



SULLIVAN RENAISSANCE 2018 BEAUTIFICATION GRANT PROGRAM MINI 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. **MINI GRANTS** are for qualifying organizations who would like to participate at a “mini” level by planting a simple garden or enhancing an existing one, adding containers, planters, hanging baskets, landscape features, paint or signage.

A limited number of reimbursement grants will be funded through a competitive application process. Grant applications will be considered on a first come, first serve basis as funds are available through **July 1, 2018**. Sullivan Renaissance reserves the right to redirect category placement among our various grant programs.

BASIC REQUIREMENTS

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

GRANT RESOURCES

Eligible applicants may request up to **\$500** in reimbursable funding through the mini grant program. Preference will be given to first-time applicants that provide matching funds and/or in-kind donations.

Completed applications should include before photos of the project area. Property owner permission and relevant permits are required. In addition to the grant, Sullivan Renaissance offers assistance with design and plant selection. If approved, a site visit will be scheduled for feedback, guidance and suggestions. Projects in the **Mini Grant Program** are not part of the annual Sullivan Renaissance beautification competition.

PROJECT DOCUMENTATION AND RESOURCES

A reimbursement check will be issued for the approved amount once the project is completed and photos and receipts are received along with a signed W9 form (available with award letter). All projects must be completed and documentation submitted by **October 1, 2018 in order to be eligible for the grant reimbursement**.

In addition to grant funding, Sullivan Renaissance offers educational 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.

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

Carmela M. Hugel, Horticulture Coordinator

Phone: (845)295-2453 or E-mail: chugel@sullivanrenaissance.org

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

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SULLIVAN RENAISSANCE
2018 BEAUTIFICATION GRANT PROGRAM
MINI GRANT APPLICATION

Applicant Name: _____

Mailing Address: _____

PRIMARY CONTACT:

First & Last Name

Address

Day Phone

Mobile Phone

E-mail

SECONDARY CONTACT:

First & Last Name

Address

Day Phone

Mobile Phone

E-mail

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

GRANT TO BE ISSUED TO: _____

EIN#: _____

Please answer the following questions. Use additional paper if necessary.

1) HAVE YOU RECEIVED A GRANT FROM SULLIVAN RENAISSANCE IN THE PAST? YES NO

If yes, please describe _____

2) Is this a new project or garden? Yes No

3) Are you the property owner? Yes No *(If not, please attach a letter documenting property owner permission.)*

4) Describe your project in detail. Include the type of building materials, containers, plants and flowers, mulch, etc. you will use. Attach a garden design or sketch and a before photo. (Assistance is available if needed.)

5) Please describe any assistance you will need from Sullivan Renaissance staff with materials, design or plant selection.

6) What other enhancements would you make to your project if more resources were available?

7) 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 PROJECTED BUDGET:	

8) How much are you requesting from Sullivan Renaissance (maximum \$500)? \$ _____

Please attach:

- IRS Determination Letter (non-profits)
 Before Photos
 Property Owner Permission

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>	

<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 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>

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:	_____

