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

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

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

TIMELINE:

Application opens: September 1, 2017

Application deadline: October 31, 2017 at 5pm CT (3pm PT, 4pm MT, 6pm ET)

Review Period: Winter 2018

Notification of all applicants: February 15, 2018

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ELIGIBILITY:

1. Garden must be an **edible educational garden** (growing fruits, vegetables, herbs, grains, etc)
2. Applicant **must be a 501(c)(3) nonprofit organization**. Applicant may work with a fiscal sponsor, if needed.
3. Organization must **engage at least 10 children in any grade range of K-12 at the garden**.
4. Organization must **not have received a Whole Kids Foundation Garden Grant previously for the same garden**. Organization can apply on behalf other gardens and may have received other Whole Kids Foundation grants.
5. Applicant must have **must have the participation and support of a specific 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.

APPLICATION PROCESS AND NOTIFICATION:

The application is conducted **online**. Visit our website during the application process to access the application: [www.wholekidsfoundation.org/resources/extended-learning-garden-grant](http://www.wholekidsfoundation.org/resources/extended-learning-garden-grant). 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, 2018. Grant checks will be mailed in the following months.

REQUIRED DOCUMENTS:

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

1. **Executive Director’s signed Letter of Support**: Please provide a letter committing support for your garden project, signed by the Executive Director, and presented on organization letterhead.

2. **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:
   - **Save images as a PNG, JPG, or GIF**.
   - **Maximum size for each photo**: 5 MB
   - For new garden projects, please provide existing space photos as well as a proposed layout.
   - We hope you can provide pictures with your students! If you do, **only upload photos with children for whom you have a photo release form signed by their parent** or
guardian.

3. **Tax Verification Form**: upload your organization’s Federal IRS tax-exempt status affirmation 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 grantees 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?**

**Attend our webinars** for more information about the garden grant program and application process.

Register here for either session:
[https://attendee.gotowebinar.com/rt/3586792032215977730](https://attendee.gotowebinar.com/rt/3586792032215977730)

- September 13 at 5pm EST/4pm CST/2pm PST
- October 12 at 12pm EST/11am CST/9am PST

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

*: denotes required field

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

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

PART II: Organization Account
Tell us about the organization that will receive the Garden Grant:

Directions:
1. Click “Search IRS database” to find your organization’s information.
2. Some of the information will auto-populate. If necessary, edit those fields.
3. Enter in the rest of the information.

• *Organization Name
• *Contact Info
  o Street
  o City
  o State
  o County
  o Zip Code
  o Country
  o Phone Number
  o Website (if any)
• *What age range does your organization work with?:
  o Elementary School (K-5)
  o Middle School (6-8)
  o High School (9-12)
• *EIN#
• *Primary Contact Name
• *Primary Contact Email Address
• *Primary Contact Phone Number

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• *Number of kids enrolled in programming at your organization

**PART III. Applicant Contact Information:**
This 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.

• *Name
• *Email
• *Title
• *Phone number

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

• Organization Name
• Organization Contact Information:
  o Street
  o City
  o State
  o Zip Code
  o Country
  o Phone Number
  o Website (if any)
• EIN #
• Fiscal Sponsor Primary Contact Name
• Fiscal Sponsor Primary Contact Email
• Fiscal Sponsor Primary Contact Phone

**PART V. Signee Information**
Please identify who will be the signee for your grant should your application be accepted—both the entity and the individual from this entity. This will be who signs the grant agreement and to whom the check is written out.

*Whole Kids Foundation does not have a preference for who the individual person signee will be. If you have a Fiscal Sponsor, they must be the signee. If you do not have a Fiscal Sponsor, please include the information for the applying school or organization.*

• Signee Organization
• Signee Name (individual at the organization who will sign the grant)
PART VI. 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.

Introduce us to your garden:

1. *Please share your goals for your garden program 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 garden program in reaching these goals? This could include, but is not limited to, the number of children involved, produce harvested, 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. *Is your garden located, or will it be located, on the grounds of the organization?
   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. Raied bed – on rooftop
   e. Hanging garden
   f. Hydroponic garden
   g. Other
   7. If Other, please explain.
8. *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
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? (750 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. employee, 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. [500 characters]
15. *Please describe the gardening experience of the individuals involved in the garden. If limited, what is your plan to learn more? [500 characters]
16. Evidence shows that programs that have 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]
17. *Has anyone involved in the garden ever attended a Garden Educator 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.
18. If yes, which training did you attend?
19. If no:
   a. Please share the reasons why:
      i. Didn’t know there were educational garden trainings.
      ii. Lack of funding.
      iii. Lack of availability or time.
      iv. Lack of leadership support to attend
   b. Would anyone at your organization be interested in attending an educational garden training?
20. *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 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. Please note: we are looking for the number of regular volunteers; as a result, please do not include numbers from large one-time garden builds.

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

22. *What will you do to engage your community in the garden, such as parents and families, other employees, 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]

23. *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 community and how the garden will be integrated.

24. *How many children will be involved with the garden?

25. *For any individual child, how often will that child 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)

26. *When a child visit the garden, on average, how long do they stay? (50 characters)

27. *Who typically leads the educational activities in the garden? (250 characters)

28. *Describe the primary ways children will engage with the garden. This could include, but is not limited to garden design and upkeep, nutrition-associated education, tastings, cooking lessons. [750 characters]

29. *We love to see when as many children as possible are engaged with the 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 child engagement in the future. (750 characters)

30. 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?

31. 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. Where 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  

32. *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

33. All monetary funds can not 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%. Please check below that you agree to our budgetary restrictions.

34. **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.)

**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.

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

36. **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!

Additional questions

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

37. **Additional FoodCorps Information:**

FoodCorps is our content partner 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, create cafeterias that serve healthy schools and meals, and 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 organization? Y/N

38. Newsletters:
Whole Kids Foundation and FoodCorps both have newsletters that contain updates about how our work with children and gardens is helping kids grow up healthy, and periodically includes tips and resources about edible educational 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

Community Partner

Each Garden Project must have the participation and support of a specific 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. If you have a fiscal sponsor, this may be the community partner for this grant.

39. *Name of Community Partner Organization:
40. *Name of the main contact for the Community Partner:
41. *Email Address of Community Partner Contact:
42. *Phone Number of Community Partner Contact:
43. 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)
44. *Tell us about the Community Partner and what they add to your project: (500 characters)

Extended community support or sponsorships

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.

45. 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.
   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
Below, please list all organizations in the community (stores, other nonprofits, 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 ($)]

Required Attachments

1. **Executive Director’s signed Letter of Support**: Please provide a letter committing support for your garden project, physically signed by the Executive Director, and presented on organization 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:
   
   - Save images as a PNG, JPG, or GIF.
   - Maximum size for each photo: 5M MB
   - 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 children 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-Exempt Status Affirmation Letter**: upload your organization’s Federal IRS tax-exempt status affirmation letter.

**PART VIII. Submit Application:**

This application is due December 31, 2017 at 5pm CST.

You will receive email confirmation that your application has been received. All applicants, regardless of status will be notified by February 15, 2018.