



FREQUENTLY ASKED QUESTIONS - School Garden Grant

Here are some frequently asked questions regarding our 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 grants@wholekidsfoundation.org.

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Relevant dates:

- **Application Open:** September 1, 2016
- **Application Closed:**
 - *US:* October 31, 2016 at 5pm CST (6pm EST, 4pm MST, 3pm PST)
 - *Canadian:* November 15, 2016 at 5pm CST (6pm EST, 4pm MST, 3pm PST)
- **February 15, 2017:** Notifications sent to all applicants

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 501c3 non-profit status (US) or charity non-profit status (Canada)
- 501c3 or charity non-profit organizations supporting a garden at a public or a non-profit private school
- 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!

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. However, we invite you to apply to our [Extended Learning Garden Grant program](#). This program is to support an edible educational garden at a non-profit or charity children's programming organizations, i.e. Boys and Girls Clubs, YMCAs, Summer camp and is for organizations who do not previously qualify for our School Garden Grant program. Visit our website to learn more at:

<https://www.wholekidsfoundation.org/resources/extended-learning-garden-grant>.

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

While we believe preschool or early education (age 5 and younger) school garden projects are incredibly worthwhile, the focus of this year's School 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 includes both early education 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 501c3 or charity non-profits, including private and charter schools that are 501c3 or 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 501c3 or 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 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 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 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 avenues 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, including a non-profit, a local farm, a hardware or garden store, a restaurant, a Whole Foods store, or a garden club.

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 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 email us at gardens@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.

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.

Canadian school related questions

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 gardens@wholekidsfoundation.org to understand alternatives.

Does our school need to supply a NCES ID #?

No, this requirement applies to United States schools only. Please provide your charity number and a copy of this documentation to satisfy the tax ID and tax-exempt documentation requirement.