

## The Sharon Ballard Community Garden Grant Process

### PURPOSE of the Sharon Ballard Community Garden Grant Program?

The Sharon Ballard Community Garden Grant was established to provide grant assistance for non-profit groups<sup>1</sup> within Pierce County to set up or maintain community gardens with Master Gardener involvement and support. It was started by the MGFPC (Master Gardener Foundation of Pierce County) in 2013. The MGFPC works in partnership with WSU Extension to support the Pierce County Master Gardener program. MG programs and the Sharon Ballard Grant are designed to address relevant issues in Pierce County. This includes protecting environmental quality, ending hunger, building strong and safe neighborhoods, and growing healthy children.

In 2018 the MGFPC Sharon Ballard grant is funded with \$5,000. Community gardens can apply for this funding in the spring or fall. Since its inception, The Sharon Ballard Community Garden Grant has assisted 11 Community Gardens in Pierce County with a total of \$9,392.

Your application will be evaluated individually on the following areas that the Sharon Ballard Community Garden Grant considers essential for successful community garden programs:

- Collaboration between organizations (such as Master Gardeners and Harvest Pierce County) and projects that show matching contributions from other organizations or individuals, either direct or indirect.
- Need based projects that demonstrate leadership development at the grass roots level.
- Community support, involvement, and planning for long-term sustainability.

### WHO is Eligible:

- Non-profit community gardens located within Pierce county can apply for a new garden grant (garden creation) or existing community garden grant (garden enhancement/expansion).

**NOTE:** Recipients cannot receive a grant in two (2) consecutive years.

**A Pierce County Master Gardener (PCMG) must oversee the project considered for grant funds. A Letter of Project Support, written by the PCMG detailing their project involvement, must accompany the application.**

### WHAT the Grant Funds

Materials to support your new or existing community garden. Examples include tools, planting materials, and garden structures.

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<sup>1</sup> 501 (c) (3) status is not required.

**WHAT the Grant Does Not Fund:**

Salaries, labor, cost of property purchase or rental, or expenses not directly related to the garden project. **Sharon Ballard Community Garden Grants are not intended to be an unrestricted grant.**

**Award Amounts:**

Grant awards up to \$1,000. Your request may be partially funded.

- Along with the application, you will need to provide a detailed budget that documents how you will use your requested funds.
- Award reimbursement is limited to the detailed project budget and dependent on project completion, at the garden location specified on the application, within the awarded year no later than **December 1**.

**Award Period:**

Grants are awarded January 1 and April 1 of any given year. Grant award (regardless of award date) **MUST be spent and all receipts** submitted to the Sharon Ballard Community Garden Grant Committee (SBCGGC) by **December 1** of the award year. Unspent funds revert to the MGFPC.

Submission Periods	Application Submission DEADLINE (by 5:00 PM)	Recommendation to Master Gardener Foundation Board for Award Approval (1 <sup>st</sup> Thursday of the Month)	Grant Awarded
Period 1	February 1	March	April 1
Period 2	October 1	November	January 1

**How do You Request Awarded Funds?**

- Award reimbursement is limited to the detailed project budget you submit with your grant application. It is dependent on project completion at the garden location specified on the application, within the awarded year no later than **December 1**.
- Complete the **Request for Reimbursement Form** (sent with the Grant Award Notification Letter).
- Track project expenses: Listed project materials on the Request for Reimbursement Form must be supported with clear descriptive receipts, **separate of any personal purchases**.
- The Sharon Ballard Community Garden Committee reviews all Requests for Reimbursement and accompanying receipts; and will visit the garden site to confirm purchases no later than December 1, prior to reimbursement of grant funds from MGFPC Board Treasurer. If there are financial barriers to paying costs up front and seeking reimbursement, please contact the PCMG Coordinator, Danielle Harrington at [danielleharringt@wsu.edu](mailto:danielleharringt@wsu.edu) or (253)798-6943. We have a process to support you.

The Sharon Ballard Community Garden Grant Committee is comprised of one (1) MGFPC Board Member and 3-4 PCMG’s. They review each grant application and reimbursement request; and present their recommendation to the MGFPC Board prior to awarding grants and reimbursement of grant funds.

Questions can be directed to the Community Garden Grant Committee [mgfpccgp@gmail.com](mailto:mgfpccgp@gmail.com)

Where to Find and Send Information?

or

Grant Application :	<a href="http://county.wsu.edu/pierce/mg">http://county.wsu.edu/pierce/mg</a>
Email Completed Grant Application To:	<a href="mailto:mgfpccgp@gmail.com">mgfpccgp@gmail.com</a>
Mail Grant Application To:	Master Gardener Foundation of Pierce County ATTENTION: <b>Sharon Ballard Community Garden Grant Program</b> 3602 Pacific Ave., Suite 200 Tacoma, WA 98418-7920
Requests for Reimbursement:	Master Gardener Foundation of Pierce County ATTENTION: <b>Sharon Ballard Community Garden Grant Program</b> 3602 Pacific Ave., Suite 200 Tacoma, WA 98418-7920