

SOUTHEAST MICHIGAN SCHOOL GARDEN MINI-GRANT OVERVIEW

It can be challenging for school garden programs to secure funding to support their efforts. The goal of this mini-grant is to decrease barriers to starting or expanding school or early care and education (ECE) gardens and providing garden-based education by providing funding, training and technical assistance. For the purposes of this grant, gardens at ECE sites will be referred to as school gardens.

Michigan State University Extension is administering the Southeast Michigan School Garden Mini-grant (SGMG), with funding from the Community Foundation for Southeast Michigan. The SGMG will support schools or sites that are starting or expanding school gardens, providing experiential garden-based/agricultural education, or supporting staff or volunteers to attend school garden related professional development. To support these efforts, approximately 20 awards of \$500 - \$1,500 will be granted to eligible schools and sites that demonstrate a commitment to qualifying school garden activities. This RFP is for a one year grant, renewable for a second year upon reapplication, provided that all requirements are met. Grants will be awarded on April 8th, 2019. The grant year will start on April 8th, 2019 and end on April 7th, 2020. The SGMG includes two separate funding tracks: planning grants and implementation grants.

Planning Grants are intended to support schools and ECE sites that are in the beginning phases of creating a school garden program. Planning grantees will create a school garden action plan and form a school garden team by the end of the grant period.

Implementation Grants are intended to support schools and ECE sites that are ready to establish a school garden or will expand their school garden program. Expansion can include expanding the physical garden, implementing curriculum, increasing participating students or other program additions. Having a school garden team is a prerequisite to apply for an implementation grant. Implementation grantees will create a school garden sustainability plan to maintain the garden and activities beyond the grant period.

ELIGIBILITY

Public, private, charter schools or ECE sites (licensed child care providers in programs such as center-based, family child care, public or private preschool, Head Start/Early Head Start, Great Start Readiness Program (GSRP), and/or childcare within K-12 districts) in Macomb, Oakland and Wayne counties are eligible to apply. Applications must be submitted by an employee of one of the above entities, applying on behalf of the school or ECE site where the garden program will be conducted. A project lead as a point of contact must be designated. Students, parents or volunteers are welcome to collaborate on applications, but they must be submitted by a school employee. Approval from an authorized representative of the school or ECE site is also required. Only one application is allowed per school or ECE site.

Note: For schools located in Detroit, we are partnering with local organizations which currently provide support to school gardens, including the Detroit Public School Community District's Office of Nutrition and Keep Growing Detroit to avoid duplicative efforts and maximize resources available to schools. We encourage schools to connect with these organizations (links below) and consider the resources offered before applying for this grant. We hope this grant will offer opportunities to complement these resources and contribute to sustainability of the network of resources available in the City.

- [Detroit Public School Community District's Office of Nutrition](#)
- [Keep Growing Detroit](#)

PLANNING GRANT ELIGIBILITY

Schools and ECE sites are eligible to apply for a planning grant if they considering or are in the initial stages of planning a school garden program and will work towards creating a school garden action plan and school garden team during the grant period. It is recommended that at least two people are identified as committed to the school garden project as planning grant applicants. At least one of these people is required to be an employee of the school or ECE site named in the application.

IMPLEMENTATION GRANT ELIGIBILITY

Schools and ECE sites are eligible to apply for an implementation grant if they can demonstrate previous school garden activities, as reflected in their application, and have a school garden team in place. At least one member of the school garden team is required to be a school employee at the school or ECE site named in the application. Implementation grantees can work towards creating a school garden design and/or establishing a school garden. All grantees will work towards a school garden sustainability plan during the grant period. If your program does not meet these requirements, consider applying for a planning grant.

EXAMPLES OF WAYS TO USE PLANNING GRANTS

- Starting a school garden team by convening meetings
- Hiring a facilitator to conduct a visioning and planning process
- Hosting a school garden planning event
- Visiting other school gardens for research and networking
- Attending school garden related professional development

EXAMPLES OF WAYS TO USE IMPLEMENTATION GRANTS

- Purchasing school garden supplies, materials and tools
- Conducting garden-based education
- Paying for garden design consultant fees
- Paying for garden installation services
- Purchasing school garden curriculum
- School garden or farm field trips (for professional development or for student education)

- Attending school garden related professional development
- Starting a garden to cafeteria program

