

PLEASE KEEP THIS SHEET  
FOR YOUR RECORDS.



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

*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 C** is for multi-year projects that are focused on planning and community development. Typically these projects are for groups that are moving beyond beautification to tackle larger, more complex issues. A limited number of projects are funded each year that include the following:

- Tangible beautification efforts at multiple locations as part of a long-range plan
- Addresses issues and problems beyond beautification (i.e. economic development, social or environmental issues, etc.)
- Commitment to long-range planning and enhanced code enforcement
- Focus on capacity building and establishing a formal organizational structure
- Tangible collaboration with other community-based groups and organizations

Other categories include **Category A** for single-element beautification projects and **Category B** for multi-element projects. Separate applications are required for these categories. 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 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 any 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

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

## GRANT AMOUNTS

Category C projects receive an initial grant (called a Phase I grant) of **\$5,000** to fund their project. Groups receive technical assistance from a professional planner, and a paid gardening intern (see intern packet for more details). Projects must show additional sources of funding and/or in-kind donations of goods and services. Projects also receive **\$250** in Flower Dollars (which must be matched) to purchase and plant annuals at participating garden centers and nurseries. Phase I grants will be 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, groups will be eligible for a \$5,000 completion grant.

All Category C projects participate in a judging process where completed projects are evaluated by an impartial team of experts from outside Sullivan County. Grantees are then eligible for a second round of awards (called Phase II grants). These Phase II grants will be announced at the awards ceremony to be held on **August 9, 2010**. Phase II grant checks (except the Golden Feather Grant) are then issued the following month.

## PROJECT DOCUMENTATION

Category C groups are required to submit monthly progress reports (from April through July) summarizing the work. **Final project documentation 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. Groups 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.

### CATEGORY C GRANT AMOUNTS <sup>(1)</sup>

<b>PHASE I GRANT</b>	\$ 5,000
<b>Flower Dollars</b>	\$ 250
<b>Paid Gardening Intern <sup>(2)</sup></b>	

#### PHASE II GRANTS:

<b>Completion Grant</b>	\$ 5,000
-------------------------	----------

#### Awards:

Golden Feather Grant	\$50,000 <sup>(3)</sup>
Silver Feather Award	\$ 5,000
Showing of Flowers	up to \$5,000

#### Stewardship Awards:

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

*(1) The Category C program, including the interns and Silver Feather Award, is funded in part by grants secured by Senator John J. Bonacic.*

*(2) 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.*

*(3) The Golden Feather is a reimbursement grant administered by the NYS Dormitory Authority that has been secured by Assemblywoman Aileen Gunther.*



2010 GRANT APPLICATION - CATEGORY C



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!*

What is your project? \_\_\_\_\_  
(project title or two-word description)



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

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

\_\_\_\_\_  
DATE

REQUIRED DOCUMENTATION

Please assemble the following documents and attach them to this cover sheet. 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 Proposal – see reverse for details
- Completed Intern Application Packet  
*(includes an application completed by intern supervisor and a separate application completed by the intern)*
- Before photographs
- Diagram/drawing or location plan of your 2010 project(s), including a planting plan
- Permission of property owner (if applicable)
- Letter of support from municipality
- 501(c)(3) IRS determination letter (if applicable and not already on file)
- Other supporting documentation (renderings, newspaper articles, letters, etc.)

## GRANT PROPOSAL

---

Category C applications must be accompanied by a written grant proposal summarizing your project. The following questions must be addressed in your proposal.

### **Project Description** (approximately 2 – 3 pages)

- Describe the focus of your 2010 project and how it will result in a significant aesthetic improvement. *Attach a drawing or rendering, if available.*
- Provide an outline of your long range plan. Include anticipated beautification projects, as well as planning milestones.
- Describe how your project is part of a larger vision for your community, and the steps you have taken to create your long range plan.
- Describe any plans to maximize your “showing of flowers” this year. *For example, how will you use annuals and perennials, bulbs, flowering baskets, etc. for season-long showing of color? This will be relevant for the showing of flowers award.*
- Will your current project involve historic preservation or interpret local history? *This will be relevant for the historic award.*
- Will your current project involve an environmental demonstration or stewardship component? *This will be relevant for the environmental award.*
- Describe how your current project will be accessible to individuals with disabilities.

### **Project Location** (approximately 1 page + map)

- Describe where in your community the project(s) will be located. Provide a map of your community or project area and label the project locations.
- Identify who owns the property where your current project(s) will be located and describe all arrangements and permissions secured, including any permits required from appropriate municipal and/or state highway authorities. *Attach written permission if applicable.*

### **Community Collaboration** (approximately 1 – 2 pages)

- List all of the community groups and organizations that will be collaborating on this project. Identify what task(s) you anticipate they will perform. *Attach letters of support.*
- Describe how you will be partnering with your municipality. *Attach a letter of support.*
- Describe how you plan to involve youth, above and beyond the paid gardening internship.

### **Sustainability** (approximately 1 page + planting plan)

- Describe how your project incorporates an appropriate mix of perennials, annuals, trees and shrubs. *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.*
- Describe how you plan to maintain projects in the future, and how you have maintained previous projects. *This will be relevant for the best practices award.*
- Describe any past or planned efforts to build capacity within your organization or establish a more formal organizational structure. (i.e. volunteer recruitment, committee structure, 501-c-3 status, etc.)
- 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.*

### **Budget & Finances** (approximately 1 page)

- Complete the attached budget form, or provide an equivalent breakdown of income and expenses.
- Describe additional fundraising ideas for this project, and other funding sources you plan to explore, or have already secured, including how you will match \$250 worth of Flower Dollars.
- Describe what you plan to do with your \$5,000 completion grant, and any Phase II grants (if awarded) including the Golden Feather grant.