



SULLIVAN RENAISSANCE 2017 MAINTENANCE SUPPORT PROGRAM GRANT APPLICATION INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities. The **Maintenance Support Program** offers financial, organizational, volunteer and horticultural support to established groups for the care, renovation and refurbishment of previously funded Sullivan Renaissance projects. This program is intended to support the hard work and dedication of volunteers to build beautiful sustainable projects and vibrant communities through grassroots engagement.

BASIC REQUIREMENTS

Sullivan Renaissance places an emphasis on projects that demonstrate:

- Collaboration and partnerships, organizational structure and volunteer outreach
- Commitment to aesthetic improvement, sustainability and low maintenance practices
- Extended seasonal care (edging, watering, mulching, bulb planting, litter plucking and use of annual flowers)

Sullivan Renaissance will meet with your group any time during the application process to review the maintenance program. Discussion may include past and current project efforts, renovation needs, funding and program resources for organizational, volunteer and horticulture assistance. Applicants applying for maintenance support are asked to submit this application on or before **March 1, 2017**. Projects must be located in Sullivan County.

ELIGIBILITY & FISCAL ACCOUNTABILITY

Eligible applicants include non-profit organizations, community groups, religious institutions, schools, and units of local government that have previously received beautification grants from Sullivan Renaissance. Previously funded beautification projects that are at least two years old are eligible to apply.

Initial Phase I grant awards and Flower Dollars will be disbursed on April 20, 2017. Flower Dollars must be redeemed before June 30, 2017. All Grant and Flower Dollar receipts are due with the binder submission on August 1, 2017. Once all receipts are submitted the remainder of the grant monies awarded will be disbursed.

RESOURCES AVAILABLE

A limited number of maintenance projects are funded each year through a competitive application process. A grant review committee determines what resources are awarded, and will consider factors such as the number of gardens to be maintained, the age and condition of the gardens, and the applicant's grant history.

Sullivan Renaissance reserves the right to redirect category placement among our various grant programs. Groups are encouraged to apply for Technical Assistance Grants for marketing, engineering and design services.

Applicants should consider requesting the following assistance to help sustain their project(s) in the future:

- **Project Assistant:** Applicants with gardens at **multiple locations** are eligible to request assistance for up to 20 hours a week from a paid project assistant to help with routine maintenance. A separate request form is required with the grant application. Groups must identify an adult who will supervise and schedule the project assistants. Project assistants will be assigned based on need, project scope, availability and supervisory capacity.
- **Sullivan Renaissance Volunteer Support:** The Volunteer Coordinator offers organizational tools and assistance for communities to increase the volunteer base. Groups can also request assistance from the **Volunteer Corps**, a group of individuals who may be available to help at work days or assist with routine maintenance. These volunteers are most often available on weekends and evenings and after normal working hours. Assistance with Multicultural outreach, including bilingual volunteers and translators, is also available.
- **Sullivan Renaissance Horticulture Support:** The Horticulture staff offers site visits for design and plant selection advice and maintenance recommendations. A team of seasonal Renaissance employees “The Renaissance Crew” is also available on weekdays 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 not available to assist with routine maintenance.
- **Educational Events:** Utilizing Sullivan Renaissance staff, consultants and Master Gardener volunteers from Cornell Cooperative Extension, Sullivan Renaissance can help organize and publicize an educational event in your community. Hosting a gardening class or hands-on educational event is a great opportunity to recruit and teach new volunteers while building project awareness.

All approved maintenance projects are eligible to participate in Sullivan Renaissance’s annual beautification competition for Showing of Flowers and are evaluated by a team of judges from outside of Sullivan County in early August. Various awards totaling up to \$12,000 will be distributed to groups at the Sullivan Renaissance Awards Ceremony on **August 7, 2017**.

PROJECT DOCUMENTATION

A tabbed three-ring binder and/or USB drive will be provided to document the following:

- Project summary
- Photos
- List of volunteers
- Summary of all expenses
- In-kind donations (including the value and receipts verifying those expenses).

Groups may also include additional information for the Showing of Flowers awards. The binder must be submitted to Sullivan Renaissance by August 1, 2017.

Appropriate end of season maintenance should extend into the fall. This should include litter cleanup, planting bulbs, watering containers and hanging baskets, mulching, edging and watering newly planted trees and shrubs and putting the garden to bed.

APPLICATION ASSISTANCE

Sullivan Renaissance provides a variety of educational programs including monthly seminars and an Annual Conference on March 11, 2017 and Spring Forum on April 20, 2017. Prospective new applicants are strongly encouraged to attend these events. Please call the office at (845)295-2445 with any questions or to make an appointment to discuss maintenance needs with staff.

