

## 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.

## 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.....	February 16, 2018
Proposal review.....	Feb 19, 2018 - Mar 2, 2018
Final selection and notification of applicants.....	March 5, 2018
Grant contract signed and returned.....	March 9, 2018
Grant funds expire.....	October 31, 2018
Final report.....	November 30, 2018

### 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 or volunteer hours will be counted towards the total match. Grantees must record volunteer or staff time for the match to be eligible. The federal rate of \$24.14 per volunteer hour will be applied.

**Reporting requirements.** NCCD 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, 2018, 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 February 16, 2018 at 4:30pm. Applications can be sent to Urban Agriculture Coordinator Rachel Coyne at [rachel.coyne@state.de.us](mailto:rachel.coyne@state.de.us). 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.

**Questions.** If you have any questions while filling out your application, you can contact Rachel Coyne by email at [rachel.coyne@state.de.us](mailto:rachel.coyne@state.de.us) or 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

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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 Project Budget (Community Garden Start Up)

Item	Price each	Quantity	Total Price
Lumber (2'x6'x8')	\$16.50	30	\$495
Joints	\$14.00	18	\$252
Fencing (4'x50')	\$55.00	3	\$165
Weed barrier - base		1	\$50
Weed barrier - top		1	\$50
Landscape pins			\$20
Hardware			\$50
Topsoil	\$35.00	4	\$140
Compost	\$35.00	4	\$140
Mulch (for walkway)	\$4.00	45	\$180
Landscape ties (8 ft)	\$8.27	15	\$124.05
Landscape spikes			\$61.73
Soaker Hoses	\$10.00	3	\$30
Hose timer		1	\$35
Field washing table		1	\$150
Rental of trencher			\$75
<b>Total</b>			<b>\$2,017.78</b>

Sample Annual Budget

Item	Price each	Quantity	Total Price
Seed packages	\$3.00	20	\$60
Soil amendments	\$9.00	5	\$45
Weed barrier		1	\$25
<b>Total</b>			<b>\$130</b>