

Brightside Neighborhood NatureScape Garden & Beautification Grant



Fall 2011

(Please note Grants available Fall of each year only)

Deadline: September 30, 2011

4:00 PM

Community Garden Division sponsored by:

**Brightside
400 South First Street
Louisville, KY 40202
502.574.2613**



Neighborhood NatureScape Garden & Beautification Grant Information

What is a NatureScape Grant?

Brightside strives to find ways for all Louisvillians to keep our community 'Clean and Green.' In response to so many beautification requests, we created the NatureScape Grant Program. NatureScape Grants are designed to help neighborhood groups and other non-profits keep public spaces in their community looking their best. This program connects these active groups with resources and financial assistance to implement beautification projects.

The NatureScape Grant Program accepts applications for fall ONLY beautification projects. Applications for **Fall 2011** will be accepted from now **until September 30, 2011**. Applications must be received at the Brightside office, 400 S First Street, by **September 30th at 4PM**. Deadlines will not be extended.

Who is eligible?

Any Non-Profit or suburban city may apply for up to \$1,500 in project money. Groups may receive funding for a maximum of two cycles in a row totaling no more than \$3,000. Once a group reaches maximum funding, they are ineligible for one calendar year.

What type of projects will be considered?

Brightside is particularly interested in projects that 'green up' our community and get the neighbors involved. Projects such as planting trees, landscaping neighborhood entrances, or beautifying underutilized property are all encouraged. If your project falls into one of these general categories please check the General NatureScape box on the first page of the application.

Thanks to sponsorship from **YUM! Brands** a special category for community vegetable gardens has been developed. If your project involves creating a garden where produce will be grown and shared among members of a community please check the YUM! Brands Garden Category box on the first page of the application.

What type of budget items will NOT receive funding?

Please note, Brightside will not consider applications which request NatureScape Grant funds be used for neighborhood entrance signage or ongoing maintenance such as grass cutting. Projects requesting funding for cleanup materials like trash bags, gloves, etc., which Brightside provides free of charge for any interested group, will also not be considered. Requesting funds for paid stipends; incentives; food; t-shirts; transportation; any items not directly related to beautification or community garden project are also ineligible.

Grants that involve planting in medians or spaces owned by Louisville Metro or the state of Kentucky should check with these agencies to make sure permits will be granted to plant in the space if selected as a winner. Please call MetroCall 311 for more information on permits.

What information does our group need to include on the application?

Brightside would like to make the NatureScape Grant process as simple and efficient as possible. Due to the increasing number of applicants and inconsistencies in application size, applicants are required to follow submission guidelines to ensure each application receives equal review time. NatureScape Grant applications should be typed. Site Photographs must appear either affixed to or printed on up to two sheets of paper. **Grants submitted without photographs will not be considered.** For efficiency purposes, each applicant must submit **five copies** total of the completed application in a single envelope.

- I. Contact Information – While projects may have several partners, we ask that you list only one recognized Non-Profit and Contact Person. Please be sure to list an accurate email address for your group as this will ensure efficient communication. Information provided in this section will be used to distribute grant monies therefore applicants must submit a copy of their Non-Profit Status with application and submit an IRS form W-9 with the grant application. **Grants submitted without a properly filled out W-9 form will have points deducted.**
- II. Overview: Please answer the five questions provided in a clear and succinct manner. Members of the Grant Review Panel will be looking for applications which thoughtfully address each question, demonstrating both need for the project and initiative on part of the group. Having a detailed long term maintenance plan is weighted heavily by the review panel. If you have questions about presenting your overview, the Brightside staff are available to you as a resource via phone or e-mail. (574-2613/www.brightsideinc.org).
- III. Budget – Please include your organization’s Annual Operating Budget as well as a Project Budget. Project Budget should include a Total Project Expense, Project Partnerships, and a NatureScape Grant Request. Please note the proper heading for each section. The NatureScape Grant Request should equal the Total Project Expense less the Project Partnerships. In the **example below**, OakElm Neighborhood Association proposed a beautification project with a Total Expense valued at \$1200. OakElm contributed to the Project Cost by supplying the project with \$450 in signage. Additionally, this group partnered with the Boy Scouts who donated \$200 worth of volunteer labor. The contribution of these two groups rendered the NatureScape Grant Request to equal \$550. **Be sure to list all expenses under the Total Project Expenses heading; the cost of in-kind labor or donations must be accounted for under Total Expense heading to accurately measure the weight of a Partnership. Please note that listing the items you plan to purchase under each category is looked upon favorably by the review panel.**

