



FREQUENTLY ASKED QUESTIONS- USA School Garden Grant application

Here are some frequently asked questions regarding our USA School Garden Grant application. We know that each school garden is unique, so if these do not answer your question, you can email us at gardens@wholekidsfoundation.org.

Looking for the Canadian School Garden Grant information? Go to our School Garden Grant page and click on the Canadian link. www.wholekidsfoundation.org

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Relevant dates:

- **September 1, 2015:** Application opens
- **October 31, 2015** at 5pm CST (6pm EST, 4pm MST, 3pm PST): Application closed
- **February 15, 2016:** Notifications sent to all applicants

Who can apply for School Garden Grants?

- Public schools
- Public charter schools
- Private schools with 501(c)(3) status
- Private charter schools with 501(c)(3) status
- 501(c)(3) nonprofit organizations 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 nation as we can!

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?

The School Garden Grant Program is currently focused on supporting school gardens---i.e., gardens that are located on school grounds and part of a school community. Therefore, our focus is on school applicants, or nonprofit organizations wishing to support the creation or expansion of a garden at a school. While we value the benefit of all educational gardens, if the school garden you wish to support is near a school rather than on school grounds, we are not able to accept an application for your school garden.

Can pre-K schools apply for School Garden Grants?

While we believe pre-K school garden projects are incredibly worthwhile, the focus of this year's School Garden Grant Program is on K-12 garden projects. Therefore, we are not accepting applications from programs that are solely pre-K. If your school includes both pre-k and older grades, then you are eligible to apply.

Can home schools apply for School Garden Grants?

Applicants for School Garden Grants must be public schools or 501(c)(3) nonprofits, including private and charter schools that are nonprofits. 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 either an IRS 501(c)(3) tax-

exemption letter or a NCES school ID#. School garden grants will not be made to individuals, families, and community groups that do not meet those general 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 my school 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 school gardens that will continue to be sustainable after our contributions. We will accept and highly encourage outside support for your school garden. In fact, please share this with us our 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 receive School Garden Grants. Schools, organizations, and garden projects based in other countries are not eligible at this time.

What is a community partner?

Schools are the perfect place to create garden learning spaces because so many children, parents, teachers, and others make up the school community each year. At the same time, the particular names and faces of those involved in a school and its garden spaces may change over time. For that reason, 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, including a nonprofit, a local farm, a hardware or garden store, a restaurant, a Whole Foods store, or a garden club. If the grant applicant is a nonprofit that will be working with a school on a garden, then the nonprofit applicant may also serve as garden project’s community partner.

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 School Garden Grant. While some of the schools chosen to receive grants may be near a Whole Foods Market, proximity to a Whole Foods store 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 contact our online application server Good Done Great at . You can always reach out to us, as well at gardens@wholekidsfoundation.org.

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.

United States school related questions

What is a NCES ID #?

The National Center for Education Statistics (“NCES”) is an arm of the U.S. Department of Education that collects and makes available data about schools in the United States. You may search for U.S. schools and school districts and their NCES ID #s [here](http://nces.ed.gov/globallocator/) (<http://nces.ed.gov/globallocator/>). If your school or school district has a NCES ID #, that number must be provided in the application.

What if my school is a private school and does not have an NCES #?

Most private schools have a NCES#. But, if your private school does not, please provide your EIN# instead.

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. Private schools and non-profit organizations can look up their EIN# on www.grantr.com.

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>).

Am I required to provide a Federal IRS 501(c)(3) determination letter? What about a State IRS letter?

All private school applicants, including private charter schools, and non-profit organizations applying on behalf of a school 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. Public schools do not need to provide this and can simply provide their NCES # to verify their public status.

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.