

North Little Rock Community Garden Grant Guidelines

If you have organized and are operating or are ready to start a community garden in your neighborhood, you may apply for funding from the City of North Little Rock. Funding can be used for plants and materials in exchange for your volunteer planting and maintenance efforts.

- Projects must be on City of North Little Rock property, North Little Rock School District property, North Little Rock public right-of-way, or property leased by the City.
- The garden group must be organized and the gardening project planned prior to submitting a grant application.
- Grants range from \$100 to \$1,500. On a project-by-project basis some grants may be funded at a higher level. Funding must be matched by volunteer efforts and/or matching cash donations.
- Grants cannot be used for improving private property.
- Ineligible projects include tree removal, play equipment, overhead costs (office supplies, phone bills, etc.), fountains, decorative structures, and requests from individual property owners on their own behalf.
- Eligible expenses include containers, walkways, benches, and irrigation systems.

Priority will be given to projects serving areas without access to fresh foods within the surrounding neighborhood and those educating participants about nutrition to families with limited resources.

Grant applications may be obtained from Neighborhood Services at 3427 North Magnolia, or by calling that office at (501) 791-8500. Completed applications should be returned to the same address, "Attn: Community Garden Grant Application".

Community Garden Grant Application

Organization/Group: _____

Contact Person and Phone Number: _____

2nd Contact and Phone Number: _____

Mailing Address: _____

City: _____, State: _____ Zip Code: _____

Location of Garden Site: _____

Property Owner of Garden Site: _____

Contact Information for Property Owner: _____

Tax Identification Number of Organization (if applicable): _____

Attachment Checklist: Please label as attachments

- ___ Attachment 1 – Organizing documents of the gardening group. (Bylaws, Articles of Incorporation, etc.)
- ___ Attachment 2 – Project cost estimate which clearly labels specific items to be paid for with grant funds.
- ___ Attachment 3 – Rules of the garden.
- ___ Attachment 4 – List of participants.
- ___ Attachment 5 – Drawing of the garden plan.
- ___ Attachment 6 – Map showing the location of the garden site.
- ___ Attachment 7 – School projects must include a letter of project and maintenance acceptance by an authorized School District representative.
- ___ Attachment 8 – Watering plan, including who waters, water source, and who pays for water.
- ___ Attachment 9 – Maintenance plan for common areas of the garden
- ___ Attachment 10 – Cleanup plan for garden at year’s end
- ___ Attachment 11 – Copy of agreement between property owner and gardening group guaranteeing access to the garden for group members.

Community Garden Grant Application Project Summary

Please estimate the following numbers for your project to show leverage capabilities. It is expected that these numbers will possibly change in your Final Grant Report.

1) Volunteer labor: Total number of hours is number of volunteers ___ at ___ hours each.

Total number of hours X \$17.55 per hour \$ _____

2) Donated materials (provide a list) \$ _____

3) Other funding (list sources and amounts) \$ _____

4) Total applicant contribution (Add 1, 2, and 3) \$ _____

5) Requested funding from the City \$ _____

Total on line 4 must equal or exceed request from the City on line 5.

6) Total project cost (Add line 4 and 5) \$ _____

Assurances

1. The applicant is not entitled to a grant award until this application is reviewed and approved by the appropriate committee for the City of North Little Rock.
2. The City has the right to require modifications to the project as a condition of approving and issuing the grant award.
3. Any grant award approved and given to the applicant must be used for the purpose described in this application, or may be modified if approved by the City of North Little Rock.
4. Any and all changes to the application and purposes for which a grant award would be used must be submitted by written request and cannot be implemented until approved by the appropriate committee for the City of North Little Rock.
5. Any grant award balance remaining after the completion of the project shall be returned to the City with the Grant Reporting Form.
6. Receipts for expenditures must be returned with the Grant Reporting Form for all City grant money spent.

The designated signatories hereby certify that they have received a copy of the guidelines for qualifying for receipt of a grant award; that all information required by this application has been provided in the application, is complete and accurate and that they (the signatories) are authorized by their organization or group to execute this application and a grant agreement if a grant is awarded.

Applicant/Organization: _____

Authorizing Signature: _____

Printed Name: _____

Date: _____