



FY2024 School and Community Garden Grant Resource

Support Contact Information and Resources:

Questions can be directed to Health and Nutrition Services by contacting **Mallory Smith** with the Program Access and Outreach Team. **Phone:** 602-364-0161 **Email:** Mallory.Smith@azed.gov

Award Amount:

Award amounts will vary by applicant with a maximum of \$20,000 and a minimum of \$10,000.

Important Dates:

- Application Due Date: November 6, 2023 11:59 P.M.
- Initial Award Phase; grant funds awarded to SFAs: November 14, 2023
- Grants Funds must be obligated by June 30, 2024
- Completion Report opens: July 1, 2024
- Due date for Completion Report Submission/Approved Status: September 30, 2024
- Due date for procurement expenditures: September 30, 2024

Application and Submission Information:

Eligible applicants should submit a complete application form through the online Grants Management Enterprise system (GME). The funding application will be accessed through:

Fiscal Year: 2024

Grant Name: School and Community Garden Grant

Contacts:

One individual should be designated as the primary contact and authorized representative of the application submitted. This individual will receive all grant correspondence from ADE.

Assurances:

Check box to certify and attest that, to the best of your knowledge, the grant submission is true and correct according to the information available to you at the time of completion; and that by applying for the grant funds, you are indicating you have sufficient authority and approval to proceed with the activities described in the application.

Budget:

- Budget: Garden Coordinator expenses allowed include wages, employment-related benefits, stipends, or consultation fees. Up to 10% of the budget may be spent on supplies.
- Grant applicants are required to provide matching support of at least 50 percent of the total project budget in the form of cash or in-kind contributions. In-kind contributions can include volunteers, staff, and other existing resources, such as classrooms and tools.



Related (and Required) Documents:

1. **Letter of Support/Matching Funds:** Signed Letter/s of Support and commitment for matching funds. Please provide a letter/s that demonstrates a commitment to supporting a well-integrated school garden program, and a commitment for the funding match required. Letter/s should be signed by an administrator or executive director.
2. **Letter of Support/Education Curriculum:** Signed Letter of Support from partner entity who will provide garden educational curriculum and any other garden-related support as described in the narrative of the grant application.
3. **Garden Photos:** Please upload up to three digital photos of your garden space. If a garden expansion is planned, please include a garden design or diagram.

Reimbursement Request and Completion Report:

Reimbursement requests should be submitted no less than monthly. Additional documentation for expenditures may be required. A final completion report will be required to close out the grant no later than 90 days after the project end date and will include reporting requirements.

- photos of project
- diagram or blueprint of garden location(s) and surrounding elements (buildings, restrooms, water source, point of access)
- project summary, including student reflections

Both reimbursement requests and the completion report will be submitted through the Arizona Department of Education Grants Management Enterprise System (GME).

Application Evaluation Criteria:

The review committee will:

- verify eligibility (entity must operate the NSLP and have 50% or more students eligible for a free or reduced-price meal based on the 2022-2023 Free and Reduced-Price Eligibility Report)
- ensure the application is complete and letters of support are provided
- evaluate the answers to the narrative question provided in the application for clarity
- evaluate the anticipated outcomes and benefits to the school and community
- evaluate the clarity of the described need and the current school garden program's integration into the school and school community
- review content in the letters of support for 1) matching funds and 2) provision of an educational garden curriculum
- review the proposed budget
- ensure the budget line items are appropriate and aligned with the narrative
- determine ecoregion; seeking to award applicants from multiple ecoregions ([AZ Front v2 \(ecologicalregions.info\)](https://www.azed.gov/Portals/0/Files/2022/04/AZ_Front_v2_ecologicalregions.info) which are based on geology, physiography, vegetation, climate, soils, land use, wildlife, and hydrology.