

## Overview

The Urban Farmer & Gardener Assistance Mini-Grant Program from the New Castle Conservation District (NCCD) is designed to support and enhance new and existing urban farm and community garden projects in New Castle County, Delaware. "Urban agriculture" is defined by the USDA National Agricultural Library as "taking the form of backyard, rooftop, and balcony gardening, community gardening in vacant lots and parks, roadside urban fringe agriculture, and livestock grazing in open space." NCCD will provide grants of up to \$2000 to support projects such as community gardens, urban farms, greenhouses, or hydroponic operations growing fruits and vegetables that strengthen our local food system in New Castle County.

## Eligibility

You must be a 501(c)3 nonprofit, religious organization, school, municipality, or organized neighborhood association that wants to start or maintain an urban farming or gardening project. Individuals and for-profit businesses are ineligible. The primary mission of the farm or garden should be to increase food access, food independence, community health, and/or general community wellbeing.

This grant is for projects in New Castle County, Delaware only. Priority will be give to those who did not receive an NCCD Urban Farmer & Gardener Assistance Mini-Grant in 2018.

## Types of projects funded & how funds can be used

NCCD is looking to fund projects that will expand the production of local, community grown fruits and vegetables and improve access to healthy foods throughout underserved areas in New Castle County. Successful proposals for new projects will consider long-term sustainability for their project, and successful proposals for existing projects will detail how this grant will increase their capacity to serve their community.

Past grant funding has been used to construct raised beds, install compost systems, repair broken equipment, build a vertical growing wall, build a school garden, plant a raspberry patch, and to create a vegetable garden on unused land.

NCCD funds can be used to cover the purchase of gardening **tools** and **equipment**, including cold food storage, sinks to rinse produce, and rototillers; **building materials** for the construction of sheds, fences, and other structures; **soil amendments** such as fertilizer and compost; **seeds and seedlings** to help get the garden started for the season; upgrading existing or installing new **irrigation systems**; **season-extending materials**, like hoop houses and greenhouses; and other **consumable items**. Requests for items not listed above will be reviewed and evaluated by the grant committee.

NCCD funds cannot be used to cover salaries or fringe benefits of employees; normal operating expenses such as utility bills; or indirect costs like transportation or administrative overhead.

### Proposal timeline

Submission deadline.....	April 12, 2019
Proposal review.....	April 15 - May 1, 2019
Final selection and notification of applicants.....	May 3, 2019
Grant contract signed and returned.....	May 9, 2019
Grant funds expire.....	October 31, 2019
Final report.....	November 30, 2019

### If your project is funded

**Grants are provided on a reimbursement basis.** The applicant should have the financial capacity to pay the project costs upfront. NCCD will reimburse applicants following submission, review, and approval of all grant related expenses and invoices.

**Grants require a dollar-for-dollar match.** If applicants cannot provide a dollar-for-dollar match, in-kind contributions of eligible staff/volunteer hours, donated use of equipment or space, and donated supplies, equipment, building, or land will be counted towards the total match. Grantees must **record volunteer/saff time and document all donations** for the match to be eligible. The federal rate of \$24.69 per volunteer hour will be applied. The contribution for donations of use of equipment or space, where the title is retained by the donor, will be valued at the fair rental rate. Donated supplies, equipment, buildings, and land are valued at the market value at the time of donation.

**Reporting requirements.** Grantees will have monthly, in-person meetings with the Urban Agriculture Coordinator during the duration of the grant (May-October). NCCD also requires a narrative report at the end of the grant period detailing how the grant funds were spent. This report will be due by November 30, 2019, but grantees can submit their narrative reports earlier if they spend the funds before that date. Reports must also provide proof of match provided as part of the award.

### How to apply

**Fill out and submit your application.** Applications must be submitted either online or in person by April 12, 2019 at 4:30pm. Applications can be sent to Urban Agriculture Coordinator Madison Walter at [Madison.Walter@delaware.gov](mailto:Madison.Walter@delaware.gov). In person applications can be dropped off to Administrative Specialist Liz Hook at the New Castle Conservation District office, 2430 Old County Road, Newark DE 19702.

New Castle Conservation District  
Urban Farmer & Gardener Assistance Mini-Grant Program  
Request for Proposal (RFP)

**Questions.** If you have any questions while filling out your application, you can contact Madison Walter by email at [Madison.Walter@delaware.gov](mailto:Madison.Walter@delaware.gov) or by phone at (785) 443-1035. Additionally, you may also call Office Manager Claire Fegley at (302) 365-8971.

**Attach required materials.** Your application will not be considered complete without the following items. Include a **letter of support** from the organization's leader who will commit to supporting the project. The official letterhead and a physical signature must be present on the letter of support. A **budget document** must be included with your application. Part 1 should be an annual budget for the project that includes a general list of expenses and costs. Part 2 should detail the expenses that are a part of this grant request (including required match). These budgets should be well researched and should include as much information as possible. Please review the last page of this document for a sample budget. If applicable, include no more than **three photos** of the site you are trying to acquire or change through this grant. Please note the following requirements:

- Save images as .jpg or .png
- New projects should provide existing space photos
- Any photos with people in them must have a photo release form signed

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Sample Annual Budget (Green Hill's Community Garden)

Item	Quantity	Price/ Unit	Total Price
Seed packages	20	\$3.00/packet	\$60.00
Soil amendments	5	\$9.00/bag	\$45.00
Weed Barrier	1	\$25.00/roll	\$25.00
		<b>Total:</b>	\$130.00

Sample Project Budget w/ Match (Community Garden Expansion)

