Whole Kids Foundation Garden Grant Application

*This is just a copy of the application questions for your preparation purposes. **Final applications must be submitted online through our online application system.***

Register your organization and apply online by clicking here.

<u>**A NOTE ABOUT THE APPLICATION**</u>

This application is meant to be more than a grant application: it is meant to be a blueprint for a successful and sustainable garden program. Based on elements of success that we have gathered over the years from our recipients and our programmatic partners, this application covers the key areas needed to have a thriving garden that is well maintained and incorporated into a community. We hope that this application process will be a support to all schools and organizations that apply, helping them to develop their garden plan.

<u>**TIPS FOR COMPLETING THE APPLICATION**</u>

1. Review the application below.
2. Answer all questions in a separate document first, then copy into the online application. This will create a copy of your answers and a backup in case your internet connection is lost while saving.
3. Consult the FAQs on our website.
4. Check out *A Garden for Every School*, a series of free training videos on developing and sustaining a school garden program: *http://www.teachers-going-green.com/teachers-going-green/school-gardens*
5. Consult our Garden Grant Writing Tips developed by our FoodCorps reviewers: https://www.wholekidsfoundation.org/assets/documents/grant-writing-tips.pdf
6. Consult our School Garden Resource Center for resources on planning for your school garden: https://www.wholekidsfoundation.org/school-gardens
7. Email grants@wholekidsfoundation.org with any other questions.

Application opens: **September 1, 2019**

Application deadline: **October 15, 2019 at 5pm CST (3pm PST, 4pm MST, 6pm EST)**

Review Period: **Winter 2019-2020**

Notification of all applicants: **February 14, 2020**

ELIGIBILITY:
1. Garden must be an **edible educational garden** (growing fruits, vegetables, herbs, grains, etc.).
2. Applicant must be one of the following:
   a. **A non-profit K-12 school** (public, private or charter, elementary, middle or high)
      i. [garden will live on school campus]
   b. **A 501(c)(3) nonprofit organization or governmental organization**
      i. [garden will live on the grounds of the organization]
   c. **A 501(c)(3) nonprofit organization working in partnership with a K-12 school**
      i. [garden will live on the campus of the school for whom you are submitting the application]
3. Organization must regularly **engage at least 10 children in any grade range of K-12 at the garden**.

ELIGIBILTY TO RE-APPLY:
1. **School or organization must not have received a Whole Kids Foundation Garden Grant in the same year** (for example, if you were awarded a grant in the spring of 2019, you cannot apply again in the fall of 2019 – applicant would have to wait until the following application window in fall of 2020).
2. **Recipient organization must have completed:**
   a. If received a grant in 2018: Progress Report
   b. If received a grant before 2018: Grant Survey

*Please note that selection preference will be given to applicants receiving a grant for the 1st time. A smaller number will be allocated for returning recipients.

APPLICATION PROCESS AND NOTIFICATION

The grant application must be completed **online in our online grant management system, SmartSimple**. Visit our website during the application window to access the application. It can be saved and completed in multiple sessions. Once it has been submitted, the applicant will receive a **confirmation email**. At this point, the application can no longer be edited. Applications will be reviewed in partnership with FoodCorps.

All applicants, regardless of status, will be **notified by email of the decision by February 14, 2020**. Grant checks will be mailed in the following months.

NEEDED TO APPLY

All applicants will be required to provide the following in their applications:

1. **Community Partner**: All applications must have the participation and support of a partner organization from the community that brings added support and sustainability to the initiative. This does not have to be financial support and can include volunteer support, in-kind donations, consultation, etc. Some examples of a community partner are another nonprofit, a farm, a local business, a Whole Foods store, or a local garden club. If your application includes a fiscal sponsor, it may also be the community partner for this grant.

2. **Signed Letter of Support from Administration (Principal's or Executive Director's Letter of Support)**: Please provide a letter, on school/organization letterhead and signed by the school principal or organization's executive director, indicating their support of the garden project.

