



## **FREQUENTLY ASKED QUESTIONS – Garden Grant application**

Here are some frequently asked questions regarding our Garden Grant application. We know that each garden is unique, so if this information does not answer your question, you can email us at [grants@wholekidsfoundation.org](mailto:grants@wholekidsfoundation.org) or **attend one of our webinars below.**

Register here for either session:

<https://attendee.gotowebinar.com/rt/3586792032215977730>

- Thursday, September 6<sup>th</sup> at 10am PST/12pm CST/1pm EST
- Thursday, October 4<sup>th</sup> at 1pm PST/3pm CST/4pm EST

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### **Relevant dates:**

- **Application Open:** September 1, 2018
- **Application Closed:** October 15, 2018 at 5pm CST (6pm EST, 4pm MST, 3pm PST)
- **Notifications sent to all applicants:** February 15, 2019

### **Can preschool or early education schools or organizations apply for School Garden Grants?**

While we believe preschool or early education (age 5 and younger) garden projects are incredibly worthwhile, the focus of our Garden Grant Program is on programs that support any grades in the range of K-12 or primary and secondary. Therefore, we are not accepting applications from programs that are solely early education. If your school or organization includes both early education and older grades, then you are eligible to apply.

### **If my garden has received funds or a grant from another organization or company, are we eligible to apply for this grant?**

Absolutely! We love to support gardens that will continue to be sustainable after our contributions. We will accept and highly encourage outside support for your garden. In fact, please share this with us in your application.

### **My school or organization is located outside of the US or Canada. Can we apply?**

Applicants must be located in the US (and territories) or Canada in order to be eligible to apply for a School or Organization Garden Grant. Schools, organizations, and garden projects based in other countries are not eligible at this time.

### **What is a community partner?**

Gardens that are rooted in the community and supported in many different ways are the most successful. As a result, each grant applicant is required to partner with an organization or business from the community that will help to bring long-term sustainability to the initiative—a “community partner.”

A community partner can be any organization that intends to support the garden for years to come – this might include a non-profit, a local farm, a hardware or garden store, a garden club, a restaurant, or a Whole Foods store.

There is no particular arrangement you and your community partner must have. They can support the garden in any way, including volunteer support, in kind donations, free garden consultations, or financial support. This part is up to you!

If the grant applicant is a non-profit organization that will be working with a school, then the non-profit applicant may also serve as garden project’s community partner. ***Please note: the school’s PTO/PTA cannot serve as the community partner, as this does not accomplish the goal of an outside organization supporting the garden.***

### **Do we need to be located within a certain radius of a Whole Foods Market to apply?**

No, you do not need to be located in a community with a Whole Foods Market in order to apply for a Garden Grant. It is not an eligibility requirement and it will not be a determinant in the grant selection process.

### **What if I am experiencing technical difficulties, such as information not saving or questions not loading.**

First, please make sure you are using the most up to date version of your browser and computer operating system possible. Clear your cookies and cache on your browser and restart the browser. If this does not solve it, please email us at [grants@wholekidsfoundation.org](mailto:grants@wholekidsfoundation.org) and detail what you are experiencing as clearly as possible, including screenshots.

### **How will I know if my application has been submitted?**

Once you submit your application, you will receive an automatic email confirming your submission. In addition, on the homepage, you will no longer be able to edit your application. Once an application has been submitted, we are not able to make any further changes.

## **School Garden Grant specific questions**

### **Who can apply for School Garden Grants?**

- Public schools
- Public charter schools
- Private schools with 501c3 non-profit status (US) or charity non-profit status (Canada)
- Private charter schools with 501c3 non-profit status (US) or charity non-profit status (Canada)
- 501c3 non-profit organizations supporting a garden at a public or a non-profit private school (US)
- Charity non-profit organizations supporting a garden at a public or a non-profit private school (Canada)
- School districts supporting a garden at a public or a non-profit private school
- All must be within the United States or Canada

**If my school received a School Garden Grant in past years, are we able to apply again this year?**

No – this year we are only accepting applications on behalf of schools who have not previously received a School Garden Grant from Whole Kids Foundation. We would like to support as many schools across the United States and Canada as we can!

