

CITY OF DALLAS COMMUNITY GARDEN GRANT FUND

PROGRAM GUIDELINES

APPLICATION SUBMISSION OPENS

April 22, 2015

APPLICATION DEADLINE

May 29, 2015

For more information, please call the Office of Environmental Quality at 214-670-1200 or visit our website at www.greendallas.net

City of Dallas Community Garden Grant Guidelines

The City of Dallas is committed to enhancing the vitality and quality of life for all in the Dallas community and to providing a sustainable community with a clean, healthy environment.

The Office of Environmental Quality recognizes community gardens as a valuable asset for strengthening communities, increasing access to nutritious food, diminishing food deserts, providing recreation and leisure to residents, and improving individual and community health and well-being.

I. Background

A community garden is defined as an area of land managed and maintained by a group of individuals to grow and harvest food crops and/or ornamental crops for personal or group use, consumption, or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.

II. Purpose

To assist those within the community that are seeking to begin or expand a community garden for the benefit of themselves and others by making available, through competitive grants, monies donated to the community garden grant fund for the creation or expansion of community gardens using organic growing methods, water conservation measures such as rain water harvesting and drip irrigation, and donation of produce to local food charities.

III. Grant Amounts

- a. Grants will range in size, depending upon the project approved. All projects must be pre-approved.
- b. Eligible expenses for which awarded grant funds may be used include materials to build garden beds (wood, rock, etc.), garden bedding materials (organic soils, mulch, compost, etc.), planting materials, organic garden supplies, rain barrels and other rain water harvesting systems, and drip irrigation systems. Water infrastructure, such as water meter, water lines and provision of water by the city is not included in the grant funding.

IV. Eligibility / Who Can Apply

- a. Any group of residents of the City of Dallas, meeting the required criteria, may apply for a grant to create a community garden or expand an existing garden located in the City of Dallas that will:
 - i. Use organic growing methods; and/or
 - ii. Use rain water harvesting and drip irrigation.
- b. An effort will be made to distribute the funds across multiple council districts provided that qualified applications are received.

V. Program Requirements

- a. The community garden must be located within the City of Dallas.
- b. The garden group must be organized and the gardening project must be planned prior to submitting a grant application.
- c. Garden groups applying for funds must commit to the operation of a community garden of a term of no less than 3 years from the date of award.
- d. Garden groups applying for funds must have written documentation of authority to operate a community garden on the designated garden parcel for a term of no less than 3 years from the date of award.
- e. Funding shall be provided as a one-time opportunity.
- f. Grant funding shall not exceed \$1,000 for gardens on less than ¼ acre or \$2,000 for gardens on more than ¼ acre.
- g. Funding must be matched by in-kind professional or labor services, equipment or monetary donations.
- h. Grants cannot be used for improving private property outside of the creation of a community garden accessible to the community.
- i. Ineligible projects include tree removal, play equipment, overhead costs (office supplies, phone bills, etc.), fountains, decorative structures, larger equipment, such as riding lawnmowers, and requests from individual property owners on their own behalf.
- j. Seventy-five percent of the community garden must be vegetables, fruits, or herbs.
- k. Grant recipients will not limit garden participation with regard to race, color, creed, national origin, age, sexual orientation, gender or religious affiliation.
- l. In support of organic gardening techniques, funding cannot be used to purchase synthetic chemicals such as pesticides, herbicides and fertilizers.
- m. Community gardens established within the City of Dallas must adhere to water restrictions and urban or community garden rules per City Ordinance.
- n. No illegal plants/substances shall be grown in the community garden.

VI. Application Instructions

1. A completed Application on the attached form must be submitted no later than May 29, 2015 for consideration.
2. A short Plan Proposal must be submitted to enhance the information provided on the Application. Please provide the following additional written information for consideration by the grant review committee:

Section 1. Community Needs

Explain why you chose this project, the needs of your community, history of the neighborhood and what you are trying to change. What will be some of the challenges?

Total Value: 20 points

Section 2. Project/Program Idea Description

Describe in detail the project your team is proposing. Who will benefit from the project? Explain the steps you will take to make the project successful. This section helps the City visualize the project's potential for completion within the grant period.

Total Value: 36 points

Section 3. Planning for Community Involvement

What community organizations are participating in your project? What is your plan for involving others in the community, such as residents, churches, businesses, schools, libraries, non-profits or others?

What are the resources (people, time, materials) that will be provided by the community? How will the project be continued by the community beyond the grant period?

Total Value: 28 points

Section 4. Project and Outreach Plans

Explain your overall budget, what expenses will be charged to the project? What materials and services will be donated? Professional service time (landscape architect, attorney, etc.) may count in-kind donation at \$50/hour in this project. What do you project to spend in this effort on materials and supplies? How will you provide community outreach and involvement?

Total Value: 16 points

Please note: The City of Dallas reserves the right to automatically reject any project submitted that will result in a conflict with City services, goes against the vision and/or mission of the organization, or is deemed or otherwise unacceptable.