



# SULLIVAN RENAISSANCE 2018 BEAUTIFICATION GRANT PROGRAM MAINTENANCE SUPPORT GRANT INSTRUCTIONS

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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. **MAINTENANCE SUPPORT GRANTS** may be used to care for projects at a single location that were funded by Sullivan Renaissance prior to 2016.

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**

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Projects must have a beautification component and result in a significant aesthetic improvement. Sullivan Renaissance places 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**

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Eligible applicants may request up to **\$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 may have greater likelihood of being funded. The grant package also includes up to **\$100** in "Flower Dollars" to purchase annuals, and up to **\$50** 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.

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 will be distributed at the Sullivan Renaissance Awards Ceremony on **August 6, 2018**.

## **ADDITIONAL SUPPORT**

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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 **Maintenance Support Grant** applicants.

- **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 include bilingual volunteers and translators.
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- **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.

## PROJECT DOCUMENTATION

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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).

## FISCAL ACCOUNTABILITY

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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

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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.

For more information about **Beautification Grants** contact:  
**Diana K. Weiner, Horticulture Program Manager**  
Phone: (845)295-2445 or E-mail: [dweiner@sullivanrenaissance.org](mailto:dweiner@sullivanrenaissance.org)

To apply for a grant Email: [grants@sullivanrenaissance.org](mailto:grants@sullivanrenaissance.org)

*Sullivan Renaissance is principally funded by the Gerry Foundation.*



**SULLIVAN RENAISSANCE  
2018 BEAUTIFICATION GRANT PROGRAM  
MAINTENANCE SUPPORT GRANT INSTRUCTIONS**

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**APPLICANT INFORMATION**

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**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*

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*Address*

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*E-mail*

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*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**

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**Garden Location/Address:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Year Completed:** \_\_\_\_\_

**1) Provide an overall description of what you intend to accomplish this year:**

**2) What assistance is needed?**

**3) Describe your overall maintenance needs and/or challenges:**

**4) Are you requesting funding for capital improvements?**  Yes  No Amount: \$\_\_\_\_\_

If yes, 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 **\$500**.*

*On a separate page, please describe what capital improvement you plan to make and why it is needed for your project. Detail what equipment you will purchase, and arrangements for storage/insurance (if applicable). Attach estimates or quotes to substantiate your request.*

**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)?

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

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## **PROJECT VOLUNTEER DEVELOPMENT**

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Sullivan Renaissance staff can assist with creating flyers to increase project awareness and promote your volunteer workdays, create job descriptions, etc.

**7) Please describe your volunteer needs, and what type of assistance would be helpful.**

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8) How many active volunteers are involved in your organizations project? \_\_\_\_\_

Will they be part of this project?  Yes  No

9) Do you have regularly scheduled monthly meetings?  Yes  No If yes, when? \_\_\_\_\_

10) 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

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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

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11) 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 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.)	
Tools or equipment rentals	
Irrigation Equipment (sprinklers, drip hose, watering wands, etc.)	
Other (please describe):	
<b>TOTAL:</b>	

12) Use the table below to list any donations of goods or in-kind services you expect to receive:

Donated Goods & Services	Value
<b>TOTAL:</b>	

13) How much are you requesting in Flower Dollars to purchase annuals (up to \$100)? \_\_\_\_\_

14) How much are you requesting in Bulb Dollars to purchase bulbs (up to \$50)? \_\_\_\_\_

15) How much are you requesting in grant funding (up to \$500)? \_\_\_\_\_

**GRANT CHECKLIST**

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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 (if not on file) |
| <input type="checkbox"/> Garden Location 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> )            |

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

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						

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

<b>Containers – Poly (Plastic) and Clay:</b> 12"–14" - Poly \$6-7    Clay \$10-15 16"–20" Poly \$11-16   Clay \$19 22"–24" - Poly \$20    Clay \$50	<b>Potting Soil Pricing Guidelines:</b> 1.5-2.0 Cubic Foot Bag - \$9- 11 2.5    Cubic Foot Bag - starting at \$14
<b>Fertilizer Pricing Guidelines:</b> 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	<b>Mulch and Topsoil Pricing:</b> 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: _____	_____
_____	_____