Project Budget:

Total Project Expense:

TOOLS shovel, rake, pitch fork	\$ 100
SUPPLIES MiracleGro, pavers, gloves	\$ 50
LANDSCAPE MATERIALS Plant material	\$ 400
LABOR volunteer labor	\$ 200
OTHER Signage	\$ 450
TOTAL PROJECT EXPENSES	\$ 1,200

Partnerships –Show where/how groups are helping. (10 points)

Less Cash or In-kind donations of supplies or labor	
Organization: Boy Scouts, In-Kind Labor	\$ 200
Organization : OakElm Neighborhood Association- Signage	\$450
Total Partnerships	\$650
TOTAL NATURESCAPE GRANT REQUEST	\$550

- IV. Volunteer Hours – Volunteerism is important to Brightside’s mission, please include your projected volunteer hours. Be sure to include the number of volunteers you anticipate to have both at Project Implementation and for the Long-term Maintenance of the Project. Please note, previous or scheduled volunteer work with Brightside is worth a good number of points. To set up a time to volunteer please call Brightside at 574-2613.
- V. Signature – the authorized signatory for you group must sign the application indicating that your group has read and acknowledges all the information presented on this sheet.

How are the winning projects chosen?

Winners are chosen primarily through a 125-point system based on your application.

- I. Overview – 65 points are awarded for the overall merit of your proposal and its impact on the neighborhood. Grants requests that demonstrate a true need and help show potential growth of an area, as well as, a connection with a diverse group and the ability to maintain your project long-term are very important to the review panel.
- II. Budget –30 points are awarded for the overall soundness of your project budget and the strength of your outreach efforts. At Brightside we believe good partners strengthen a project and we encourage applicants to pursue these relationships. Some partners you may want to consider include Metro Council Representatives, Business Associations, and even area businesses can help by donating products.
- III. Volunteer Hours –25 Points are awarded for your effort to recruit and organize volunteers. Please note that all projects will need maintenance after implementation. Be sure to make note of the number of volunteers you will have both during implementation and long term. Also, please note that five points are given to groups who solicit youth participation and 10 are given to groups who have participated in past Brightside cleanups.
- IV. Signature & W-9 Form-5 Points are awarded for turning in a completed W-9 form.

If our project is selected, when will I know and what will be expected of us as an award winner?

Groups with project proposals for **September 30th** will be notified of the results by **November 30th**.

If your group is selected, Brightside would like to be your partner in creating a successful project. Our Landscape Supervisor is available to meet with you on site to help you with plant material selection and landscape design. Additionally, our Volunteer Coordinator is available to help you identify volunteer resources for your project, and we have a small library of tools and equipment that you can borrow. In return we ask that you post temporary signage recognizing Brightside (provided) and mention your Brightside NatureScape grant in your newsletter or other communication outlets.

Along with your check you will receive a NatureScape Grant Report form that must be submitted when your project is completed. You will be asked to include invoices or receipts with the form and if there are unused funds in excess of \$30 that should be returned to Brightside at that time. Groups completing successful projects may apply for additional funding through the NatureScape Grant.

Please note that failure to turn in an accurate and complete report out form by the scheduled deadline will disqualify your group from receiving any future funding through Brightside or Louisville Metro Government. Failure to successfully complete the Grant Report Form within one year of notification will result in the forfeit of funds. If your organization has special rules regarding awards/grants please have them contact Brightside as soon as possible.