3. **Garden photos**: Please upload **no more than three digital photos** of your garden space. If this a brand new garden or an extensive garden expansion, please include a garden design or diagram. Please note the following requirements and directions:

   o **Save images as a PNG, JPG, or GIF.**
   o **Maximum size for each photo: 5 MB**
   o For new garden projects, please provide existing space photos as well as a proposed layout.
   o We hope you can provide pictures with the children you work with! If you do, **only upload photos with children for whom you have a photo release form signed by their parent or guardian.**
   o If selected, the 1st photo will be used to represent your garden on our website.

FUND RESTRICTIONS:

If awarded, the $2,000 grant may only be used for the success of an educational edible garden. Funds can be used for the fees to attend a garden training but this must not exceed 40% (or $800) of the total grant funds.

Funds *may not* be used for:

- Real estate
- Travel costs
- Field trips

REPORTING AND COMPLIANCE:

We reserve the right to partially fund any grant.

- Grantee holds full legal and financial responsibility for its garden project.
- Grant funds are subject to audit; receipts must be kept by grantee for 6 years.
- Grant awardees will be required to complete one or more post-grant award surveys. Recipients who do not complete will not be eligible to apply for future awards and may have funds rescinded.

NEED HELP or HAVE QUESTIONS?

1. **Application Process Webinars**

Attend our webinars for more information about the garden grant program and application process, and to get your questions answered in real time. See below for dates, times, and registration links.

- **September 17th at 12pm EST/11am CST/9am PST**
  - https://attendee.gotowebinar.com/register/6278319547430512909
- **October 2nd at 4pm EST/3pm CST/1pm PST**
  - https://attendee.gotowebinar.com/register/7336424666816769548

2. **FAQs**
Please see our FAQs page for more information.

3. **Email**
Reach out to us at **grants@wholekidsfoundation.org**.

APPLICATION
*denotes required fields

PART I. School or Organization Account
Tell us about the school or organization that will receive the Garden Grant. We support edible educational gardens in the United States and Canada.

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SCHOOLS
If your school is in the United States:

> **DIRECTIONS:**
> 1. Click "Search NCES database" to find your school's information.
> 2. Some of the information will auto-populate (**bolded text below**). If necessary, edit those fields.
> 3. Enter in the rest of the information.

- **School Name**
- **NCES #**: Number provided from the National Center for Education Statistics. You can verify your number here: http://nces.ed.gov/globallocator/
- School Contact Info
    - **Street Address**
    - **City**
    - State
    - County
    - **Zip Code**
    - Country
    - Phone Number
    - Website (if any)
- School District: Please list the full school district name – do not use abbreviations or other punctuations. If you are a private school, please include any relevant nomenclature for your area, otherwise, input "Private School – No District".
- Type of School (Select one)
    - Public school
    - Private School
    - Charter School
    - School District
- **Lowest Grade Offered (select from the options provided)**
- **Highest Grade Offered (select from the options provided)**
- **Location Description**
    - Rural
    - Town
    - Suburb
    - City
- **Total enrollment**
- **Is your school designated as Title 1? Y/N**
- **Total number students eligible for free or reduced price lunch: If you are a private school, please input the number of students on scholarship.**
- Principal Name
- Principal Email Address
- Principal Phone Number

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If your school is in Canada:

DIRECTIONS:
1. Click "Search CRA database" to find your school's information.
2. If you can't find your school, look for your school district's information.
3. If you can't find either, please manually enter in all of the information.
4. If you are able to locate your school or district, some of the information will auto-populate (bolded text below). If necessary, edit those fields.
5. Enter in the rest of the information.

- **School Name**
- **Charity tax ID number: 9-digit bin number + 4-digit RR number.**
- School Contact Info
  - **Street Address**
  - **City**
  - Province
  - **Postal Code**
  - Country
  - Phone Number
  - Website (if any)
- School District: Please list the full school district name – do not use abbreviations or other punctuations. If you are a private school, please include any relevant nomenclature for your area, otherwise, input "Private School – No District".
- Type of School (Select one)
  - Public school
  - Private school
- Lowest Grade Offered (select from the options provided)
- Highest Grade Offered (select from the options provided)
- Location Description
  - Rural
  - Town
  - Suburb
  - City
- Total enrollment
- Total students eligible for free or reduced price lunch: As a Canadian School, please fill out the following question with the number of students involved in scholarship or aid programs
- Principal Name
- Principal Email Address
- Principal Phone Number

ORGANIZATIONS

If your organization is in the United States:

Directions:
4. Click "Search IRS database" to find your organization's information.
5. Some of the information will auto-populate. If necessary, edit those fields.
6. Enter in the rest of the information.

