



Whole Kids Foundation Garden Grant Application In Partnership with FoodCorps

*All information is collected online, this is a copy of the questions asked.

TIMELINE:

Application opens: September 1, 2013

Application deadline: **October 31, 2013 at 5pm CT (3pm PT, 4pm MT, 6pm ET)**

Review Period: Winter 2014

Notification of all applicants: March 2014

ELIGIBILITY AND SELECTION CRITERIA:

- Applicant must be a nonprofit K-12 school (public, private or charter, elementary, middle or secondary) or a 501(c)(3) nonprofit organization working in partnership with a K-12 school
- Applicant must not have received a Whole Kids Foundation Garden Grant previously.
- Applicant must have the participation and support of a specific partner organization from the community (such as a nonprofit, a farm, a local business, a Whole Foods store, or a garden club) that brings added support and sustainability to the initiative. The applicant, if a nonprofit, may be the community partner for this grant.
- Applicant must have the capacity to receive and manage grant funds responsibly and the skills and experience necessary to undertake a project involving school gardens.
- Applicant must demonstrate that the garden project has strong participation from stakeholders, including the school principal, volunteers and a community partner.
- Applicant must demonstrate that thoughtful consideration is being given to the technical challenges of school garden construction and maintenance: soil testing, water availability, tool storage and municipal regulations.
- Applicant must articulate a compelling plan for integrating the garden into the life of the school and community and must have plans to put the garden's produce to good use.
- Applicant must provide a comprehensive budget and plan for financial sustainability. Funds may

not be used for real estate, travel costs, field trips, or scholarships.

APPLICATION PROCESS AND NOTIFICATION:

The application is conducted **online** and is a two-phase process:

1. **Phase I:** Applicants submit school and/or organization information and a discreet set of questions to determine eligibility. (see below)
2. **Phase II:** Within a couple of weeks, applicants will be notified of their eligibility to move onto Phase II and submit a full application.

All Applicants will be notified by email when decisions have been made, beginning March 2014. Grant checks will be mailed in the following months.

REQUIRED INFORMATION AND DOCUMENTS:

If asked to proceed to Phase II, all applicants will be required to provide the following in their applications:

1. **Principal's signed Letter of Support:** Please provide a letter committing support for your garden project, signed by the principal, and presented on school letterhead.
2. **Garden photos:** Please upload at least one digital photo of your garden space, however, the more photos you share, the better sense our reviewers can have of your garden (up to three photos). You may also scan a diagram of your garden's dimensions and layout. Please note the following requirements and directions:
 - **Save images as a PNG, JPG, or GIF.**
 - Maximum size for each photo: 5M MB
 - For new garden projects, please provide existing space photos as well as a proposed layout.
 - If selected, the 1st photo will be used to represent your school garden on our website.
 - We hope you can provide pictures with your students! If you do, only upload photos with students for whom you have a photo release form signed by their parent or guardian.
3. **Tax Verification Form:**
 - **US Private school or a non-profit organization:** upload your organization's Federal IRS Tax- Exempt Determination letter.
 - **US Public school:** upload a document with your school's name and NCES #.
 - **Canadian school:** upload a document that verifies your non-profit or charity status.
4. **Community Partner Contact information:** School garden program must have must have the

participation and support of a specific partner organization from the community (such as a nonprofit, a farm, a local business, a Whole Foods store, or a garden club) that brings added support and sustainability to the initiative. The applicant, if a nonprofit, may be the community partner for this grant. Please provide their information.

REPORTING AND COMPLIANCE:

We reserve the right to partially fund any grant.

- Grantee holds full legal and financial responsibility for its garden project
- Grant funds are subject to audit; receipts must be kept by grantee for 6 years
- Grant awardees will be required to complete one or more post-grant award surveys. These reports help the Whole Kids Foundation and FoodCorps determine the overall impact of the grant program, assess the need that exists in schools across the country, garner additional support for school gardens, and highlight your school's successes. Recipients who do not complete will not be eligible to apply for future awards, and may have funds rescinded.

NEED HELP?

Please see our FAQs page for more details or email us at gardens@wholekidsfoundation.org.

