



City of North Little Rock
Community Garden Program
SEASONAL FUNDING APPLICATION



Garden Name:	Season (Fall or Spring):
Amount Requested:	Year:



The City of North Little Rock Community Garden Program under the Department of Neighborhood Services accepts spring and fall funding proposals for community garden initiatives and urban agriculture projects in the City of North Little Rock. The goal of the Community Garden Program is to improve the constituents' access to healthy, affordable, and locally grown food by increasing the number of community gardens in North Little Rock. A community garden can be defined as any piece of land gardened collectively by a group of people, including non-profits, community centers, faith-based organizations, and schools. If you are interested in starting a community garden or expanding your garden's operations within North Little Rock city limits, you may propose your project to the City of North Little Rock for funding. Project funding is only for garden construction materials and seasonal maintenance in exchange for your property's use as a community garden and your volunteer garden management and maintenance efforts.

Email seasonal funding proposals to NLRNeighborhoodServ@nlr.ar.gov and ASawyer@nlr.ar.gov with the subject;

"[Garden Name] Application, [Season and Year]"

Applications are due December 15 and June 15 every year.

The application must be submitted in the correct format and contain all required attachments. Failure to do so will prevent your proposal from review.

If you have any trouble submitting this by email, would prefer a paper copy, or have any questions, please contact:

Department of Neighborhood Services: NLRNeighborhoodServ@nlr.ar.gov ; (501) 791-8500

Anna Sawyer, Community Garden Coordinator: ASawyer@nlr.ar.gov ; (501) 351-0184

Garden Name:

Season:

Amount Requested:

Year:

PROPOSAL FORM

Funding amounts are up to \$5,000 annually. Approved requests exceeding \$2,500 will be made available in two (2) disbursements. New gardens joining the program may request up to \$1,500 in the first year. The City of North Little Rock provides funding in exchange for land access and volunteer work to; create, promote, and maintain a garden serving the community. Each garden can only apply for seasonal funding once a year.

Organization / Group:		
Garden Manager:		
Phone Number:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Assistant Garden Manager:		
Phone Number:	Email:	
Address of Garden Site:		
Property Owner (P.O.) of Garden Site:		
P.O. Phone Number:	P.O. Email:	

Target Population for Garden (Select One):

Youth

Seniors

General Community

Other

Seasonal Funding Proposal Submission Date:

FOR OFFICE USE ONLY
Vendor #:
Amount Requested:
Seasonal Funding Proposal Approval Date:

PROGRAM REQUIREMENTS

Please ensure that you meet/can meet all criteria BEFORE applying.

- Must have and submit a **valid business license**.
- Must have **incorporated as a non-profit with the Secretary of State** under the umbrella of an existing non-profit or classified as an educational or faith-based organization. Subsequently, groups must submit **bylaws and articles of incorporation**.
- Must submit a **completed W-9 form**.
- Community Garden Projects must **operate in accordance with nondiscriminatory federal, state, and local requirements**.
- Projects must be **located on property lawfully reserved for public use as a community garden**. *For projects located on private property, i.e. not City-owned, property owners must sign a one-year License Agreement, once funding approved, subject to City Council approval.*
- Funded projects must **spend city funds on approved items within one (1) year of disbursement**.
- **Funded projects must submit a progress and budget report every 6 months to the NLR Community Garden Program**, as outlined in the Memorandum of Understanding (MOU). **Originals or copies of all receipts must be included along with the budget reports.** *The City of North Little Rock will provide the MOU and reporting forms once funding is approved.*
- Funded projects shall **make known the availability of garden plots to community members**.
- At least **75% of the garden must be edible plants grown for a minimum six (6) months of the year**.
- The Garden Manager **must organize, maintain, and post rules for the garden, and plan gardening projects prior to submitting a proposal**. The Garden Manager is **responsible for general maintenance of the space** (planting, weeding, watering, etc.) **and recruiting volunteers**.
- The Garden Manager (or a garden volunteer) is **encouraged to attend monthly Garden Manager Meetings** held on the 4th Wednesday of every month.