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If your organization is in Canada:

Directions:
1. Click "Search CRA database" to find your organization's information.
2. If you can't find your organization, please manually enter in all of the information.
3. If you are able to locate your organization, some of the information will auto-populate. If necessary, edit those fields.
4. Enter in the rest of the information.

- *Organization Name
- *__U.S. Organization – *__Employee Identification Number (EIN)
- *__Canadian Organization__ - Charity tax ID number: 9-digit bin number + 4-digit RR number. You can look for your number here: www.canada.ca
- * Contact Info
  - Street
  - City
  - State
  - County
  - Zip Code
  - Country
  - Phone Number
  - Website (if any)
- Lowest Grade Offered (select from the options provided)
- Highest Grade Offered (select from the options provided)
- Location Description – please describe the area of your community:
  - Rural
  - Town
  - Suburb
  - City
- *Organization Primary Contact Name
- *Organization Primary Contact Email Address
- *Organization Primary Contact Phone Number

- *What is the mission and purpose of your organization? Please share the mission statement and a short description on how you engage with youth. [750 characters]
- *Number of kids enrolled in programming at your organization.
- *Number of children you work with that have demonstrated financial need. You can define what financial need is to your community.

PART II. Applicant Contact Information
The applicant will be the main individual contacted during the application process and a year later for reporting. Please choose an individual who will stay involved with the garden program.

- *Name
- *Email
- *Title
- *Phone number

PART III. Eligibility Questions
To determine if you are eligible to apply, please answer the following:

- Are you a **nonprofit K-12 school**, a **501(c)(3) nonprofit or governmental organization that serves children in grades K-12**, or a **501(c)(3) non-profit organization working in partnership with a K-12 school**?
- Will you be working with at least 10 children, any grades K-12, in the garden each year?
- Is the school principal or executive director of your organization aware of this application?
- Is your garden an edible educational garden? In other words, will you grow vegetables, fruit, grains, or other plants you can eat?
- Would this be your first Whole Kids Foundation Garden Grant if your application is accepted?

PART IV. Fiscal Sponsor/Grantee

A fiscal sponsor is a separate entity (e.g. a non-profit organization or a school PTO) that can apply on behalf of the school or organization for fiscal or programmatic needs. If selected, the grant agreement will be signed by an individual with the fiscal sponsor organization and the grant check will be made out to the fiscal sponsor organization.
*Having a Fiscal Sponsor is **OPTIONAL** and **NOT required.***

- Organization Name
- Organization Contact Information:
    - Street
    - City
    - State
    - Zip Code
    - Country
    - Phone Number

- o   Website (if any)
- EIN – Employee Identification Number (US Organizations only) / Charity # (Canadian organizations only – 9-digit bin number + 4-digit RR number)
- Fiscal Sponsor Primary Contact Name
- Fiscal Sponsor Primary Contact Email
- Fiscal Sponsor Primary Contact Phone

PLEASE NOTE - If you have a Fiscal Sponsor, they must also be listed as the Grantee Organization. *If you do not have a Fiscal Sponsor, you must include the information for the applying school or organization.*

Please provide information for the Grantee Organization to whom the check will be written. Then, identify the individual who will be responsible for signing the Grant Agreement. We do not have a preference for whom this individual is. Please list someone at your school, organization, or Fiscal Sponsor entity who has the ability to sign formal documents.

- Grantee Organization (This is the organization to whom the grant check will be written)
- Grantee Address (This is where the package will be sent)
- Grantee City
- Grantee State/Province
- Grantee Zip/Postal Code
- Grantee Individual (This is who will sign the grant agreement)
- Grantee Email
- Grantee Title

PART V. Tell us about your proposed Garden Project
Please note, if your garden is not yet built, please answer all questions with the plan for your garden.