APPLICATION QUESTIONS: PHASE I

This section collects your school and, if relevant, organization information, as well as, some basic information on your School Garden Project.

PART I. Create an Account:

- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone number
- How did you hear about this opportunity? (Select one)
 - At a Whole Foods Market store
 - From an email, website or social network
 - From a friend
 - In an article or news story
 - Other

PART II. Tell us a bit about the school or organization that is applying:

- As an applicant, are you applying from the United States or Canada? [Based on answer, accounts will proceed to country specific terminology and requirements]
- As an applicant, are you a nonprofit K-12 school (public, private or charter, elementary, middle or secondary) or a 501(c)(3) nonprofit organization working in partnership with a K-12 school? *Please note, we are not able to accept applications from Pre-K only schools for this grant cycle.*

PART III. If applicable, tell us about the non-profit organization applying on behalf of a school. *Please note: a school district, school PTA/PTO, or school foundation qualifies as a non-profit applying on behalf of a school and will need it's own account*

- Organization Name
- Organization Contact Information:
 - Street
 - City
 - State
 - Zip Code
 - Country
 - Phone Number
 - Website (if any)
- Organization Tax ID Number
- Executive Director Name
- Executive Director Email
- Executive Director Phone

- Has Executive Director been made aware of this project and authorized the submission of this grant application? Y/N

PART IV. Tell us about the school that will receive (or benefit from) the Garden Grant:

- We can not provide renewal School Garden Grants to past recipients. Can you confirm this school has not received a Whole Kids Foundation Garden Grant previously?
 - If yes: Proceed.
 - If no: we are sorry, for this grant application cycle, we are not accepting applications for schools who have received a Whole Kids Foundation Grant in the past.
- Has the principal of the benefitting school been made aware of this project and authorized the submission of this grant application? Please we will be requiring a physically signed letter from the principal if you are selected to move forward to Phase II of the application.
 - If yes: proceed.
 - If no: we are sorry, we require that you let your principal know you are applying before beginning.

American School Account:

- School Name
- School Contact Info
 - Street
 - City
 - State
 - Zip Code
 - Country
 - Phone Number
 - Website (if any)
- School District
- Type of School (Select one)
 - US Public school
 - US Private School
 - US Public Charter School
 - US Private Charter School
- Grades offered (check those that apply):
 - Elementary School (K-5)
 - Middle School (6-8)
 - High School (9-12)
- Depending on the type of school:
 - US Public school, public charter school and public school district: NCES #
 - US Private School and Private Charter School: EIN#
- Principal Name

- Principal Email Address
- Principal Phone Number
- Has the principal of the benefitting school been made aware of this project and authorized the submission of this grant application? Y/N
- Total enrollment
- Total students eligible for free or reduced price lunch

Canadian School:

- School Name
- School Contact Info
 - Street
 - City
 - Province
 - Postal Code
 - Country
 - Phone Number
 - Website (if any)
- School District
- Type of School (Select one)
 - Canadian public school
 - Canadian non-profit private school
- Grades offered (check those that apply):
 - Elementary School (K-5)
 - Middle School (6-8)
 - High School (9-12)
- Canadian school: Tax ID number
- Principal Name
- Principal Email Address
- Principal Phone Number
- Has the principal of the benefitting school been made aware of this project and authorized the submission of this grant application? Y/N
- Total enrollment
- Total students eligible for free or reduced price lunch

PART V. Tell us about your proposed Garden Project

- Approximately how many volunteers have you secured for the upkeep and operation of the school garden?
- Will there be a person or persons working with the school garden who has gardening experience (e.g., a master gardener or experienced volunteer)? (Y/N)

- Is this a new or existing garden?
 - New
 - Existing: 1-2 years
 - Existing: 3-4 years
 - Existing: 5 or more

- Have you or do you plan to test the garden soil for contaminants? [Link to more information about soil testing]
 - Yes
 - No
 - Not applicable because we use/will be using impermeable raised beds.

