



**Topeka Common Ground
2023 Mini-Grant Application**

Application Submission Deadline: March 17, 2023
Email completed application to: topekacommonground@gmail.com

Applicant Information:

Organization/ Group/ Garden Name: _____

Location of Garden: _____

Contact Person:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____

Email: _____

In what year was your community garden first started? _____

Who serves as Coordinator or Manager of your garden? _____

Garden Characteristics

Does your garden have one or more individuals who are clearly designated as the garden coordinator or manager? _____ Yes _____ No

Garden Participation	Number of participants
How many people participated in planting and maintaining your garden during the 2022 season? (If a new garden in 2023, mark NA)	
How many participants are expected in 2023?	

Briefly describe the community or population served by your garden (who benefits?):

Does your garden have an annual budget? _____ If yes, how much? \$ _____

Does your garden receive other sources of income (plot rentals, sales, etc), funding (grants, monetary donations, or other financial support) or in-kind donations (supplies, tools, soil amendments, water, other etc.)

Yes _____ No _____

If yes, please list all sources with a brief explanation of the donations (i.e., Plot rental: \$200; Church: \$50 and free water; or Topeka Tree Care: free mulch; or Members: general garden supplies, etc.)

How is the produce that is harvested from your garden distributed or used? (check all that apply)
Distributed among the garden participants for their personal use.

___ Used in cooking classes or educational programming for clients of our organization.

___ Used in meals prepared for clients of our organization.

___ Donated to a local food pantry or low-income group.

___ Offered for sale at a local farmers' market or other venue.

___ Some produce is harvested for elderly citizens in the church, community, and neighborhood

___ Other (please describe) _ _____

Does your community garden program include any educational components? (check all that apply)

- Gardening methods
- Cooking or food preparation skills
- Nutrition
- Other (please describe)

Proposed Project or Use of Grant Funds:

Project Description: Please describe the garden project or need for which you are seeking a grant.

How will the proposed garden project or improvement benefit your community?

What is your timeline for the proposed project?

If you are awarded grant funding, what other support or steps will you need to have in place before being ready to implement your plan?

Budget:

List the items that your garden will need to implement the proposed project or enhancement, and their anticipated costs. (*Note: if the total anticipated cost of your project exceeds the maximum grant amount available from Topeka Common Ground, please show all project expenses and enter the amount requested from Topeka Common Ground on the last line of the table.*)

Budget Item	Purpose	Cost
Total Anticipated Cost of Project		
Total Amount of Grant Funding Requested from Topeka Common Ground (Maximum grant amount is \$250. Range \$50 - \$250)		

Note: Grant awards will be determined based upon the quality of the application and perceived merit and reasonable cost of the project. Amounts awarded may be less than the total amount requested.

If the total cost of your proposed project exceeds the amount you are requesting from Topeka Common Ground, how do you plan to raise the additional funds needed to complete the project?

All organizations receiving mini-grant funding will be required to complete a short grant report telling us how your grant funding was utilized. Do you agree to this?

_____ Yes _____ No

If your garden should be awarded a mini-grant, who should the check be made payable to, and where should it be mailed?

Make check payable to: _____

Mailing Address:

Name: _____

Street Address: _____

City/State/Zip: _____

Thank You for submitting this application.