For support on how to build a successful garden project, check out *A Garden for Every School*, a series of free training videos on developing and sustaining a school garden program: http://www.teachers-going-green.com/teachers-going-green/school-gardens

Introduce us to your garden:

1. *Where will this garden be located?
   a. At a K-12 School
   b. At a non-profit organization
2. *Please share your goals for your garden for the next 1-3 years and how this $2,000 grant would help you achieve these goals. Please share tangible outcomes. [1000 characters]
3. Non-school Organizations: If you are a non-profit organization applying for a garden at your location, please tell us how an edible educational garden fit into the mission and purpose of your organization? [750 characters]

4. *How will you evaluate the success of your garden program in reaching these goals? This could include, but is not limited to, the number of children involved, produce harvested, community involvement, staff or teacher involvement, etc. [750 characters]
5. *Is this a new or existing garden?
    a. New
    b. Existing: 1-2 years
    c. Existing: 3-4 years
    d. Existing: 5 or more
6. *We seek to support gardens located on the grounds of the school or organization because we feel this has best success for full integration. Is your garden located, or will it be located, on the school campus/organization grounds?
    a. Yes
    b. No
7. If no, where is it located? (250 characters)
8. *Describe the type of garden (Select one):
    a. In ground
    b. Raised bed – on asphalt/concrete
    c. Raised bed – on ground
    d. Raised bed – on rooftop
    e. Hanging garden
    f. Hydroponic garden
    g. Other
9. If Other, please explain.
10. *Our Garden Grant supports edible gardens **only**. What type of edible plants do you plan to or already grow?
    a. Vegetables
    b. Fruit
    c. Grains (wheat, millet, amaranth)
    d. Herbs
    e. Edible flowers
    f. Other
11. *Have you or do you plan to test the garden soil for contaminants?
    a. Yes
    b. No
    c. Not applicable because we use/will be using impermeable raised beds.
12. *Do you or will you have access to water for your garden?
    a. Yes
    b. No
13. *Do you currently or will you have tools and a safe place to store them?
    a. Yes
    b. No
14. *What will you do with the food you grow? Please note: If you are bringing food from the garden into the cafeteria or classroom, check if your district or state has guidelines or rules on this. (750 characters)

*Check out the new **Garden to Cafeteria Toolkit**, developed with Slow Food USA, that supports school districts in their creation of health and safety protocols to bring student harvested produce into the cafeteria for a full circle garden to table education. A full webinar program launches August 23 to walk you through the toolkit but it is always available for free download.* https://www.wholekidsfoundation.org/garden-to-cafeteria-toolkit

Who supports your garden?

15. *Garden Coordinator: The Garden Coordinator is an individual at your school or organization who leads/manages the Garden Project (e.g. parent, teacher, student, community member, etc.).
    a. First Name
    b. Last Name
    c. Email address:
16. *Please explain the garden coordinator's role beyond serving as a main contact and how they will support the garden. [500 characters]
17. *Please describe the gardening experience of the individuals involved in the garden. If limited, please instead share the action plan for them to learn more about gardening. [500 characters]
18. *Evidence shows that programs that have a Garden Committee, or a group of different stakeholders, are most successful. Please share the individuals who are on your Garden Committee and their roles or, if you don't yet have a committee, please share your plans to create one. [1000 characters]
19. *Has anyone involved in the garden ever attended a School Garden training? Some examples of this include, but aren't limited to, the Edible Schoolyard Academy, Growing Gardens garden coordinator certificate program, Shelburne Farms educator workshops, local Agricultural Extension programs, or Master Gardener classes. (Y/N)
20. If yes, which training did you attend?
21. *Approximately how many regular adult volunteers will support the upkeep and operation of the garden? We understand that high school-aged students can be involved in the regular upkeep of a garden, so please feel free to include high school student volunteers in this count. Please do not include elementary or middle school students in this count. In addition, please do not include numbers from large one-time garden builds.
22. *How will the above number of volunteers be recruited and managed to maintain the garden over time? [750 characters]
23. *What will you do to engage your community in the garden and integrate the garden into the community culture and identity? Community could encompass the parents and families, staff, neighbors, local businesses, etc. Ideas for engagement and integration include community involvement in the garden design, garden tastings or cooking events, potlucks in the garden, farmer's markets, or any other fundraising or awareness events and communications. [1000 characters]
24. *How will you share your garden's story with the press and the public? Check all that apply.
    a. Press release
    b. Newsletter Blog (insert link)

     c.   Twitter (insert link)

     d.   Facebook (insert link)

     e.   Website (insert link)

     f.   Printed or Email Parent Communication

     g.   Other

Tell us about the school or organization community and how the garden will be integrated.