- Do you or will you have access to water for your garden?
 - Yes
 - No

- Do you currently have tools and a safe place to store them?
 - Yes
 - No

- What will you do with the food you grow? Check all that apply.
 - Classroom education
 - Classroom taste tests or cooking
 - Donation or sale to the schools cafeteria
 - Donation or sale to the community
 - Donation to a food bank
 - Children will take home
 - Other (250 characters)

- Tell us about the primary ways children will engage with this garden. This could include, but is not limited to, garden upkeep, nutrition-associated education, field trips, after school activities, tasting/cooking demonstrations, or garden clubs: [750 characters]

- How will you integrate the garden into your school's classroom curriculum? Please check all classes that apply.
 - Science
 - Math
 - English
 - Health and Nutrition
 - Art
 - Social Studies
 - History

- Physical Education
 - Other
- How will you share your garden’s story with the press and the public? Check all that apply.
 - Press release
 - Newsletter Blog (insert link)
 - Twitter (insert link)
 - Facebook (insert link)
 - Website (insert link)
 - Printed or Email Parent Communication
 - Other
 - School garden programs that seek to make a difference in the community and that have support from the community are more likely to be sustainable over time. This can be local businesses , nonprofits, other schools, garden clubs, churches, etc.) that have previously contributed to your garden program, or that have promised to contribute to the garden in the future new garden. Do you have any other support or sponsorships in your extended community?
 - Yes-We have one community partner or sponsor
 - Yes-We have two community partners or sponsors
 - Yes-We have three community partners or sponsors
 - Yes- We have four community partners or sponsors
 - Yes- We have more than four community partners or sponsors
 - No

PART VI. Submit Phase I Application:

You will receive an email confirmation that your application has been received. In the following weeks, you will receive an email identifying if you are eligible to move onto Phase II and submit an application.

APPLICATION QUESTIONS: PHASE II

You will receive an email asking you to move forward and submit the following questions that provide more information about your School Garden program.

PART I. Provide Required Attachments

1. Upload Principal's signed Letter of Support: Please provide a letter committing support for your garden project, physically signed by the principal, and presented on school letterhead
2. Garden photos: Please upload at least one digital photo of your garden space (up to three maximum). You may also scan a diagram of your garden's dimensions and layout.

Please note the following requirements and directions:

- a. **Save images as a PNG, JPG, or GIF.**
 - b. Maximum size for each photo: 5M MB
 - c. For new garden projects, please provide existing space photos as well as a proposed layout.
 - d. If selected, the 1st photo will be used to represent your school garden on our website.
3. Tax Verification Form: Upload the documentation relevant to your school or organization. If you are a US private school or a non-profit organization, upload your organization's Federal IRS Tax-Exempt Determination letter. If you are a US public school, upload a document with your school's name and NCES #. If you are a Canadian school, upload a document that verifies your non-profit or charity status.
 4. Please note, we may want to feature a photo you have provided. Please only upload photos with students for whom you have a photo release form signed by their parent or guardian. Please check the following box verifying that you understand this requirement of any photos you upload. (*check box*)

PART II. Tell us about your proposed Garden Project

- Garden Coordinator (*the Garden Coordinator is the individual who is spearheading the Garden Project, i.e. parent, teacher, student, community member, etc.*):
 - First Name
 - Last Name
 - Email address:
- Tell us about your garden's goal and what will this grant make possible for your school and community? (Please note that if you receive a grant, we will share this information on our map of all recipients) [1000 characters]
- Volunteers and Community Engagement (*Recruiting and engaging volunteers - for anything from*

weeding and planting to providing marketing or organizational support - is a key way to grow and sustain your school garden and to connect with the community):

- Please tell us about the ways in which the garden will be sustained over time, including how programming and/or maintenance will be kept up through the summer months and vacation days. [750 characters]
- In what ways will you engage your extended community? This includes parents and families, other teachers or staff, neighbors, etc. Please discuss any events, fundraisers, communications, or activities.[1000 characters]
- Please describe the gardening experience of the individuals involved in the garden. [500 characters]
- Describe the location of your garden (Select one):
 - In ground
 - Raised bed – on asphalt/concrete
 - Raised bed – on ground
 - Raised bed – on rooftop
 - Hanging garden
 - Hydroponic garden
 - Other
- How do you (or will you, if a new garden) measure the success of your school garden program? This could include, but is not limited to, the number of children involved, produce harvest, school staff involvement, etc. [750 characters]
- Tell us about any needs or challenges faced by your students, school, and/or your community that make your garden program especially important. This may include, but is not limited to financial needs, safety issues, health issues, community support, or regulation hurdles. [750 characters]
- Tell us about the primary ways children will engage with this garden. This could include, but is not limited to, garden upkeep, nutrition-associated education, field trips, after school activities, tasting/cooking demonstrations, or garden clubs: [750 characters]
- How will you integrate the garden into your school’s classroom curriculum? Please check all classes that apply, and explain briefly how you plan/hope to integrate each subject. [250 characters each]
 - Science
 - Math
 - English
 - Health and Nutrition
 - Art
 - Social Studies
 - History
 - Physical Education
 - Other