Additional consideration will be given to community gardens that plan to;

- Donate excess food to community members and/or local food banks.
- Grow crops year-round.
- Are located in areas that qualify for SNAP-Ed programming.
- Offer reduced rates or non-payment option for gardeners with limited resources - if the garden has plots that are for rent.
- Share/host educational opportunities.

ATTACHMENT CHECKLIST

Attachments 1-7 must be included in your application.

1. **Business License.** *License can be acquire at no charge with the City Clerk's office in NLR City Hall, 300 Main Street.*
2. **Non-Profit Certification; Bylaws and Articles of Incorporation.** *Certifications must be obtained online through the Secretary of State for a small fee.*
3. **W-9 Form**
4. **Garden Project Budget-** Should list general categories of items and their estimated cost for purchase with program funds. ***Please use the attached budget form included in the application.***
5. Drawing of the **planned garden layout, photographs of the site**, and a **birds-eye map of the property** (*recommend printing from Google satellite view*).
6. **Rules of the Garden** detailing responsibilities of the Garden Manager, supporting organization, and community volunteers/participants.
7. **Document of codes to any sheds/gates on the property.** If a key is used, the on-site Garden Manager must provide a copy to Community Garden Coordinator.

FUNDED PROJECTS

Once funding is approved, please provide:

8. A signed copy of the Memorandum of Understanding (MOU). *The MOU will be provided upon approval.*
9. A signed copy of the License Agreement between the property owner and the City of North Little Rock; guaranteeing access to the property for use as a community garden. *The License Agreement will be provided upon approval.*

For garden projects within the North Little Rock School District, the funding application must be approved by the NLR School Health Coordinator - Heather Rhodes (RhodesH@nlrsd.org). The Memorandum of Understanding (MOU) maintenance plan must signed by the Garden Manager and an authorized School District representative.

PROJECT DESCRIPTION

Please be as detailed as possible.

1. What is the need for a community garden in your community? What kind of community garden are you proposing? What is your vision for the garden? Will you be planting seasonally or year-round?

2. How will your garden use the awarded funding? In your description, please list three measurable goals for the upcoming year.

3. How do you plan to recruit members/volunteers? How many expected volunteer hours a week will volunteers work? Please list all current volunteers.

4. Detail your watering plan. How will you irrigate the space? What is your water source? How often will you water your garden? Who will pay for the water? *The City of NLR is not responsible for paying water bills for any community garden.*

5. Detail your maintenance plan. Who will actively maintain the garden? Consider weeding, watering, planting, harvesting, mowing, trash pick-up, compost turning, etc. When and how often will the garden be maintained?

6. Detail your outreach plan. How have you engaged with your community thus far? How will you let surrounding community members know about the gardens' availability, group workdays, and garden rules? Will you be looking for grant funding from other organizations? Please include any/all planned garden events.

7. Detail your educational plan. How will you educate members of the community about the garden, planting seasons, what you're growing, how to harvest, how to prepare the produce, etc.? How will you work with other gardens in the Community Garden Program? Who (if any) will you collaborate with?

BUDGET FORM

Please detail your budget and calculate the total cost at the bottom of this form.

Category	Cost	Description

Total: _____

Example of Budget Form

Please detail your budget, and calculate the total cost at the bottom of this form.

EXAMPLE:

Category	Cost	Description
Garden Structures	\$350.00	Raised beds out of sheet metal & cypress

Total Cost: \$350.00

Category	Cost	Description
Garden Structures	600.00	4 raised beds - triangle shaped, to replace cypress beds (quote from Metal Roofing Supply)
irrigation supplies	140.00	4-zone timer, 75' expandable hose with spray nozzle, annual replacement of filter, etc.
plants and seeds	50.00	vegetable starts and seeds not provided by fit2live
signage	50.00	galvanized sheet metal for back of aluminum sign, replace public bed signage
season extenders	60.00	row covers and wire for hoops

Total Cost: **\$900.00**

ASSURANCES

Please review and complete this form.