Brightside Neighborhood NatureScape

Garden & Beautification Grant Application- September 2011

DEADLINE: September 30, 2011, 4:00 PM

Please Type or Print all information legibly. Qualifying applicants may be contacted so that we may obtain additional program details. Only COMPLETED applications will be reviewed. To be considered COMPLETE, **applicants must submit 5 copies (total) of application in a single envelope.** Please use only the space provided unless otherwise indicated. **This grant application form must be submitted with your application.**

I. CONTACT INFORMATION

Please complete the following Contact Information Section. All sections except "Website" are mandatory.

Organization Name: _____

Contact Name: _____

Address: _____

Zip Code: _____ Telephone #: _____

E-mail address: _____

Organization President: _____

Incorporated Name [PER 501C non-profit]: _____

(INCLUDE a copy of the non-profit status letter from IRS)

Tax ID # _____

We are applying for a: General NatureScape Grant YUM! Brands Community Garden Category

How did you hear about this grant program? Mayor's Email Newsletter

Council Representative _____ Neighborhood Summit

Other _____

II. OVERVIEW: (65 Points)

Please answer each question below as clearly as possible. Remember, the review panel does not have any inside knowledge of your organization. Answer the questions with details that will help the review panel see the project through your eyes. Please number each response and type in no larger than 12pt font. For a detailed explanation of the changes in application format, please reference the "Neighborhood NatureScape Beautification Grant Information Sheet."

- 1) Describe the proposed beautification/community garden project. (10 points)
- 2) Explain the need for project. How will it impact the residents of the area? (20 points)
- 3) Demonstrate how residents will take ownership of the project. (10 points)
- 4) Who owns the property? Is this a "heavy traffic" public site or is it "tucked away"? (5 points)
- 5) Describe your plan for maintaining the site. (15 points)

Please attach up to two additional pages with photographs of the site. (5 Points)

III. BUDGET: (30 Points)

Your organization’s annual operating budget: _____

What is the financial need of the organization, and why are funds for the project not available through the operating budget? (10 points)

Project Budget:

Please provide a clear and concise budget for the proposed beautification project. Please list the items you plan to purchase under each category. Keep in mind that the NatureScape Grant Request should equal Total Project Expenses less Total Partnerships. Refer to the example in the information sheet if needed.

Project Expenses (10 points):

TOOLS _____ \$ _____
SUPPLIES _____ \$ _____
LANDSCAPE MATERIALS _____ \$ _____
LABOR _____ \$ _____
OTHER _____ \$ _____
TOTAL PROJECT EXPENSES: \$ _____

Partnerships –Show where/how groups are helping. (10 points)

Less Cash or In-kind donations of supplies or labor
Organization _____ \$ _____
Organization _____ \$ _____

Total Partnerships:

NATURESCAPE GRANT REQUEST \$ _____

IV. Volunteer Hours: (25 POINTS)

How long do you expect your project to take? _____

How many volunteers do you expect to work on the project? (5 points)

Project Implementation: _____

Long-term Project Maintenance: _____

How many are youth (under 18)? (5 points) _____

Participated in past Brightside volunteer cleanups? (15 points) _____

V. Signature & W-9 Form (5 points)

I _____, the authorized representative for _____ have read and understand the NatureScape Grant information page and submit this application for participation. I further understand that before a check will be issued an IRS form W-9 must be on file with Brightside.

Signature _____ Date _____

NatureScape Grant Application Check List

Please be sure you have included the following items in your envelope before submitting your request to Brightside. There is no need to provide a copy of this list. It is for your own benefit.

- Proper contact information including a valid email address (page 1)
- My Metro Council member's name and/or district number (page 1)
- Completed overview questions (page 1)
- Photos of the proposed project site (page 1)
- A detailed budget of my project (page 2)
- An accurate number of the volunteers needed to implement and maintain this project (page 2)
- Five total copies of my grant application (page 1)
- Completed W-9 Form (page 2)