Item	Quantity	Price / unit	Grant	Match Value/Provider	Total
Lumber (2'X6'X8')	60	\$16.50	\$495.00	\$495/Green Hill	\$990.00
Joists	22	\$14.00	\$308.00		\$308.00
Fencing (4'X50')	3	\$55.00	\$165.00		\$165.00
Weed barrier	4	\$25.00/roll		\$100/ABC Hardware	\$100.00
Mulch (for walkway)	45	\$4.00	\$20.00	\$160/XYZ Garden Store	\$180.00
Landscape pins	A box	\$30.00	\$30.00		\$30.00
Hardware	Lump sum	\$60.00	\$60.00		\$60.00
Topsoil	8	\$34.50		\$276/Green Hill	\$276.00
Compost	4	\$35.50	\$142.00		\$142.00
Landscape spikes	A bag	\$62.00	\$62.00		\$62.00
Landscape ties (8ft)	15	\$8.27		\$124.05/Green Hill	\$124.05
Hose timer	1	\$38.00	\$38.00		\$38.00
Soaker hoses	3	\$10.00	\$30.00		\$30.00
Volunteer Hours	12	\$24.69/hour		\$296.28/Green Hill	\$296.28
Rental of trencher	1	\$75.00/day		\$75/ABC Hardware	\$75.00
		<b>Total:</b>	\$1350.00	\$1526.28	\$2876.28

The Urban Farmer & Gardener Assistance Mini-Grant Program from the New Castle Conservation District (NCCD) is designed to support and enhance new and existing urban farms and community garden projects in New Castle County. NCCD has funds to support projects such as community gardens, urban farms, greenhouses, or hydroponic operations growing fruits and vegetables that run for the benefit of the community.

**Q:** What are the selection criteria?

**A:** Does your project:

- Support a new or existing urban farming or gardening initiative?
- Plan for or increase your farm or garden's capacity and long-term sustainability?
- Priority is given to those projects which were not awarded a NCCD Urban Farmer and Gardener Assistance Mini-Grant in 2018.

**Q:** Who is eligible to apply?

**A:** Eligible applicants include 501(c)3 nonprofits, religious organizations, schools, municipalities, and organized neighborhood associations. Individuals or for-profit businesses are ineligible.

**Q:** What locations are eligible to apply?

**A:** The grant is open to all localities in New Castle County.

**Q:** What is the maximum grant award?

**A:** Each project selected may be funded up to \$2,000 from NCCD. Depending on the number of applicants, grants may be partially funded.

**Q:** What are considered eligible expenses?

**A:** Eligible expenses include:

- Supplies
- Equipment
- Building materials
- Soil amendments
- Seeds
- Irrigation systems
- Season-extending materials
- Other consumable materials

**Q:** What expenses will not be allowed?

**A:** Grant funds cannot be used for salaries, fringe benefits, indirect costs, or capital projects.

**Q:** How will I receive the funds?

**A:** **This is a reimbursement grant; no advances are given.** Reimbursement for actual costs will be made after the signing of a financial agreement and submission of itemized receipts and a one page narrative report on the use of the grant funds. The financial agreement will spell out this process. No reimbursements will be made without original itemized receipts.

**Q:** Are there any alternatives to the dollar-for-dollar match?

**A:** Applicants can provide matching funds through in-kind contributions of staff/volunteer hours, donated use of equipment or space, and donated supplies, equipment, buildings, or land. *Grantees must record volunteer time and document all donations for the match to be eligible.* The federal rate of \$24.69 per volunteer hour will be applied. Fair rates and market value, at the time of donation, will be applied for rentals and donations.

**Q:** When are applications due?

**A:** Applications are due 4:30pm, April 12, 2019.

**Q:** When will applicants be notified?

**A:** Applicants will be notified of their grant status by May 3, 2019.

**Q:** When do grant funds have to be spent by?

**A:** Grant funds must be spent by October 31, 2019. All itemized receipts and narrative reports must be submitted no later than November 30, 2019.

**New Castle Conservation District**  
**2430 Old County Road**  
**Newark, DE 19701**  
**(302) 832 - 3100**  
**madison.walter@delaware.gov**



# Urban Farmer & Gardener Mini-Grants Application

**Directions: Place cursor in blue box to complete information. Click "Tab" to proceed to next form field.**

## I. Organization Information:

Name:  Tax ID EIN:

Address:  City:  State:  Zip:

Contact Person:  Title:

Phone:  Email:

Secondary Contact Person (if applicable):

Phone:  Email:

Website (if applicable):

Total Project Budget:  Amount Requested (up to \$2000):

Location of Project:

## II. Project Information

1. Describe the project to be funded. Include your projected goals, community involvement, significance, and how these grant funds will be used (1,000 characters)







## IV. Required Attachments

**Letter of Support:** Application must be submitted with a letter from the organization’s leader committing support to the project. Official letterhead and physical signature must be present.

**Budget:**

1. Annual budget for the project, including a general list of expenses and costs
2. Detailed expenses that you plan to use the NCCD mini-grant to cover and required match using the provided “Project Budget and Match Worksheet” fillable form PDF (or document with similar format)

This is a reimbursement grant, and advances are not available. Invoices and itemized receipts must be submitted for reimbursement as per the approved financial agreement.

**Project Photos:** Email no more than 3 photos of your site to

[Madison.Walter@delaware.gov](mailto:Madison.Walter@delaware.gov). Please note the following requirements:

- Save images as .jpg or .png files
- New projects should provide existing space photos
- Any photos with people in them must have a photo release form signed

## V. Sign and Submit Application

Applications must be received by 4:30pm April 12, 2019. They can be hand delivered or sent to:

New Castle Conservation District  
Urban Farmer & Gardener Mini-Grant  
2430 Old County Road  
Newark, DE 19702

[Madison.Walter@delaware.gov](mailto:Madison.Walter@delaware.gov)

Please sign and date in the spaces provided below

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

