

# Sharon Ballard Community Garden Grant (SBCGG) Overview

## Purpose of the SBCGC Grant

The Sharon Ballard Community Garden Grant (SBCGG) was established to provide grant assistance for non-profit groups (501(c)(3) status not required) within Pierce County. The grant aims to set up or maintain community gardens with Master Gardener involvement and support. The grant was created by the Master Gardener Foundation of Pierce County (MGFPC) in 2012 in memory of Sharon Ballard, a master gardener dedicated to addressing food scarcity. The Master Gardener Foundation of Pierce County (MGFPC) works with the WSU Puyallup Extension Master Gardener Program to fund program efforts. MG programs and the Sharon Ballard Grant are designed to address relevant issues in Pierce County, such as food scarcity and community strengthening.

In 2023 the SBCGG is authorized to award up to \$2500 in funding. Community gardens can apply for this funding in the early spring. The **deadline** for receiving applications is February 24, 2023, and the maximum grant award is set at \$250.

Applications will be evaluated individually using a scoring rubric. Grant applications should address the following:

- Need-based projects that demonstrate collaboration and engagement at the grassroots level.
- Community support, involvement, and planning for the long-term sustainability of the community garden.
- Identification and active involvement of a Master Gardener mentor.

## Who is eligible?

New or existing non-profit community gardens located within Pierce County are eligible for funding. Note: Recipients cannot receive a grant in two (2) consecutive years.

A Pierce County Master Gardener (PCMG) must serve as a liaison for each award and oversee the proposed project. A Letter of Project Support, written by the liaison and detailing their involvement, must accompany the application.

## What does the grant fund?

SBCGG awards are restricted funding sources (fund use must be consistent with those stated in the original application). Materials to support new or existing community gardens such as tools, planting supplies, and garden structures are approved for funding. The grant does not fund salaries, labor, cost of property purchase, rentals, or expenses not directly related to the garden project.

## Award Amounts and Budget Details

Grant awards for 2023 are for up to \$250. Requests may be partially funded. Along with the application, the following materials are required:

- Applicants must provide a detailed budget that documents how proposed awards will be used.
- Award reimbursements are limited to the detailed project budget. They are dependent on project completion at the garden location specified in the application.
- Funds must be expended by October 15, 2022.

## Award Period:

Grants are awarded on or before April 1 of any given year. Each grant award **must be spent, and all receipts must be submitted** by November 30, 2023. Any unspent funds revert to the MGFPC; there is no carry-over of funds into the following calendar year.



## How do you apply for reimbursement?

Awarded reimbursement is limited to the project budget submitted with each grant application. It depends on project completion at the designated garden within the award year.

- Complete the Request for Reimbursement Form (sent with the Grant Award Notification).
- Track project expenses. Listed project materials on the Request for Reimbursement Form must be supported with clear, descriptive receipts; no personal purchases may be reflected on receipts.
- The SBCGG Grant Coordinator will review all Request for Reimbursement materials and accompanying receipts, then submit approved requests to the MGFPC Treasurer for processing. PCMG Mentors will be asked to verify the completion of project work.

The SBCGG Committee is comprised of one (1) MGFPC Board member and three to four PCMGs. Each grant application is reviewed by a team of no fewer than two committee members. Award recommendations must be presented to the MGFPC and receive formal approval before awarding or reimbursing grant funds.

## Where can I find grant resources?

The following resources can be found by accessing the Pierce County Master Gardener website, then selecting Community Garden Grant from the drop-down menu:

- Grant Guidelines
- Community Garden Grant Liaison Position Description
- Grant Application (fillable form)

Questions regarding grant submission or reimbursement should be sent to Tana Hasart ([thasart2@msn.com](mailto:thasart2@msn.com)).