



## Current Guidelines for Expanded Grants

### Grant Basics

Schools registered with Grow to Learn that have already received one or more Mini-Grants are eligible to apply for a renewed Mini-Grant one time per year, with additional guidelines. Grow to Learn Mini-Grants ranging from \$500 to \$2000 are available to any PreK-12 public or charter school in New York City with a DOE school number. Grants are offered twice a year, once during the Fall growing season, and once in preparation for the Spring growing season. For the 2014-2015 school year, the grant deadlines are November 3rd and February 11th. These dates are subject to change, depending on the calendar year. Check our website for exact deadlines.

### Types of Projects Funded by Renewed Mini-Grants

Grow to Learn funds renewed Mini-Grants that help existing gardens expand, either physically, or in teacher/staff capacity at the school. With this in mind, the application should demonstrate the following:

1. How the grant would expand the garden or its associated programming
2. Wider school or community involvement in the garden
3. Specific, project-based request for funding (i.e. the addition of a rainwater harvesting system, the addition of an outdoor classroom area, or request for funding to attend professional development for involved teachers)
4. How the project will balance plans for expansion or development with the overall sustainability of the project

Ongoing garden costs are not funded by expansion grants. Grow to Learn registered schools are eligible for free soil and lumber from GreenThumb, and are able to access other giveaways like seeds, seedlings, and garden tools throughout the year from GreenThumb and Grow to Learn. [**\*For more information on workshops and material giveaways, please check our [events page](#) online or email [growtolearn@grownyc.org](mailto:growtolearn@grownyc.org) to request to be added to our email newsletter.**] In addition, many organizations all over New York free workshops, often with seasonally-appropriate giveaways. It is our hope that school gardeners will connect themselves to the abundance of these free resources around the city that address ongoing needs, such as soil, lumber, mulch, seeds, seedlings, etc., and so will not need to use grant funds to cover these costs. Instead, expansion grants should support garden expansion and development, as outlined above.

Just like first-time Mini-Grants, renewed Mini-Grants currently do not fund field trips or per session pay. However, \$100 of the grant may be used to go towards non-garden supplies (art/classroom supplies, etc.), excluding food.

Grow to Learn periodically offers workshops on basic garden construction skills, including beginner and advanced bed building, benches, and rainwater harvesting. We encourage schools to attend these workshops and use the skills they've learned on construction projects at

their schools. It is likely that, within your school community, there exists the interest, skills, and basic power tools (drill) to build these structures. However, Grow to Learn will fund up to \$250 for basic carpentry projects (beds, benches, storage chests). We suggest making these build days a public event at your school, where you can observe and learn from the paid carpenter!

Some intensive projects, such as a shade structure, hydroponics system, rainwater harvesting system, or specialized beds, may provide more technical skill and expertise. If you believe your school will need more support (financial or staff) on an advanced project, please get in touch with the Grow to Learn staff at [growtolearn@grownyc.org](mailto:growtolearn@grownyc.org). Staff will be able to advise you whether or not your project is entitled to funding above the \$250 limit, how to describe and allocate labor funds in your Mini-Grant application, and may even be able to make suggestions of partner organizations within New York City who can help with your project.

### **Application Requirements**

Requirements for renewed Mini-Grants are as follows:

- 1) All renewed Mini-Grant applicants must have completed all reporting as requested for their previous Mini-Grant, if applicable.
- 2) The school must not have received a grant in the previous grant cycle.
- 3) The online application (section 8 of the registration form) must be submitted
- 4) New signed principal's letter must be submitted **only if** there has been a new Principal at your school since submitting your last application
- 5) New garden map must be submitted if the school has made or is planning on making physical changes to the garden since their last application.

As always, awards can be used to support all types of gardens, including vegetable/herb gardens, flower/pollinator gardens, ornamental gardens, and others (rainwater, etc). We greatly encourage schools to garden with edibles and/or create gardens that support schools' educational and curricular goals. Grants that communicate these goals will be given precedence.

### **How to Access Registration Form to Submit New Application**

Schools applying for a renewed Mini-Grant already have an online registration form and previous application. In order to apply for new funding, schools need to access their registration form, delete the old application, and submit a new one. Follow the step-by-step instructions below to access your registration form to submit a new application:

- 1) Email us at [growtolearn@grownyc.org](mailto:growtolearn@grownyc.org) with your school name, and Form ID number (if you have it), telling us that you would like your application to be reopened.
- 2) Once a Grow to Learn staff member has reopened your application, you may access the document via the original email link you received when first registering.
- 3) If you cannot find the original email link you received when first registering, you can still access your application. You will need to know and have access to the email account originally used to register your school. A link to your registration form can be re-sent to

this email. To receive a new link, simply enter that original email address used to register the school [here](#).

- 4) Please note that at this time Grow to Learn is unable to change the email address affiliated with an account. So, if you do not know or have access to the original email account that created the original registration form for your school, you may need to create a new registration form. You may email us at [growtolearn@grownyc.org](mailto:growtolearn@grownyc.org) and we will send you a PDF of your original registration form which you can use to create a new registration form.
- 5) If a new registration form is required, Grow to Learn strongly encourages schools to make an email account that is accessible by all current or future garden committee members, such as [schoolgarden123@xyz.com](mailto:schoolgarden123@xyz.com).

### **Compliance and Deadlines**

Schools awarded a Grow to Learn Mini Grant are expected to report on their progress two times. First, schools must submit an interim report at six months after receiving funding. Secondly, schools must submit a final report at one year after receiving funding. For both reports, schools are asked to provide a paragraph detailing their progress and use of funds, a garden “success story” or favorite moment, and a picture.

Furthermore, by applying, schools agree to submit and return all forms and materials by their respective deadlines.

### **Consultants and Professional Development**

Grow to Learn Mini Grants are intended to directly support schools in creating or expanding school garden projects. Therefore, if the use of a consultant is included in the application, the application must include the hourly rate, number of hours committed to the project, services rendered, and materials being used. Please note that the use of a garden consultant will only be funded once per school.

Grow to Learn does fund professional development opportunities for school gardeners. However, we require that, when gardeners receive funding for training, they take what they’ve learned -- and any materials gathered -- and share that information with other gardeners at their school.

### **School Voice**

While Grow to Learn encourages schools to partner with outside organizations on their garden projects, we also require that each application for a Mini-Grant display the applying school's unique voice. In other words, the grant should be written by the school community (teachers, staff, or parents of students attending the school). Partner organizations planning on contributing to the garden may lend a hand during the writing and planning process.