



SULLIVAN RENAISSANCE 2018 BEAUTIFICATION GRANT PROGRAM GARDEN GRANT APPLICATION 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. **GARDEN GRANTS** are for new beautification projects at a single location. This includes simple projects like sign gardens and building landscaping, as well as complex projects with multiple elements, provided the project is limited to a single location.

A limited number of grants are awarded 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 the Sullivan Renaissance.

GRANT RESOURCES

Eligible applicants may request up to **\$1,500** 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 will have a greater likelihood of being funded. The grant package also includes up to **\$150** in "Flower Dollars" to purchase annuals, and up to **\$75** in "Bulb Dollars" to purchase spring-flowering bulbs. Flower Dollars and Bulb Dollars are special coupons that can only be redeemed at participating garden centers and nurseries.

Upon 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*	\$3,000	Best Overall Showing of Flowers	\$3,000
Second Place*	\$2,000	Judges' Choice Awards	to be determined
Third Place*	\$1,000		

**Any grantee who does not receive a first, second or third place award may be eligible for a \$250 completion grant.*

Sullivan Renaissance also offers 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. Grantees are encouraged to use these resources, as judges will consider this in their scoring.

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 horticulture staff. 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
GARDEN 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: _____

Address/Project Physical Location: _____

1) Provide an overall description of your project. Include what you intend to accomplish and how it will beautify your community. All projects must comply with federal, state and local laws.

2) Briefly describe the overall design of your garden (native garden, memorial garden, pollinator garden, etc.) and attach a completed Garden Design Packet. *Projects should incorporate an appropriate mix of annuals, perennials, shrubs, trees and hardscape, and avoid the use of invasive species.*

3) How will you maintain this project (watering, weeding, mulching, etc.)? Be specific and explain how often these tasks will be performed and by whom. *Consider and address how the project will be maintained beyond this grant season and competition.*

4) How are you collaborating with other organizations and individuals in your community? *Applicants should make every effort to involve people of all ages, cultural backgrounds and ethnicities in the project.*

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

PERMISSIONS AND PERMITS

5) 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

6) 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.

7) Will permits be required from municipal boards, county and/or state highway authorities? Yes No

All projects must comply with local design guidelines, 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.

8) Is the project handicapped accessible? Yes No Not Applicable (explain): _____

BUDGET & FINANCES

9) Summarize the total budget for your project in the table below:

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:	

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

Donated Goods & Services	Value
TOTAL:	

11) How much are you requesting in grant funding (maximum of \$1,500)? _____

12) How much are you requesting in flower dollars to purchase annuals (maximum of \$150)? _____

13) How much are you requesting in bulb dollars to purchase bulbs (maximum of \$75)? _____

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"/> Project Location Map | <input type="checkbox"/> Property Owner Permission (<i>if applicable</i>) |
| <input type="checkbox"/> Garden Design Packet | <input type="checkbox"/> Municipal Permits (<i>if applicable</i>) |
| <input type="checkbox"/> Photographs of Project Site | <input type="checkbox"/> Illustrations or Renderings (<i>if applicable</i>) |

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

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 ¼" caliper	\$89-\$99					Flat*	\$11.75
2" caliper	\$149-\$159					<i>*4 or 6 packs (up to 36 plants)</i>	

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:	_____		_____
	_____		_____