

REQUIRED DOCUMENTATION

Please assemble the following documents. Completed applications with all required documentation must be received at the Sullivan Renaissance office **no later than March 21, 2012**. Please use the following as a checklist and mark off all items included in your submission.

- Completed grant application
- Map showing project location(s)
- Before photographs
- Garden design & plant list
- Maintenance assessment form *(if applicable)*
- Project rendering *(for projects involving signs or other structures)*
- Permission of property owner
- Municipal permits *(if applicable)*
- 501(c)(3) IRS determination letter *(if not already on file)*

OPTIONAL DOCUMENTATION

- Letter of support from municipality
- Additional letters of support
- Other supporting documentation *(newspaper articles, reports, etc.)*

INTERN APPLICATION

- Yes, we are interested in applying for support from a gardening intern. **(SEPARATE APPLICATION REQUIRED)**
- No, we are not interested in applying for support from a gardening intern.



SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

When answering the following questions, please use additional sheets if necessary.

PROJECT DESCRIPTION

1) Please provide a detailed description of your project, including how it will result in a significant aesthetic improvement. *Indicate whether your project is a new initiative or a significant enhancement to a previous project. Be aware that the grant cannot be used to replace an existing funding source or established program.*

MANDATORY DESIGN REVIEW

Our garden design was prepared by:

Name: _____

- Community volunteer
- Landscape architect/contractor
- Design professional
- Sullivan Renaissance staff

FOR SULLIVAN RENAISSANCE STAFF ONLY

Design approved:

- As submitted
- With modifications

STAFF SIGNATURE

DATE

2) Does your project involve historic preservation or interpret local history?

If so, please explain. This will be relevant for the historic award.

3) Will your project have any potential environmental impacts? *For example, does it involve or border sensitive habitat or natural features (i.e. wetlands, streams) that may require specific protection? Be aware of the materials you are using, the location of your project, and the use of invasive plants.*

4) Describe how your project will be accessible to individuals with disabilities.

GARDEN DESIGN AND MAINTENANCE

5) Attach garden design and plant list for a new garden project.

- *The project should incorporate an appropriate mix of perennials, annuals, trees, shrubs and hardscape.*
- *The project should maximize a “showing of flowers” for all seasons. For example, it should plan to use annuals and perennials, bulbs, flowering baskets, etc. to maximize the year-long showing of color. This will be relevant for the showing of flowers award.*
- *The project should utilize the “Flower Dollars” and incorporate annuals into the design.*

6) Complete a Maintenance Assessment Form for past garden projects.

- Yes, it is attached No, we have no previous community gardens

7) Describe how you have maintained previous projects, if applicable. *This is an important consideration for grant approval.*

8) What is your plan for year-round maintenance of this project?

PERMISSIONS AND PERMITS

9) **The project is located on a:** Town or Village Road County Road State Highway Other
You must attach copies of road permits (if required).

10) **Who owns the property or properties?** Applicant Municipality Privately-owned Other

Owner Name: _____

Mailing Address: _____

11) **Describe the arrangement(s) or permissions made for use of the property or properties.**

You must address this issue prior to approval. If the property is not owned by one of the applicants, written permission from the property owner must be submitted at the time of application.

12) **List any permits required from municipal boards, as well as county and/or state highway authorities.**

All appropriate permits must be attained prior to beginning work.

Project is consistent with local design standards. Project is consistent with local ordinances.

COMMUNITY COLLABORATION

13) **How did you reach out to the community to choose this project?** *Does it relate to other beautification projects? Is it mentioned in your community's comprehensive plan, or is it a component of a long-term project?*

14) **What is your plan to involve youth in the project?** *All projects must involve youth in a significant way.*

15) **Have you contacted your local municipality to inform them of your project?** Yes No

16) **Use the table below to list groups that will collaborate on the project and identify the task they will perform.**

Group	Task

FINANCES & PHASE II GRANTS

17) Please complete the budget form below and answer the questions on the following page. Do not include the value of donated goods or services (in-kind contributions) on this form. That information should be entered on the following page.

	SOURCE OF FUNDS			TOTAL
	SR Grant Funds (The total in this column should equal the grant award in your category)	SR Flower Dollars (The total in this column should equal the flower dollars in your category)	Other Funds (i.e. fundraising, cash donations and grants from other sources)	
Please itemize your anticipated expenses in the rows provided below. You should add additional descriptions as they relate to your project. Indicate which source of funding will be used to pay for each expense by placing the cost in the appropriate column.				
Plants (Annuals)				
Plants (Perennials)				
Other landscaping (trees, shrubs, etc.)				
Materials & Supplies (soil, mulch, etc.)				
Hardscape (pavers, fencing, signs, etc.)				
Other expenses (tools, equipment rental, etc),				
TOTAL:				

GRANT FUNDS
 A = \$1,000
 B = \$1,500
 C = \$5,000

FLOWER DOLLARS
 A = \$100
 B = \$250
 C = \$500

FINANCES & PHASE II GRANTS (CONTINUED)

18) In the space below, **list donations of goods or services** you may receive for the project and their estimated value.

DONATED GOODS & SERVICES	ESTIMATED VALUE
TOTAL:	

19) **What is the total anticipated cost of your project?**

This figure should be your total from the budget on page 5, plus the total value of any anticipated donated goods & services from the question above)

20) **List fundraising ideas and/or other funding sources that you will explore or have already secured.**

21) **What is the source of funds you will use to match the Flower Dollars?**

Donations/fundraising Donated plant material Sullivan Renaissance Grant

22) **What do you plan to do with any Phase II grant awards?**

Phase II grant awards include completion grants, special awards and prizes awarded by the judges. Please note: you will not receive a completion grant if you are awarded a prize.

CATEGORY C APPLICATIONS ONLY

On a separate sheet of paper, please answer the following two questions.

What steps has your group taken toward long-term planning and how does this project fit into that vision?

For example, describe any visioning sessions or community workshops held to get input on ideas for projects or to establish a more formal structure.

What are the long-range plans and goals you hope to achieve over two to three years?

Include anticipated beautification projects, as well as planning milestones.

