Whole Kids Foundation School Garden Grant Application
In Partnership with FoodCorps-USA

*All information is collected online, this is a copy of the questions asked.

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

Tips for completing the application:

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 our School Garden Grant writing tips by our FoodCorps reviewers on our website: https://www.wholekidsfoundation.org/schools/programs/school-garden-grant-program
4. Consult our School Garden resource center for resources on planning for your school garden: https://www.wholekidsfoundation.org/resources/school-family-resources/
5. For all technical issues related to the online application: Consult the visual troubleshooting tips on our website.
6. Email gardens@wholekidsfoundation.org with any other questions.

TIMELINE:

Application opens: September 1, 2016
Application deadline: October 31, 2016 at 5pm CT (3pm PT, 4pm MT, 6pm ET)
Review Period: Winter 2017
Notification of all applicants: February 15, 2017
ELIGIBILITY:

1. School garden must be an edible school garden (growing fruits, vegetables, herbs, grains, etc) and located on the grounds of a K-12 school (public, private or charter, elementary, middle or high)
2. Applicant must be a nonprofit K-12 school (public, private or charter, elementary, middle or high) or a 501(c)(3) nonprofit organization working in partnership with a K-12 school.
3. School must not have received a Whole Kids Foundation School Garden Grant previously.

APPLICATION PROCESS AND NOTIFICATION:

The application is conducted online. Visit our website during the application process to access the application: www.wholekidsfoundation.org/schools/programs/school-garden-grant-program. It can be saved and completed in multiple sessions. Once it is submitted, the applicant will receive a confirmation email. At this point, the application can no longer be edited.

All applicants, regardless of status, will be notified of the decision by email by February 15, 2017. 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 (such as another nonprofit, a farm, a local business, a Whole Foods store, or a garden club) that brings added support and sustainability to the initiative. The fiscal sponsor, if a nonprofit, may be the community partner for this grant. This does not have to be financial support and can also include volunteer support, in-kind donations, consultation, etc.

2. Principal’s signed Letter of Support: Please provide a letter committing support for your garden project, signed by the principal, and presented on school letterhead.

3. Garden photos: Please upload at least one digital photo of your garden space, however, the more photos you share, the better sense our reviewers can have of your garden (up to three photos). You may also scan a diagram of your garden’s dimensions and layout. 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 If selected, the 1st photo will be used to represent your garden on our website.
   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.

4. **Tax Verification Form**: upload your organization’s Federal IRS Tax- Exempt Determination letter.

**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 these must not exceed 40% or $800.

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?**

Please see our FAQs page for more details or email us at gardens@wholekidsfoundation.org.
APPLICATION

*: denotes required field

PART I. Create an Account: this will be the main individual contacted during the application process and a year later for reporting. Please choose an individual who will stay with the school garden.

- *Main Contact Name
- *Main Contact Email
- *Main Contact Phone number
- *Login Name
- *Password

PART II: Eligibility Questions: to determine you are eligible to apply, please answer the following:

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

PART III: Tell us about the school that will receive (or benefit from) the School Garden Grant:

- *School Name- for check writing purposes, the name of the recipient cannot exceed 41 characters.
- *School Contact Info
  - Street
  - City
  - State
  - County
  - Zip Code
  - Country
  - Phone Number
  - Website (if any)
- *School District
- *Type of School (Select one)
  - US Public school
  - US Private School
  - US Public Charter School
  - US Private Charter School
- *Grades offered (check those that apply):
  - Elementary School (K-5)
  - Middle School (6-8)
• High School (9-12)
• *Tax ID #:
  o US Public school, public charter school and public school district: NCES #
  o US Private School and Private Charter School: NCES# or EIN#
  o You can find your NCES # here: http://nces.ed.gov/globallocator/
  o Your EIN# is on your 501c3 tax exempt documentation letter.
• *Principal Name
• *Principal Email Address
• *Principal Phone Number
• *Total enrollment
• *Is your school designated as Title 1? Y/N
• *Total number students eligible for free or reduced price lunch

PART IV. Optional: Fiscal Sponsor account- If applicable, tell us about the nonprofit organization applying on behalf of a school. Please note: this is not required. A school district, school PTA/PTO, or school foundation qualifies as a fiscal sponsor.

