

SULLIVAN RENAISSANCE BEAUTIFICATION GRANTS 2012 GRANT APPLICATION INSTRUCTIONS

*Sullivan Renaissance is a beautification and community development program principally funded by the Gerry Foundation. A limited number of projects are funded each year through a competitive application process. **Grant applications must be received with all accompanying documentation by March 21, 2012.***

This grant program is a county-wide beautification competition.

TYPES OF PROJECTS

IMPORTANT DATES

February 1	Applications available on-line
March 10	Annual Conference & Expo at CVI
March 21	Grant Applications Due
April 19	Spring Forum & Grant Awards at CVI
August 6	Project Documentation Due (binder)
August 9-10	Interview with Judges at CVI
August 11-12	Judges Site visits
August 13	Awards Ceremony
September 8	Winning Projects Tour

CATEGORY A Single-Element Projects	CATEGORY B Multi-Element Projects	CATEGORY C Community-Wide Beautification
<ul style="list-style-type: none"> ♦ New welcome sign(s) ♦ Sign replacement projects ♦ Small public gardens and parks ♦ Streetscape amenities <p>Typically these are new projects at a single location. The project must be a <u>new</u> initiative and not simply an enhancement to a previous project. A good place to start for new groups.</p>	<ul style="list-style-type: none"> ♦ Large public gardens ♦ Community park projects ♦ Building façade renovation ♦ Roadside beautification <p>Typically these projects include multiple elements at a single location. Groups are generally more experienced and self-directed. Significant enhancement to a previous project is permissible.</p>	<ul style="list-style-type: none"> ♦ Downtown revitalization projects ♦ Enhancements at multiple locations ♦ Part of a long range vision <p>Typically these projects incorporate beautification as part of a long-term community strategy. Groups that engage in these projects are generally experienced and have a more formal organizational structure.</p>

Sullivan Renaissance reserves the right to redirect category placement among our various grant programs.

BASIC REQUIREMENTS

Sullivan Renaissance Beautification Grants are geared toward creation of new projects in the community. Each project must have a beautification component and result in a significant aesthetic improvement. Sullivan Renaissance places a special emphasis on gardens, landscaping and the use of flowers. Eligible projects must include the collaboration of at least two organizations and involve youth. Applicants must demonstrate that they have reached out to the community and included a variety of stakeholders in choosing the project.

MAINTENANCE PROGRAM

Sullivan Renaissance also recognizes the hard work and dedication needed to maintain projects over the years. Established groups with a history of participation with Sullivan Renaissance should consider whether their needs would be better met by applying through the Maintenance Program, instead of for a Beautification Grant. A separate application, completion of a **Maintenance Assessment Form**, site visit and interview are required. Maintenance support is awarded based on the needs identified through the application process.

DESIGN REQUIREMENTS

Good design and sustainability are strongly emphasized. Garden and landscaping projects must incorporate an appropriate choice of plant materials, and submit a garden design plan and plant list. To assist with this task, the **2012 Renaissance Collection** of plants has been introduced and is outlined in companion literature. Applicants may consult with a design professional on their own, or call the Sullivan Renaissance office to set up an appointment with a design consultant. No grants will be issued until Sullivan Renaissance staff has signed off on the final garden design.

ELIGIBLE APPLICANTS

Eligible applicants include non-profit organizations, community groups, religious institutions, schools and units of local government (towns, villages, fire districts, ambulance corps etc.). Grant checks are typically issued to a non-profit 501(c)(3) organization, religious institution, school or a unit of local government. If neither collaborating group meets these criteria, please call the Sullivan Renaissance office.

GRANT AMOUNTS

Approved applicants receive an initial grant (called a Phase I grant) to fund their project. While there is no direct match requirement, projects that show additional sources of funding and/or in-kind donations of goods and services have an increased likelihood of being funded. Projects also receive "Flower Dollars" (which must be matched) to purchase annuals from participating garden centers and nurseries. **Phase I** grants will be awarded at our Spring Forum on **April 19, 2012**, provided you have received sign-off on your final garden design.

Sullivan Renaissance offers educational and technical support to participating projects. Grant recipients are encouraged to use these resources, and judges will reflect participation in their scoring. These resources include: resource guide, monthly seminars, and technical advice from horticulturalists and planning staff.

CATEGORY A Single-Element Projects	CATEGORY B Multi-Element Projects	CATEGORY C Community-Wide Beautification
PHASE I GRANT \$ 1,000 Flower Dollars \$ 100	PHASE I GRANT \$ 1,500 Flower Dollars \$ 250	PHASE I GRANT \$ 5,000 Flower Dollars \$ 500
PHASE II GRANTS: First Place \$ 3,000 Second Place \$ 2,000 Third Place \$ 1,000 Completion Grant \$ 250	PHASE II GRANTS: First Place \$10,000 Second Place \$ 7,000 Third Place \$ 5,000 Completion Grant \$ 500	PHASE II GRANTS: Golden Feather Grant \$ 25,000 Silver Feather \$ 10,000 Planning Award \$ 5,000 Completion Grant \$ 1,000
SHOWING OF FLOWERS AWARD: A special \$5,000 Showing of Flowers Award will be given to the group with the best overall flowers. Four additional \$1,000 "Judges Choice" awards will also be given.		
SPECIAL AWARDS: In each category, projects are eligible for awards of \$1,000 each for historic preservation and garden design.		
INTERNSHIP PROGRAM: Applicants are also eligible to apply for assistance from a paid gardening intern. A separate application is required, and interns will be assigned based on need, project scope and supervisory capacity.		

All projects must be completed by **August 6, 2012** and a binder with project documentation (including copies of receipts and photographs) must be submitted to Sullivan Renaissance on that day. After verification of receipts and Flower Dollar match, most grantees will receive completion grants ranging in size from \$250 to \$1,000. **Please note:** you will not receive a completion grant if you are awarded a prize by the judges.

Grantees participate in a judging process where completed projects are evaluated by an impartial team of experts from outside of Sullivan County. Participation in this process makes the grantee eligible for a second round of awards (called Phase II grants) of up to \$25,000. These **Phase II** grants will be announced at an awards ceremony to be held on **August 13, 2012** and checks will be issued the following month.

Winning projects will be part of a countywide tour on Saturday, September 8, 2012.

PROJECT DOCUMENTATION

All projects must be completed and final documentation submitted by August 6, 2012. The tabbed three-ring documentation binder must contain a project summary, photos, a summary of all expenses (including the value of in-kind donations) and receipts verifying those expenses. Groups may include additional information for the judges, including newspaper articles, flyers, and any documentation relevant to the Showing of Flowers and special awards.

FISCAL ACCOUNTABILITY

Sullivan Renaissance requires fiscal accountability for all grants (both Phase I and II) in the form of receipts for expenses incurred. In addition, some applicants may be asked to sign an expenditure responsibility agreement. Receipts for Phase I grants are due with the binder submission on August 6, 2012. Phase II grants must be expended and receipts submitted within one year. Phase II grants may be used to fund a new community-based project or program with a public purpose. The grants can also be used to enhance or maintain previous projects.

APPLICATION ASSISTANCE

The Annual **Conference and Expo** on March 10, 2012 will include a variety of workshops and information on the basics of the Sullivan Renaissance grant program. Prospective applicants are also strongly encouraged to attend the seminar called "**Get Ready to Renaissance**" to be held on Wednesday, February 1, 2012 at 7:00 p.m. at the CVI building. Sullivan Renaissance staff is always available to answer questions and provide assistance. Please call 845-295-2445 for questions regarding the application or to make an appointment to discuss a project.