PART III. Tell us about your specific Community Partner

Each Garden Project must have the participation and support of a specific partner organization from the community (such as a nonprofit, a farm, a local business, a Whole Foods store, or a garden club) that brings added support and sustainability to the initiative. The applicant, if a nonprofit, may be the community partner for this grant.

- Name of Community Partner Organization:
- Name of the main contact for the Community Partner:
 - a. First Name
 - b. Last Name
- Email Address of Community Partner Contact:
- Phone Number of Community Partner Contact:
- Community Partner Website:(If the community organization does not have a website, please add the most applicable link that best represents their work such as a media article highlighting them)
- Tell us about the Community Partner and what they add to your project: (500 characters)

PART IV. Extended community support or sponsorships

School garden programs that seek to make a difference in the community and that have support from the community are more likely to be sustainable over time.

Below, please list all organizations in the community (stores, nonprofits, other schools, garden clubs, churches, etc.) that have previously contributed to your garden program, or that have promised to contribute to the garden in the future new garden. Also list the services/donations that each organization has or will have provided.* [1000 characters – Grid format provided on online application]

Please provide:

- Organization Name
- Contributions [e.g., soil, labor, cash, matching funds, in-kind support (\$)]

PART V. Provide your comprehensive budget

We would like to know the whole picture. Tell us about your total annual budget for your garden, this may be outside of what the Whole Kids Foundation funds would support. A general list of expenses and costs will suffice (labor, tools, curriculum materials, planting materials, etc.) **Please note:** Funds may not be used for the following: real estate, travel costs, field trips, scholarship.

Then tell us how you would spend the specific Whole Kids Foundation grant funds. If same as above, state "Same". [1000 characters]

PART VI. Additional Information

Occasionally, we have the opportunity to extend special support to schools. The next section is not part of the selection process, but will help us know about other things you might be interested in:

- Additional Grants:
 - Does your school host a Bee Hive currently? Y/N
 - If you do host a hive, please describe how the Bee Hive is managed and how it is integrated into your school community.[750 characters]
 - If you do not host a hive, is your school interested in hosting a Bee Hive? For more info click here: (Bees FAQ) Y/N
 - If we were able to provide the support, what would be most helpful to support a Bee Hive at your school?
 - Cash donation
 - Direct support of a local beekeeper
 - Equipment
 - Other:[text-250 character limit]
 - Not interested in Bee Hive support
 - Would you like to learn more about Let's Move Salad Bars to Schools salad bar grants?

- Additional Volunteer Support: Would you be interested in being contacted for potential volunteer support?

- Wellness Programs: What other wellness initiatives does your school have going on? [500 characters]

- Additional FoodCorps Information:

FoodCorps is an AmeriCorps program that recruits recent college graduates to spend a year of public service improving school food environments by conducting nutrition education, building and tending school gardens, and helping source farm-fresh food for school meals.

- If you have heard of FoodCorps previously, please let us know how? [250 characters]
- Are you affiliated or working with a FoodCorps Service Member? Y/N

- Newsletters:

Whole Kids Foundation and FoodCorps both have newsletters that contain updates about how our work with children and school gardens is helping kids grow up healthy, and periodically includes tips and resources about school gardens, including educational and funding opportunities. Would you be interested in being added to our mailing list?

- Yes: Whole Kids Foundation
- Yes: FoodCorps

PART VII. Submit Phase II Application:

You will receive email confirmation that your application has been received!