**Can home schools apply for School Garden Grants?**

Applicants for School Garden Grants must be public schools or charity non-profits, including private and charter schools that are charity non-profits. Therefore, in order for a home school to apply for and be eligible for a School Garden Grant, the home school would need to have charity status and provide appropriate documentation. Alternatively, if your home school is accredited, you can locate a non-profit to apply on your behalf. School garden grants will not be made to individuals, families, and community groups that do not meet these requirements.

**If my organization applied on behalf of multiple schools last year and one school received a grant but the others did not, are we able to apply for those other schools?**

Yes – you are able to apply for the other schools who did not receive a school garden grant last year even though you will be the same applicant on behalf of the schools. You will not be able to apply for the school who did receive a School Garden Grant from Whole Kids Foundation.

**If our school does not offer free or reduced-price lunches, will we still be considered for a grant?**

Yes – your application will still be considered even if your school does not offer free or reduced-price lunches. Because priority for grants will be given to projects connected with schools in limited-resource communities, lack of a free or reduced-price lunch program may impact the overall competitiveness of your application.

***(Applicants in Canada)* What is a Charity number?**

Most school districts and charity non-profit organizations in Canada have a charity number with a 9-digit bin number and a 4-digit RR number. You can find your charity number at the Canada Revenue Agency website [here](http://www.cra-arc.gc.ca/chrts-gvng/menu-eng.html) (<http://www.cra-arc.gc.ca/chrts-gvng/menu-eng.html>). If your school or organization does not have a charity number, please contact us at [grants@wholekidsfoundation.org](mailto:grants@wholekidsfoundation.org) to understand alternatives.

***(Applicants in the US)* Should I be using an NCES number, EIN, or both when applying for a School Garden Grant?**

If you are a US public school you will include your school's NCES number.

If you are a US private school and have non-profit 501c3 status, you will include your NCES number and EIN.

***(Applicants in the US)* What is an EIN?**

An EIN is an employer identification number and is used for tax identification purposes. It is this number that is associated with and listed on a non-profit's 501c3 tax exempt documentation. Non-profit organizations and U.S. private schools will need to provide it.

***(Applicants in the US)* What is an IRS 501(c)(3) determination letter?**

An IRS 501(c)(3) determination letter is a letter from the IRS affirming a nonprofit's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. With very few exceptions, all nonprofits that are tax-exempt under Section 501(c)(3) have received a determination letter at some point in time, and all nonprofit grant applicants must provide a copy of that letter. To find out whether your nonprofit is tax-exempt under Section 501(c)(3), or to order a new letter affirming your nonprofit's tax-exempt status, you may contact the IRS Exempt Organizations Division. More information may be found [here](http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations) (<http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations>).

***(Applicants in the US)* Am I required to provide a Federal IRS 501(c)(3) determination letter? What about a State IRS letter?**

Yes, all applicants must provide a copy of their **Federal** IRS determination letter in order to verify their 501(c)(3) non-profit status. A State IRS determination letter will not be accepted.

**Organization Garden Grant specific questions**

**My organization would like to build a garden space that will not be located on the grounds of a school, but will be used by school children. Can we apply?**

Yes! Please apply but be sure to register as an organization, not as a school.

**Who can apply for Organization Garden Grants?**

Non-profit or charity organizations that work with children in any grades, K-12. This could include but is not limited to:

- Boys and Girls Clubs
- YMCAs/YWCAs
- After-school programs
- Botanical gardens
- Educational farms
- Children's museums
- Children's hospitals

All must be within the United States or Canada.

**If my organization received an Organization Garden Grant in past years, are we able to apply again this year?**

It depends! We only offer one grant per educational garden and only allow one application per organization per year. As a result, if your organization has multiple educational gardens at multiple sites, you can apply for any gardens that have not received an Organization Garden Grant in the past. You may have received other Whole Kids Foundation grants in the past. If your organization received an Organization Garden Grant for your garden in the past, you may not re-apply. In addition, you may only apply for one Organization Garden Grant per year per organization per year.

**If my organization has multiple educational gardens at multiple sites, can I apply on behalf of garden locations this year?**

Yes – as long as that particular garden site has not received a garden grant from us in the past, and the sites are at different locations, you can apply on behalf of each garden site.

***(Applicants in the US)* What is an EIN#?**

An EIN# is an employer identification number and is used for tax identification purposes. It is this number that is associated with and listed on a non-profit's 501c3 tax exempt documentation. Non-profit organizations can look up their EIN# on [www.grantr.com](http://www.grantr.com).

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