

PLEASE KEEP THIS SHEET
FOR YOUR RECORDS.



SULLIVAN RENAISSANCE
BEAUTIFICATION & COMMUNITY DEVELOPMENT GRANTS
2010 GRANT APPLICATION - CATEGORY B

*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 24, 2010.***

This grant program is a county-wide beautification competition, and projects may apply in one of three different categories.

TYPES OF PROJECTS

Category B includes the following types of multi-element projects:

- Large public gardens or community park projects
- Exterior renovations or façade projects
- Roadside or community-wide beautification efforts at multiple locations

Typically these projects include multiple sites or themes, and groups that engage in these projects are generally more experienced and self-directed. The project must be a new initiative or a significant enhancement to a previous project. The grant cannot be used to replace an existing funding source or established program.

Other categories include **Category A** for single-element beautification projects and **Category C** for multi-year projects focused primarily on community development. Separate applications are required for these categories. Sullivan Renaissance reserves the right to redirect category placement among our various grant programs.

BASIC REQUIREMENTS

Each project must have a beautification component and result in a significant aesthetic improvement. Sullivan Renaissance places a special emphasis on the showing of flowers. Eligible projects must include the collaboration of at least two community groups and involve youth. Applicants must demonstrate that they have reached out to the community and included a variety of stakeholders in choosing the project. Projects involving gardens and landscaping must incorporate an appropriate choice of plant materials, and minimize negative environmental impacts.

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.

IMPORTANT DATES

February 1	Applications available on-line
February 20	Winter Conference & Expo at CVI
March 24	Grant Applications Due
April 15	Spring Forum & Grant Awards at CVI
May 5	Spring Gardening Seminar
August 2	Project Documentation Due (binder)
August 6	Interview with Judges at CVI
August 7-8	Judges Site visits
August 9	Awards Ceremony at Monticello High School

GRANT AMOUNTS

Category B projects receive an initial grant (called a Phase I grant) of **\$1,500** to fund their project. A paid gardening internship is also provided (see application for more details). 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 **\$250** in Flower Dollars (which must be matched) to purchase and plant annuals from participating garden centers and nurseries. Phase I grants are awarded at our Spring Forum on **April 15, 2010**.

All projects must be completed by **August 2, 2010** 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 of \$500.

Grantees must participate in a judging process where completed projects are evaluated by an impartial team of experts from outside Sullivan County. Participation in this process makes the grantee eligible for a second round of awards (called Phase II grants) of up to \$10,000. These Phase II grants will be announced at an awards ceremony to be held on **August 9, 2010** and checks will be issued the following month.

CATEGORY B GRANT AMOUNTS

PHASE I GRANT	\$ 1,500
Flower Dollars	\$ 250
Paid Gardening Intern*	

PHASE II GRANTS:

Completion Grant	\$ 500
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Awards:

First Place	\$10,000
Second Place	\$ 7,000
Third Place	\$ 5,000
Showing of Flowers	up to \$5,000

Stewardship Awards:

Historic	\$ 1,000
Environmental	\$ 1,000
Best Practices	\$ 1,000

** The Gardening Internship is a collaboration with the Center for Workforce Development. Interns are paid up to \$1,250 for 100 hours of work and 25 hours of training. A separate application is required.*

PROJECT DOCUMENTATION

Project documentation for all projects (regardless of participation in the judging process) must be submitted on August 2, 2010. Sullivan Renaissance will provide each grantee with a tabbed three-ring binder to document the project. At a minimum, the binder must contain a two-page project summary, photos, a summary of all expenses (including the value of in-kind donations) and receipts verifying those expenses. Those projects participating in the judging process are encouraged to include additional information for the judges, including newspaper articles, flyers, and any documentation relevant to the Showing of Flowers and stewardship 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 2, 2010. 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 a previously funded project.

APPLICATION ASSISTANCE

The **Winter Conference and Expo** on February 20, 2010 will include information on the basics of the Sullivan Renaissance grant program. A seminar called **"How to Fill Out the Paperwork"** will be held on Wednesday, March 3, 2010 at 7PM at the CVI building. Sullivan Renaissance staff is always available to answer questions and provide assistance. Please feel free to call us at (845) 295-2445 for questions regarding the application or to make an appointment to discuss a project.



2010 GRANT APPLICATION - CATEGORY B



APPLICANT INFORMATION

Group I: _____

Group II: _____

Primary contact: _____

Please note: this information will be shared with the media

Address _____

Phone: (day): _____ Phone (eve): _____

Mobile: _____ E-Mail: _____

Grant to be issued to: Group I Group II

The group checked above is a:

- Unit of local government
- School
- Religious Institution
- Non-profit organization
(attach 501(c)(3) IRS determination letter)
- Other (expenditure responsibility agreement required)

Are you interested in receiving a paid gardening intern to assist with your project? Yes No

If yes, have you identified a potential intern yet? Yes No

Please make sure you complete the separate intern application packet!