FINANCIAL RESOURCES			
Gardens at Single Locations		Gardens at Multiple Locations	
PHASE I GRANT 50% provided upfront, 50% upon completion	Up to \$ 500	PHASE I GRANT 75% provided upfront, 25% upon completion	Up to \$1,500
Bulb Dollars	Up to \$ 100	Bulb Dollars	Up to \$ 250
Flower Dollars	Up to \$ 100	Flower Dollars	Up to \$ 250
Capital Funding	Up to \$2,500	Capital Funding	Up to \$5,000
PHASE II GRANTS		PHASE II GRANTS	
Best Overall Showing of Flowers	\$3,000	Best Overall Showing of Flowers	\$5,000
Judges' Choice Award (2)	\$ 500	Judges' Choice Award (2)	\$1,000
Renaissance Achievement Award	\$ 500	Renaissance Achievement Award	\$1,000
Groups maintaining gardens at a single location are eligible for maintenance support for up to two years for gardens that are at least two years old.			
CAPTITAL FUNDING: Capital funding requests are limited to items designed to support or reduce maintenance (i.e. watering devices, irrigation systems, hardscape, etc.). Funds may also be used for major garden renovation projects requiring contracted professional services.			

For more information about the Maintenance Support Program, contact:

Diana K. Weiner, Horticulture Coordinator

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

To submit a grant:

Email: grants@sullivanrenaissance.org

Sullivan Renaissance is principally funded by the Gerry Foundation.

GARDENING NEEDS:

In the table at right, please indicate the total number of hours your volunteers spend maintaining the gardens by month:

May	June	July	August	TOTAL

3) Describe your specific needs with regard to maintaining your existing Renaissance funded gardens.

Do any of your gardens need a major renovation? For example, do you have plants that need to be divided? Transplanted or replaced? Does your soil need to be amended? Do the gardens need to be edged or mulched? Do you have specific watering or irrigation needs? Capital Improvement funds are available to assist you.

4) Are you requesting support from a Project Assistant? (MULTIPLE GARDEN LOCATIONS ONLY) Yes No

If yes, a separate request form must be included with this application. If you have a potential candidate they must complete an application for employment. If you do have a candidate, Sullivan Renaissance can assist with recruiting.

5) 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)?

In the table at right, please indicate how many hours you need the crew each month.

May	June	July	August	TOTAL

ORGANIZATIONAL NEEDS:

6) Please identify who is leading volunteer recruitment/coordination for your project (this ensures that we have a contact person working with your group to build capacity).

7) How many active volunteers are involved in your project? _____

Please identify what activities they perform.

8) Please review the following list of organizational assistance available and indicate your top THREE priorities with the corresponding letter.

Organizational Priorities: 1. _____ 2. _____ 3. _____

- A. Promoting volunteer work days
- B. Assistance from the Sullivan Renaissance Volunteer Corps
- C. Organizing an educational event or gardening class
- D. Creating volunteer job descriptions
- E. Creating a volunteer database/e-mail list
- F. Developing a Garden Maintenance Plan
- G. Developing a project map for outreach purposes
- H. Planning a fundraiser
- I. Designing and branding promotional materials
- J. Multicultural outreach
- K. General outreach (youth, seniors, etc.)

9) Describe your specific needs with regard to volunteer outreach and organizational development.

FINANCIAL NEEDS:

10) Summarize your budget in the table below.

List the items you plan to purchase and add additional descriptions as they relate to your project. **Please note a 25% match is required for the Sullivan Renaissance grant funds.** The match can be demonstrated with either cash or in-kind services or a combination of both.

Items to be purchased	SR Grant <i>Single: up to \$500 Multiple: up to \$1500</i>	Your Funds	Total
Annuals			
Perennials			
Bulbs			
Shrubs/Trees			
Soil			
Mulch			
Hardscape (pavers, fencing, signs, etc.)			
Tools & equipment			
Containers			
Other			
Other			
Other			
Other			
TOTAL:			

11) How many Flower Dollars are you requesting (single up to \$100 and multiple up to \$250)? \$ _____

12) How many Bulb Dollars are you requesting (single up to \$100 and multiple up to \$250)? \$ _____

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

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

13) Are you requesting funding for capital improvements? Yes No Amount: \$ _____

If so, what for? _____

Capital funding requests are limited to items designed to support maintenance (i.e. watering devices, irrigation systems, hardscape, etc.) or major garden renovation projects requiring contracted services. Groups with gardens at a single location may request up to **\$2,500** and groups with gardens at multiple locations may request up to **\$5,000** for capital improvements.

Please describe in detail what capital improvements you plan to make, what equipment you plan to purchase, and arrangements for storage/insurance (if applicable). Attach a full explanation of why it is needed along with your estimates or quotes to substantiate your request.

STAFF 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:	_____		_____
	_____		_____

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 13, 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.

Sullivan Renaissance is principally funded by the Gerry Foundation.

**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			