• Organization Name- for check writing purposes, the name of the recipient cannot exceed 41 characters.
• Organization Contact Information:
  o Street
  o City
  o State
  o Zip Code
  o Country
  o Phone Number
  o Website (if any)
• Tax ID: EIN #
• Executive Director Name
• Executive Director Email
• Executive Director Phone
• Has Executive Director been made aware of this project and authorized the submission of this grant application? Y/N
• Tax Documentation: If you are a US private school or a non-profit organization, upload your organization’s Federal IRS Tax- Exempt Determination letter.
PART V. Tell us about your proposed Garden Project

Introduce us to your garden:

1. *Please share your goals for your school garden for the next 1-3 years and specifically how this $2,000 grant would help you achieve these goals. Please share tangible outcomes. [1000 characters]

2. *How will you evaluate the success of your school garden program in reaching these goals? This could include, but is not limited to, the number of children involved, produce harvested, school staff involvement, etc. [750 characters]

3. *Is this a new or existing garden?
   a. New
   b. Existing: 1-2 years
   c. Existing: 3-4 years
   d. Existing: 5 or more

4. *We seek to support school gardens located on a school’s campus because we feel this has best success for full integration. Is your school garden located on school campus?
   a. Yes
   b. No

5. If no, where is it located? (250 characters)

6. *Describe the type of garden (Select one):
   a. In ground
   b. Raised bed – on asphalt/concrete
   c. Raised bed – on ground
   d. Raided bed – on rooftop
   e. Hanging garden
   f. Hydroponic garden
   g. Other

7. If Other, please explain.

8. *Our School Garden Grant supports edible school 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

9. *Have you or do you plan to test the garden soil for contaminants? [Link to more information about soil testing]
   a. Yes
   b. No
   c. Not applicable because we use/will be using impermeable raised beds.

10. *Do you or will you have access to water for your garden?
    a. Yes
b. No
11. *Do you currently have tools and a safe place to store them?  
   a. Yes  
   b. No
12. *What will you do with the food you grow? Check all that apply. Please note: If you are bringing food in the cafeteria or classroom, be sure to be aware of if your state has guidelines or rules on how to do this from the garden. Be on the lookout for Garden to Cafeteria toolkit in Spring of 2017, developed in partnership with Slow Food USA!  
   a. Classroom education  
   b. Taste tests or cooking with the students  
   c. Donation or sale to the schools cafeteria  
   d. Sale to the community, i.e. farmer’s market  
   e. Donation to the community, i.e. food bank  
   f. Children will take home  
   g. Other (250 characters)

Who supports your garden?

13. *Garden Coordinator (the Garden Coordinator is the individual who is the main contact for the Garden Project, i.e. parent, teacher, student, community member, etc.):  
   a. First Name  
   b. Last Name  
   c. Email address:
14. Please explain the garden coordinator’s role beyond the main contact and how they will support the garden.
15. *Will there be a person or persons working with the school garden who has gardening experience (e.g., a master gardener or experienced volunteer)? (Y/N)
16. *Please describe the gardening experience of the individuals involved in the garden. If limited, what is your action plan to learn more? [500 characters]
17. Evidence shows that programs that a Garden Committee or a group of different stakeholders are most successful. If you have one, please share the individuals who are on your Garden Committee and their roles. [1000 characters]
18. *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)
19. If yes, which training did you attend?
20. If no:  
   a. Please share the reasons why:  
      i. Didn’t know there were school garden trainings.  
      ii. Lack of funding.  
      iii. Lack of availability or time.  
      iv. Lack of leadership support to attend  
   b. Would anyone at your school be interested in attending a school garden training?
21. *Approximately how many regular adult volunteers (not including students) have you secured for the upkeep and operation of the school garden? Please note, we are interested in understanding how many regular volunteers. Please don’t include numbers from large one-time garden builds.

22. *How will the above number of volunteers be managed to maintain the garden over time? [750 characters]

23. *What will you do to engage your community in the garden, such as parents and families, other teachers, neighbors, local businesses? This could include 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 community and how the garden will be integrated.

25. *How many students will be involved with the garden?

26. *How many classrooms will be involved with the garden?