25. *How many youth will be involved with the garden?
26. SCHOOLS: If you are a school, please tell us how many classrooms will be involved with the garden.
27. *For any individual child or adolescent, how often will that youth be engaged in educational activities (minimum of 15 minutes) in the garden? As valuable as all time in the garden is, please don't include random visits or unsupervised time in the garden, and include the frequency, such as twice per week or 5 times a month. (100 characters)
28. *When the child or student visits the garden, how long do they stay? [50 characters]
29. *Who typically leads the educational activities in the garden? [250 characters]
30. *Describe the primary ways children will engage with the garden. This could include, but is not limited to, garden upkeep, nutrition-associated education, after school activities, tasting/cooking demonstrations, or garden clubs. [750 characters]
31. SCHOOLS: We love to see when all students are engaged with the school garden. We understand the resources needed to support this. If this isn't currently the case or the plan for your garden, please explain why not, and any plans to increase student engagement in the future. (750 characters)
32. *What are your plans to create a garden program that is culturally relevant and inclusive to all youth that you serve? We encourage you to consider how garden lessons/activities are taught, what garden lessons/activities are taught, and student or child involvement in garden design and in how the garden is used by their community. [750 characters]
33. The mission of Whole Kids Foundation is to improve children's nutrition by changing the way we feed our kids. We believe that if you give kids good choices, they will make good choices, but not without health and nutrition engagement. This is why we believe in edible educational gardens! How do you plan to integrate the garden into health and nutrition lessons?
34. How will you integrate the garden into your school's classroom curriculum or what other types of educational curriculum will you integrate into the garden? Please check all subjects that apply and explain how you plan to integrate each subject. When possible, include examples of specific lessons. [250 characters each]
     a.   Science
     b.   Math
     c.   English
     d.   Art
     e.   Social Studies
     f.   History
     g.   Physical Education
     h.   Other

35. *Tell us about any needs or challenges faced by your students, school, and/or your community. These should be outside of any garden needs. Please demonstrate and support the need you share. This may include, but is not limited to, financial needs, safety issues, health issues, community support, or regulation hurdles. [750 characters]

Budget

Monetary funds cannot be used for real estate, travel costs, or field trips. Any funds spent on a scholarship, such as to attend a training, may not exceed 40% (or $800) of the total grant funds. Please check below that you agree to our budgetary restrictions.

36. **Expenses:** We would like to know the whole picture. Tell us about your total annual budget for your garden – this may be outside of what the Whole Kids Foundation funds would support. Please provide a list of expenses and costs (labor, tools, curriculum materials, planting materials, etc.).

37. ***Grant Funding Allocation:** Tell us how you would spend the specific Whole Kids Foundation grant funds.

38. ***Incoming Revenue:** The Whole Kids Foundation Garden Grant of $2,000 is sufficient funds to start a garden, but not enough to sustain it over time. How will you sustain your garden financially over time? For example, how will you generate funds? What other grants have you applied for or will you apply for?

   Be sure to check out our suggestions on our website at our Garden Resource Center!

Community Partner

*Each Garden Project must have the participation and support of a specific partner organization from the community (such as a nonprofit, a farm, \a local business, a Whole Foods store, or a garden club) that brings added support and sustainability to the initiative. The applicant, if a nonprofit, may be the community partner for this grant. **Please note: a school's PTA/PTO does not qualify as a community partner.***

39. *Name of Community Partner Organization:
40. *Name of the main contact for the Community Partner:
41. *Email Address of Community Partner Contact:
42. Community Partner Website: (If the community organization does not have a website, please add the most applicable link that best represents their work such as a media article highlighting them)
43. *Tell us about the Community Partner and what they add to your project. (500 characters)

Extended community support or sponsorships

Educational garden programs that seek to make a difference in the community and that have support from the community are more likely to be sustainable over time.

