



Serving Communities in South Carolina, Mississippi and Louisiana

Community Resources Connection (CRC), Inc. *Cultivating the Community Garden Award Application Guidance Document*

Application Period – October 1 – December 31, 2024

Award Notifications will be posted on the CRC website by March 3, 2025

www.communityresourcesconnection.com

Program Goals and Requirements:

Community Resources Connection, Inc. has collaborated with the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) to increase availability of fresh produce within underserved communities. This collaboration supports the Department of Agriculture's goal to feed all Americans. **The award is only for the state of Mississippi applicants.**

Community garden awards **will be up to \$10,000.00** for the purchase of only **garden materials and supplies** to establish a community garden or expand an existing garden. Eligible community groups and organizations that have mutual interest and goals to increase access to local fresh healthy foods and food choices are invited to apply for funding.

Applicant Eligibility:

- Non-Profit with or without IRS 501 c3 status
- Independent School Districts (Including home school groups)
- Native American Tribal governments and groups
- Native American groups
- Faith-based organizations
- City and townships
- County governments
- Other community groups and organizations

Program Requirements:

- If your organization does not own the land in which the community garden will be located, you will need to submit a written statement from the landowner giving your organization permission to utilize the property for the duration of the agreement with CRC. The permission statement should include the address where the community garden will be located and the period in which your organization will have access to the garden location.
- Acquire a Unique Entity Identifier (UEI). If you don't already have a UEI, you will need to apply for one at sam.gov. **All sub award recipients are required to have a Unique Entity Identifier (UEI). If your organization has received a government grant in the past, they will already have one. If not, please go to sam.gov to apply for a UEI.**
- Acquire a commitment from a local University Extension Service, Master gardeners' or equivalent educator to teach participants how to incorporate effective gardening techniques and to encourage gardening practices that protect natural resources, such as water quantity and quality, soil quality and pest management.
- Conduct initial public meeting to invite local stakeholders to discuss plans to establish a community garden. Local stakeholders can include, but not limited to local citizens, local government officials, special interest groups, faith-based organizations, Scout Leaders, local school representatives, etc.

- Form a garden team to include members of awarded organization, members of the community, Extension Service educators, master gardeners, local youth groups and any individuals interested in gardening and would like to assist with planning, laying out and establishing the community garden. (This action can be combined with the bullet above.)
- Conduct community workdays and plan at least one of those days as a media day to invite local media, schools, community leaders, local businesses, etc. to participate.
- Purchase all materials and supplies needed to establish and manage the garden and garden activities.
- Install USDA Project signage to include garden name and other local partners who will be contributing to the success of the gardening Project.
- Plant garden in calendar year of 2025.
- Explain how you propose to sustain the garden for future years.
- Submit Progress reports and success stories to CRC by the designated deadline dates.

**Application packets are to be *fully completed* and submitted by
December 31, 2024 by 11:59 pm**

Application packet is to include:

- Completed and signed USDA Grant Application Form
- Specific garden **supply** budget to identify how the funds will be used totaling the award amount.
- 2 letters of support from community leaders and or organizations
- Copy of lease or written statement from the owner(s) giving your organization permission to use the land where the community garden will be located. (not applicable if the applicant owns the land where the garden will be located)
- Letter from the University Extension Agent or other equivalent qualifying garden educator who has agreed to assist your organization with its garden project.

Completed application packages are to be submitted by designated deadline to be considered

Application packets can be submitted by mail to:

Community Resources Connection (CRC), Inc.
USDA Community Garden Award
P.O. Box 2394
Lexington, SC 29071

or

Email completed application packet to: awardapplication@communityresourcesconnection.com. Sample file naming format. (PraiseBaptistChurch_2025) Organization name and current year.

DO NOT SEND APPLICATION PACKETS ATTACHED TO ONLINE PORTALS/FILES. Ex: Google files

For additional questions referencing the Cultivating the Community Garden application process, please contact us at: contactus@communityresourcesconnection.com

All sub award recipients are required to have a Unique Entity Identifier (UEI). If your organization has received a government grant in the past, they may already have one. If not, please go to sam.gov to apply for a UEI.

Rev. 09/2024



**2025 USDA – Natural Resources Conservation Service (NRCS) Community Garden
Application
“Cultivating the Community Garden Project”
Mississippi Applicants ONLY
Applicant DUE DATE: December 31, 2024**

Eligibility (circle one)

- Non-Profit with or without IRS 501 c3 status
- Independent School Districts (Including home school groups)
- Native American Tribal governments and groups
- Native American groups
- Faith-based organizations
- City and townships
- County governments
- Other community groups and organizations

Applicant Organization Name:

Project Contact Person Name:

phone:

email:

Applicant Organization Physical Address:

Applicant Organization Mailing Address: *(If not the same as the address above)*

Applicant Unique Entity Identifier (UEI):

All sub award recipients are required to have a Unique Entity Identifier (UEI). If your organization has received a government funding in the past, they may already have one. If not, please go to sam.gov to apply for a UEI. Allow up to 30 days to receive.

Organization website (as available):

Physical address of community garden location:

Estimated number of beneficiaries of your garden:

Name and Contact information of Extension Educator assigned to assist your project:

Is this a new garden or extension of an existing garden: **New or Extension (Circle one) If**

extension, how many additional beneficiaries your project is expecting to feed? _____

Have you received a USDA grant for community gardens within the last 2 years for this specific garden location? Yes or No

Will there be an on-site garden leader/assistant assigned to ensure that critical garden tasks are completed by the gardeners? Yes or No

Does your organization own the land where the community garden will be located? Yes or No. If no, please include a copy of your lease or a letter stating that your organization will have access to the garden location for the duration of the garden award period.

List Local Community Partners and their role with your community garden project.

Partner Name	Project Role(s)
<i>Company ABC (sample)</i>	<i>Donate land for community garden to be planted</i>

Note: Acquire at least 2 letters of support from partners to be submitted with application packet.

Brief Description of Organizations background (include your website if available) to include information identified below along with your organization’s mission.

Briefly and clearly explain what the future of your project will look like if the community garden or urban farm is successful.

Briefly identify the current challenges the garden or farm aims to change. (If applicable)

List partners who have provided financial assistance toward the success of the garden by the application deadline:

Briefly describe the beneficiaries of the community garden (include community demographics, estimate number of garden beneficiaries, Food Desert community identified, if so by what source was it determined that your community was underserved?)

Briefly explain how the garden is planned to be sustained beyond the funding year.

List your Garden Supply Budget or (Attach your Community Garden supply budget totaling the award amount you are requesting.) *Note that award funds are to be used for garden supplies and materials and a nominal fee for educators and garden management.* Do not include cost such as: indirect cost, tables, chairs, benches, livestock, shade structures, seasonal high tunnels, greenhouses or hydroponic systems. If you are providing a fee for garden education or for someone to manage the garden activities during the garden season, no more than 10% of the total budget can be allocated for that service. Please contact CRC representative for details as applicable. Cost related to the purchase and installation of the garden project sign is NOT to be included as a part of the budget, as the grantor will pay for the signs separately. If there are any questions referencing eligible cost, please submit them to the contactus@communityresourcesconnection.com email.

University Extension Agent or Equivalent Educator: Attach Letter of support from the Extension Agent or equivalent educator who has agreed to provide the garden education to your group. **Letter is to include the Extension Agent/Educators contact information so that CRC can follow up as needed.**

Applicant Chairperson or Approved Representative Signature

Date of signature