Funding requests are contingent upon review by City Council and the Community Garden Committee of the City of North Little Rock. Applicants are not entitled to funding.

- **Allowable Expenses:**

Garden construction materials (raised beds, high tunnels, etc.), walkways, tools, irrigation systems, soil amendments, seeds, plants, tree removal (citing safety concerns), and water meter installation. On a limited basis with prior approval from the Community Garden Program; fuel, water, electricity, tool rental, tool repair, labor (business license required), and educational workshop/conference fees.

- **Unallowable Expenses:**

Improving private property, tree removal (for aesthetics), play equipment, overhead costs (staff, office supplies, phone bill, water/electricity/gas bills, etc.), fountains, decorative structures, benches, finishing buildings/structures, requests from individual property owners on their own behalf.

The City of North Little Rock has the right to require modifications to the seasonal funding proposal as a condition of approving and issuing funding.

The applicant **must provide a record of any funding spent**. Expenses that are not for the purposes specifically described in the proposal, or not approved after modification, cannot use City of North Little Rock funding.

Any City funds remaining after the completion of the project shall be returned to the City with the final progress report.

Failure to submit reports and receipts for expenditures will result in reimbursement from the applicant to the City of North Little Rock equaling the amount of the expenditures.

The designated signatory hereby certifies that they have received a copy of the guidelines for qualifying for receipt of project funding. That all information provided in the application form is complete and accurate, and that the signatory is authorized by their organization or group to execute this proposal and the Memorandum of Understanding (MOU) and License Agreement if the project is awarded funding.

Candidate/Organization:

Authorizing Signature:

Printed Name:

Date:

This document serves as an example for you to see how your application will be scored.

Application Scoring Rubric



	0 Insufficient	1 Needs Improvement	2 Adequate	3 Excellent
General Information	Proposal form is incomplete, NLR Community Garden Program (CGP) requirements cannot be met, and no attachments are included.	Proposal form is loosely complete, CGP requirements are loosely met, and few attachments are included.	Proposal form is mostly complete, CGP requirements are met, most attachments are included.	Proposal form is fully complete, CGP requirements are strongly met, and all attachments are included.
Project Description	Unclear project description, lacks planning and research, or does not align with CGP goals and objectives.	Needs clarity and further planning. Good idea, but the link to the CGP goals and objectives needs to be further defined.	Adequate description with defined goals and objectives loosely linked to CGP goals and objectives.	Good project description and the goals and objectives are clearly linked to CGP goals and objectives.
Budget	No budget present or items requested are unallowable expenses.	Budget is present but cost is not effective for the project, and some items requested are unallowable expenses.	Budget is present and cost effective for the project, and all items are allowable expenses.	Budget is detailed, cost effective, linked directly to proposed activities, and all items are allowable expenses.
Justification	Unconvincing. Project description does not address stated need.	Poor demonstration of need or project's ability to address the need.	Need is well stated but the project may be too specific or too general to see results.	Need is strongly stated, and the project description is directly linked to the need.
Feasibility	Insufficient or no information on how project activities will be carried out.	Details of the project are stated but are insufficient to carry out the proposed activities.	Project activities are reasonable but there may be some gaps or barriers.	Project activities are well aligned with the proposed outcomes and can be accomplished through project details and timeline.
Volunteer/Community Capacity	Insufficient or no connection with a volunteer group or community partner is not defined.	A volunteer group or community partner is mentioned but the connection to the project is not defined.	The project shows a loose connection with a volunteer group or community partner and shows how they will be involved.	The connection with the volunteer group or community partner is well defined and the involvement is well explained.
Sustainability	Long-term plans for maintenance are not stated.	Long-term plans are mentioned but supporting details are not provided.	Long-term plans are detailed but there may be some gaps or barriers.	Evidence is provided that this project has long-term plans beyond the funding period.
Total Score				