44. *Do you have any other support or sponsorships in your extended community? Support can be monetary, in-kind donations, volunteer support or just general advice or consultation. This can be from non-profit or for-profit entities (e.g. stores, restaurants, local businesses, garden stores, churches, etc.).
    a. Yes - I have One Partner
    b. Yes - I have Two Partners
    c. Yes - I have Three Partners
    d. Yes - I have Four Partners
    e. Yes - I have More than Four Partners
    f. No

45. If you selected yes, please list all organizations in the community and the services/donations that each organization has or will have provided. [Table format provided on online application]

Please provide:
- Organization Name
- Contribution [e.g., soil, labor, cash, matching funds, in-kind support ($)]

Required Attachments

1. **Principal's or Executive Director's Letter of Support**: Please provide a letter, on school/organization letterhead and signed by the school principal or organization's executive director, indicating their support of the garden project.

2. ***Garden photos:** We want to see where your garden will live! Please upload three photos of your garden space/plan (up to three maximum). **Please include a garden design or diagram (dimensions and layout) and at least one photo of the existing space.** If you are expanding an existing garden, share a photo of your current garden and where the expansion will live. Please do not upload photos of school buildings unless the garden space is included in the photo as well.

   Please note the following requirements and directions:
   a. Save images as a PNG, JPG, or GIF.
   b. Maximum size for each photo: 5M MB

   Please note, we may want to feature a photo you have provided. **Please only upload photos with youth for whom you have a photo release form signed by their parent or guardian.** By uploading photos, you are verifying that you understand this requirement of any photos you upload.

Additional questions

The next section is not part of the selection process, but will help us learn more about you and other things you might be interested in.

1. **Whole Kids Foundation Grant Programs**
    a. *Are you aware of our other grant programs? Y/N
            LIST PROGRAMS WITH LINKS

2. **Whole Foods Market connections**

*As a foundation founded by Whole Foods Market, we like to be aware of relationships between our recipients and our parent company. This information will **not be** used in selection, but helps us remain aware of local relationships.*

     a. If you have a relationship with a local Whole Foods Market store, please list the name of the store.

     Note: A relationship means that this store supports your school or school garden in some fashion – maybe volunteer support, in-store fundraising support, in-kind donations or at-school event support.

     b. If you have a relationship with a local Whole Foods Market team member, please list their name.

     Note: This can include a contact at the store you work with regularly or any members of your school community who work at the store (parents, relatives, etc.).

3. **Lettuce Grow**

Whole Kids Foundation is partnering with Lettuce Grow to provide hydroponic "farm stands" to schools. Learn more about them here. During this grant cycle, any qualified applicant that does not receive a $2,000 Garden Grant and is placed on our "On Hold" list, will be eligible to receive an equipment grant of a farmstand to get you growing in the meantime.

     a. Would you like to opt into this program? You will be asked to confirm again later if placed on the On Hold list. Y/N

4. **FoodCorps Information**

    FoodCorps serves as an advisor in the Garden Grant Program. FoodCorps is an AmeriCorps program that places service members in schools to provide hands on gardening, cooking, and tasting lessons to create cafeterias that serve healthy school meals and to foster a school-wide culture of health.

    a.   If you have heard of FoodCorps previously, please let us know how. [250 characters]

    b.   Does a FoodCorps Service Member serve at your school or organization? Y/N

5. **Newsletters**

Whole Kids Foundation and FoodCorps both have newsletters that contain updates about how our work with youth gardens is helping kids grow up healthy, and periodically includes tips and information for garden programs, including educational resources and funding opportunities. Please select below if you'd be interested in receiving either newsletter.

    a.   Checkbox: Whole Kids Foundation

    b.   Checkbox: FoodCorps

<div align="center">

PART VII. Submit Application

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This application is due **October 15, 2019 at 6pm EST/5pm CST/3pm PST**.

You will receive email confirmation that your application has been received. All applicants, regardless of status will be notified by **February 15, 2020**.