SIGNATURE OF AUTHORIZED REPRESENTATIVE PRINT NAME DATE

REQUIRED DOCUMENTATION

Please assemble the following documents. Completed applications with all accompanying documentation must be received at the Sullivan Renaissance office **no later than March 24, 2010**. Please use the following as a checklist and check off all items included in your submission.

- Completed Grant Application
- Completed Intern Application Packet
(includes an application completed by intern supervisor and a separate application completed by the intern)
- Before photographs
- Diagram/drawing of what project will look like once completed, with planting plan
- Permission of property owner
- Municipal road permits (if applicable)
- Letter of support from municipality
- 501(c)(3) IRS determination letter (if applicable and not already on file)
- Other supporting documentation (newspaper articles, letters, etc.)

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

PROJECT DESCRIPTION

1) **What is your project?** _____
(project title or two-word description)

Describe your project in more detail in the space provided below. Please note: the project must be a new initiative or a significant enhancement to an existing project. Also, the grant cannot be used to replace an existing funding source or established program.

2) **How will this project result in a significant aesthetic improvement?**

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

3) **Describe your plan to maximize your project's "showing of flowers."**

For example, how do you plan to use annuals and perennials, bulbs, flowering baskets, etc. to maximize season-long showing of color? This will be relevant for the showing of flowers award.

4) **Does your project involve historic preservation or interpret local history?** If so, please explain.
This will be relevant for the historic award.

5) **Does your project involve an environmental demonstration or stewardship component?** If so, please explain. This will be relevant for the environmental award.

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

PROJECT LOCATION

7) **Where in your community will the project be located?**

List the street address or give a clear location.

8) **Who owns the property or properties?**

9) **Is the project located on a town or county road?**

Yes No

10) **Is the project located on a state highway?**

Yes No

11) **Describe the arrangement(s) or permissions made for use of the property or properties, including any permits required from appropriate municipal and/or state highway authorities.**

You must address this issue prior to approval. If one of the applicants does not own the property on which a project will be located, written permission from the property owner is required. All appropriate permits must be attained prior to beginning of work.

COMMUNITY COLLABORATION

12) **How did you reach out to the community to choose this project?**

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

A letter of support from your local municipality is required.

14) **Using the table below, list all groups that will be collaborating on this project and identify what task you anticipate they will perform.**

Group	Task

15) What is your plan to involve youth in the project?

All projects must involve youth in some way, above and beyond the paid gardening internship.

PLANNING

16) Is this project part of a larger vision for your community?

For example, is it mentioned in your community's comprehensive plan, or is it one component of a larger long-term project? Think about how your project relates to other beautification projects (existing or planned) in your community.

17) What steps, if any, has your group taken toward long-term planning?

For example, do you have a long range work plan covering the next two or three years? Have you held any visioning sessions or community workshops to get input on ideas for future projects?

SUSTAINABILITY

18) Does your project incorporate an appropriate mix of perennials, annuals, trees and shrubs?

Particular attention should be paid to the appearance and habits of plants, placement and succession of blooms, as well as balancing annuals and perennials for year-round interest. Attach a planting plan.

19) What is your plan for physical maintenance of this project in the future?

Describe how you have maintained previous projects, if applicable. Please note: this is a very important consideration for grant approval and will be relevant for the best practices award.

20) **What is your plan for programmatic maintenance of your project over the next year?**

Please explain how you will continue your beautification efforts in the future (i.e. fundraising, volunteer recruitment, etc.)

21) **Will your project have any potential environmental impacts?** If so, please explain.

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.

FINANCES & PHASE II GRANTS

22) **What is the total anticipated cost of this project?** _____

Please complete the budget form on the following page, including a break down of anticipated expenses.

23) **Explain additional fundraising ideas for this project or any other funding sources that you will explore, or have already secured.**

24) **How will you match the \$250 worth of Flower Dollars?**

25) **What do you plan to do with your \$500 completion grant, if received?**

26) **What do you plan to do with any Phase II grant awards, if selected by the judges?**

SULLIVAN RENAISSANCE SAMPLE BUDGET FORM

A. SOURCES OF INCOME*	AMOUNT
Sullivan Renaissance Grant	\$1,500
Flower Dollars	250
Fundraising & donations	
Other grants	
TOTAL (A):	

**Please add additional categories as needed*

B. ANTICIPATED EXPENSES*	AMOUNT
Plants (Annuals)	
Plants (Perennials)	
Other landscaping (trees, shrubs, etc.)	
Materials & Supplies (soil, mulch, etc.)	
Hardscape (pavers, fencing, signs, etc.)	
TOTAL (B):	

**Please add additional categories as needed*

C. IN-KIND (DONATED) GOODS & SERVICES*	ESTIMATED VALUE
Labor	
Materials	
TOTAL (C):	

**Please add additional categories as needed*

TOTAL PROJECT VALUE (B + C):

This amount should be the same as your answer to Question 22.