27. *How often do the students engage in edible education activities in the garden (a minimum of 15 minutes)? Please include the frequency, such as twice per week or 5 times a month. (100 characters)

28. *When the students visit the garden, how long do they stay? (50 characters)

29. *Who typically leads the edible education 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, field trips, after school activities, tasting/cooking demonstrations, or garden clubs: [750 characters]

31. How will you integrate the garden into your school’s classroom curriculum? Please check all subjects that apply, and explain briefly how you plan to integrate each subject. [250 characters each]
   a. Science
   b. Math
   c. English
   d. Health and Nutrition
   e. Art
   f. Social Studies
   g. History
   h. Physical Education
   i. Other

32. *Tell us about any needs or challenges faced by your students, school, and/or your community
that make your garden program especially important. This may include, but is not limited to financial needs, safety issues, health issues, community support, or regulation hurdles. [750 characters]

**Additional questions:** Occasionally, we have the opportunity to extend special support to schools. The next section is not part of the selection process, but will help us know about other things you might be interested in.

33. **Additional Grants:**
   a. Please let us know if you are a recipient of the following school garden grants. If not, be sure to check out there great resources!
      i. American Heart Association Teaching Garden
      ii. National Gardening Association Youth Garden Grant
      iii. Annie’s Grants for Gardens
      iv. Captain Planet Learning Gardens
   b. *Does your school have a Salad Bar? Y/N*
   c. If yes, did you receive it through the Whole Kids Foundation supported *Let’s Move Salad Bars to Schools?*
   d. If no, would you be interested in receiving a *Let’s Move Salad Bars to Schools* salad bar grants?

34. **Additional FoodCorps Information:**

   *FoodCorps is an AmeriCorps program that recruits recent college graduates to spend a year of public service improving school food environments by conducting nutrition education, building and tending school gardens, and helping source farm-fresh food for school meals.*

   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

35. **Newsletters:** Whole Kids Foundation and FoodCorps both have newsletters that contain updates about how our work with children and school gardens is helping kids grow up healthy, and periodically includes tips and resources about school gardens, including educational and funding opportunities. Would you be interested in being added to our mailing list?
   a. Yes: Whole Kids Foundation
   b. Yes: FoodCorps

**PART VI. Tell us about your specific Community Partner**

36. 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.**
37. *Name of Community Partner Organization:
38. *Name of the main contact for the Community Partner:
   a. First Name
   b. Last Name
39. *Email Address of Community Partner Contact:
40. *Phone Number of Community Partner Contact:
41. 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)
42. *Tell us about the Community Partner and what they add to your project: (500 characters)

PART VII. Extended community support or sponsorships

School 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.

Below, please list all organizations in the community (stores, nonprofits, other schools, garden clubs, churches, etc.) that have previously contributed to your garden program, or that have promised to contribute to the garden in the future new garden. Also list the services/donations that each organization has or will have provided.* [1000 characters – Grid format provided on online application]

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

PART VIII. Provide Required Attachments

1. *Upload Principal’s signed Letter of Support: Please provide a letter committing support for your garden project, physically signed by the principal, and presented on school letterhead

2. *Garden photos: Please upload at least one digital photo of your garden space (up to three maximum). You may also scan a diagram of your garden’s dimensions and layout.

Please note the following requirements and directions:
   a. Save images as a PNG, JPG, or GIF.
   b. Maximum size for each photo: 5M MB
   c. For new garden projects, please provide existing space photos as well as a proposed layout.

Please note, we may want to feature a photo you have provided. Please only upload photos with students 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.
3. **Tax Verification Form:** Upload the documentation relevant to your school or organization. If you are a US private school or a non-profit organization, upload your organization’s Federal IRS Tax-Exempt Determination letter. If you are a US public school, upload a document with your school’s name and NCES #.

**PART IX. Provide your comprehensive budget**

*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.) Please note: Funds may not be used for the following: real estate, travel costs, field trips. Funds spent on a scholarship, such as to attend a garden training, may not exceed 40% or $800. [1000 characters]*

*Then tell us how you would spend the specific Whole Kids Foundation $2,000 grant funds. [1000 characters]*

**PART X. Submit Application:**

You will receive email confirmation that your application has been received! All applicants, regardless of status will be notified by February 15, 2017.