Village Road County Road State Highway Other
A location map and copies of any applicable road permits must be included with the application

12) Who owns the property? Applicant Municipality Privately-owned Other

Owner Name: _____

Mailing Address: _____

If the property is not owned by the applicant, a letter of permission from the owner is required with the application.

13) Will permits be required from municipal boards, county and/or state highway authorities? Yes No
All projects must comply with local design standards, zoning laws, and permitting requirements, and all appropriate permits are required prior to beginning work. Examples include building permits, sign permits, road use permits, etc. Please explain how your project complies or why you believe this requirement is not applicable.

14) Will the project be handicapped accessible? Yes No Not Applicable (explain): _____

PROJECT VOLUNTEER DEVELOPMENT

15) Sullivan Renaissance staff can assist with creating flyers to increase project awareness and promote your volunteer workdays, create volunteer job descriptions, etc. Please describe your volunteer needs and what type of assistance would be helpful.

16) How many active volunteers are involved in your organization? _____

Will they be part of this process? Yes No

17) Do you have regularly scheduled monthly meetings? Yes No If yes, when? _____

18) A regularly scheduled workday is encouraged. It allows community volunteers to arrange their own schedules in order to help with your project. Sullivan Renaissance can schedule the Volunteer Corps and Renaissance Horticulture Crew to participate as well. Please indicate below what day(s) your group will be working and the anticipated time if you know it.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

CELEBRATING SULLIVAN SPACES

Turning spaces into places can be as easy as programming activities or events to bring people together resulting in a connection to the place and a community that cares. This effort may also bring forth additional volunteers. At Sullivan Renaissance, we call this Celebrating Sullivan Spaces. **Can we help you organize an event in your community to raise awareness about your efforts, activate the space and recruit new volunteers?** Yes No

BUDGET & FINANCES

19) Summarize the **total budget** for your project in the table below: *List the items you plan to purchase and add additional descriptions as they relate to your new project.*

Items to be purchased	Cost
Annuals	
Perennials	
Bulbs (to be planted in the Fall)	
Shrubs	
Trees	
Soil	
Mulch	
Signs & Posts (attach rendering)	
Hardscape (pavers, fencing, etc.)	
Tool or equipment rental	
Irrigation Equipment (sprinklers, drip hose, watering wands, etc.)	
Other (please describe):	
TOTAL:	

20) List any donations of goods or in-kind services you expect to receive in the table below.

Donated Goods & Services	Value
TOTAL:	

21) How much are you requesting in **grant funding** (maximum of \$2,500)? _____

22) How much are you requesting in **Flower Dollars** to purchase annuals (maximum of \$250)? _____

23) How much are you requesting in **Bulb Dollars** to purchase bulbs (maximum of \$125)? _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

GRANT CHECKLIST

Completed applications and supporting documentation must be received by **March 1, 2018** to be considered for the 2018 grant cycle. Please use the following as a checklist and mark off all items included in your submission.

- | | |
|--|---|
| <input type="checkbox"/> Completed Grant Application | <input type="checkbox"/> 501(c)(3) IRS Determination Letter <i>(if not on file)</i> |
| <input type="checkbox"/> Garden Locations Map | <input type="checkbox"/> Property Owner Permission <i>(if applicable)</i> |
| <input type="checkbox"/> Photographs of Project Site | <input type="checkbox"/> Municipal Permits <i>(if applicable)</i> |
| <input type="checkbox"/> Garden Design Packet <i>(if applicable)</i> | <input type="checkbox"/> Intern Request Form <i>(if applicable)</i> |

PRICING ESTIMATES FOR GARDENING PROJECTS

Sullivan Renaissance has surveyed local businesses and offers this guide to estimate the cost of creating and installing a garden 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 1/4" caliper	\$89-\$99					Flat*	\$11.75
2" caliper	\$149-\$159						

**4 or 6 packs (up to 36 plants)*

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	Potting Soil Pricing Guidelines: 1.5-2.0 Cubic Foot Bag - \$9- 11 2.5 Cubic Foot Bag - starting at \$14
Fertilizer Pricing Guidelines: Smart Release 1.5–4.5 pound Plant Food (i.e. - Osmocote®) \$5-30 depending on size Water Soluble 1.5-5 pound mix with water (i.e. - Miracle Grow) \$4-11 depending on size	Mulch and Topsoil Pricing: Mulch - \$29–32 a yard - Double Ground Topsoil - \$26 a yard - Garden Mix

STAFF / SITE VISIT NOTES:

Date of Site Visit	_____	Is Renaissance Signage in Good Shape?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were Gardens Put to Bed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is Municipality Working with Group?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were Gardens Edged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are Local Organizations Partnering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Sufficient Mulch Applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional comments:	_____
Members present:	_____		_____
	_____		_____