

# Sharon Ballard Community Garden Grant (SBCGG) Overview

## Purpose of the SBCGC Grant

The Sharon Ballard Community Garden Grant (SBCGG) established to provide grant assistance for non-profit groups (501 c3 status not required) within Pierce County to set up or maintain community gardens with Master Gardener involvement and support. The grant created by the Master Gardener Foundation of Pierce County (MGFPC) in 2012 and continues to add value to our communities year after year.

The MGFPC works to support the Pierce County Master Gardener programs and these programs, and the Sharon Ballard Grant are designed to address relevant issues in Pierce County such as food scarcity and community strengthening.

In 2024 the SBCGG is authorized to award up to a total of \$2500 in funding. Community gardens can apply for this funding in the spring. The **deadline** for receiving applications is March 1st, 2024, and the maximum grant award for each awardee is set at \$500. Our goal is to put the total funding of \$2500 into many Pierce County community gardens in 2024.

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

- Need-based projects that demonstrate collaboration and engagement at the grass roots level.
- Community support, involvement, and planning for long-term sustainability of the community garden.
- Identification and active involvement of a Master Gardener Sponsor.
- Food scarcity and community strengthening.

## 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 Sponsor for each award and oversee the proposed project. A Letter of Project Support, written by the PCMG, detailing their involvement, must accompany the application. If the Master Gardener holds a leadership role in the garden and is completing the application another Master Gardener will be assigned to act in the Sponsor role.

## What does the grant fund?

Materials to support new or existing community gardens such as hand tools, planting supplies, and supplies to help with making garden projects are approved for funding. The grant **does not fund** salaries, labor, costs for property purchases, rentals, or expenses not related to the garden project. SBCGG awards are restricted sources of funding.

## Award Amounts and Budget Details

Grant awards for 2024 are for up to \$500. 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 and dependent on project completion at the garden location specified in the application. Funds must be expended by October 15, 2024.

### Award Period:

Grants are awarded starting in April of any given year. Each grant award **must be spent, and all receipts submitted**, by October 30, 2024. Any unspent funds revert to the MGFPC; there is no carry-over of funds into the next calendar year.



### How do you apply for reimbursement?

Awarded reimbursement is limited to the project budget submitted with each grant application and is dependent on project completion at the garden location specified, 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 PCMG Community Garden Sponsor and SBCGG Grant Coordinator will review Request for Reimbursement forms and accompanying receipts, then submit approved material to the MGFPC Treasurer for processing. PCMG Community Garden Sponsors will be asked to verify completion of project work.

The SBCGG Committee is comprised of at least one (1) MGFPC Board member and four PCMG's. Each grant application is reviewed by a team of no less than two committee members. Award recommendations must be presented to the MGFPC Board and receive Board approval prior to awarding or reimbursement of grant funds.

If we have questions on your submission, we will contact you prior to deciding to seek the answers to add clarity to the submission.

### Where can I find grant resources?

By accessing the following website:

<https://piercecouny.mastergardenerfoundation.org/sbcgg/>

Questions regarding the grant process, grant submissions and reimbursement please email for answers and information:

[vicepresident@piercecouny.mastergardenerfoundation.org](mailto:vicepresident@piercecouny.mastergardenerfoundation.org)