REQUIREMENTS OF THE SGMG

- Attend or view SGMG orientation webinar
- Attend one school garden training (June 25 for planning grants, October 25 for implementation grants)
- Complete and submit payment forms as necessary for funding disbursements at the beginning of the grant period and after submission of mid-year report
- Complete and submit a mid-year grant report (due by October 1, 2019)
- Submit a year end grant report at the conclusion of the grant period (due by May 31, 2020)

APPLICATION SELECTION

Submissions will be reviewed and assessed by a committee of school garden stakeholders. Applications will be scored in the following categories

- Completeness;
- Strength of vision;
- Attention to team development for school garden project (planning grants);
- Strength of school garden team and action plan (implementation grants);
- Demonstrate existing connections to community partners or plans to develop community connections (a letter of support is encouraged, but not required);
- Free and reduced lunch rates will be used to ensure that equity is a consideration in grants awarded;
- Demonstration of practices to make the garden more inclusive to all students;
- Plans to incorporate environmentally responsible gardening practices.

GRANT PACKAGE

- Award monies in two equal disbursements, at the beginning and mid-point of the grant year
- Attendance to one school garden training by grant or project lead (separate trainings for planning and implementation grantees)
- One or two site visits during the grant year to your school, planned garden site or garden site (April – October 2019)
- Connection to a network of peers to share learnings, best practices and other resources
- Appropriate technical assistance from MSU Extension Educators and community partners

SUBMISSION AND DEADLINE

All applications must be typed. Please send the completed application as an attachment in Word or PDF format to Kaitlin Wojciak at kaitwoj@msu.edu. The application can be downloaded at the following link:

https://www.canr.msu.edu/community_food_systems/school-gardens/school-garden-mini-grants

Applications are due by 5:00 PM Eastern time on Monday, February 25th, 2019. Late applications will not be considered. Please contact Kaitlin Wojciak at kaitwoj@msu.edu or 586.469.6088 with any application related questions.

IMPLEMENTATION APPLICATION CHECKLIST

Contact information, program information and program development sheet

Signature of Authorized Organizational Representative

Narrative

Budget

SCHOOL GARDEN MINI-GRANT IMPLEMENTATION APPLICATION

Contact Information

Contact name(s) and Title(s)	
Mailing Address	
Email	
Telephone	
Program Information	
County	
Name of school or ECE site	
Ages or grades served	
Number of children served	
Free and reduced price meal percentage, if applicable	
Program Development	
Do you currently have a school garden?	Yes No
Do you currently have a school garden team or committee?	Yes No

<p>Please list the names and titles of your school garden team members</p>	
<p>Who are your community partners? (Organizations or groups that support your school garden efforts)</p>	
<p>Program Authorization</p>	
<p>Signature of authorized organization representative (electronic is acceptable)</p>	
<p>Print name and position title</p>	
<p>Date</p>	
<p>Phone</p>	

NARRATIVE

Please limit narrative section to a maximum of three single-spaced pages. All responses must be typed. Address and include the following in your narrative section.

- Project summary and goals
 - Provide a summary of your proposed project
 - Share your overall project vision. What are your long-term outcomes?
- Goals, Activities, and Timeline
 - List the activities planned to achieve your goals and an anticipated timeline for each activity
 - Ensure that you include work towards a sustainability plan
- Education and Inclusivity
 - Demonstrate what practices will be used to make the garden more inclusive to all students (such as growing culturally appropriate crops, signs in different languages, or access for physically disabled students)
 - Share how your project will incorporate environmentally responsible gardening practices

BUDGET

Provide an itemized budget using the template below, including a brief description of each item. All expenses should be directly linked to project goals. Provide an itemized budget using the template below, including a brief description of each item. Implementation grants may include expenses as outlined above (on pages 2-3), including training or professional development and mileage costs (at \$.58/mile) for educational or research field trips or to attend workshops.

Total funding requests should be between \$500 and \$1,500. Please use the budget template below to build your budget. Expenses should fit within the template categories. Refer to the budget below for examples of funding requests and formatting. The budget is an example, it does not include all possible expenses. Listed items can be included but are not required.

Salaries, tips, or stipends are not allowable expenses.

Budget Template

Category	Brief Expense Description	Cost
Marketing	Signs, flyers	
Meetings	Refreshments, supplies	
Travel	Mileage-to be reimbursed at .58/mile, to and from required training, site visits, professional development	

Supplies	Seeds, lumber, gardening tools, soil, compost and equipment	
Professional development/training	Cost of trainings or classes	
Curriculum/Written materials	Garden curriculum or educational materials	
Consultant fees	Garden installation fees	
Other		
Total		