

APPLICATION FOR ADOPT THE PUBLIC WAY GRANTS — 2016

The Rogers Park Garden Group (RPGG) is pleased to be able to offer a limited number of **GRANTS BETWEEN \$100 AND \$500** for the improvement of spaces relating to our neighborhood's public way.

Grants are also available for agencies or organizations that work with children and youth (a separate application form is available on the RPGG website).

Program Timelines — 2016

	Application Due	Grants Awarded On or Before	Grant Certificates Expire
Spring Grants	April 30 before 5pm	May 31	October 31, 2016
Fall Grants	September 15 before 5pm	October 15	June 30, 2017

Application Components

Application must include all of the following completed forms:

- Project Description
- Intent Statement including proof or other indication that the applicant(s) have the right to garden at the proposed site
- Budget

Frequently Asked Questions

<i>Who is eligible to apply?</i>	Any individual or group of people
<i>What form does the grant take?</i>	Grant recipients will receive gift certificates to Gethsemane Gardens in Andersonville to purchase plants, soil and/or soil amendments and mulch. Grant amounts will be between \$100 and \$500 depending on the size and needs of the garden and how well it fits the guidelines.
<i>What is expected of me?</i>	Applicants must agree to: <ul style="list-style-type: none"> • Allow the garden to be featured on the RPGG website, and • Communicate with the RPGG on the status of the project.
<i>What do I need to do to apply?</i>	Send the following to one of the addresses noted below NO LATER THAN 5pm April 30 for spring grants; or 5pm Sept 15 for fall grants: <ul style="list-style-type: none"> • The completed Project Description (attached) • The completed Intent Form (attached) • The completed Budget Form (attached)

<p><i>What projects are eligible?</i></p>	<p>Any project that can demonstrate that it:</p> <ul style="list-style-type: none"> • Improves the public way, • Is located in Rogers Park, specifically: south of Evanston, east of Ridge, north of Devon, • Is capable of completion prior to the expiration date of the grant certificates • Will be undertaken by people with the capacity to complete and maintain it – e.g., weed and water, • Has a realistic budget. <p>Also:</p> <ul style="list-style-type: none"> • All proposals must be received at one of the two addresses noted below NO LATER THAN 5:00 pm on the due date to be eligible. <p>NOTE: if you are gardening at a condo association parkway or other public spot, you must have written permission from the condo board.</p>
<p><i>How are projects chosen?</i></p>	<p>The grants are competitive and not every grant request received will be funded. Grant awards may be less than your requested amount. Only applications that meet the guidelines will be considered. Priority will be given to those projects that:</p> <ul style="list-style-type: none"> • Create a new garden • Restore and/or enhance an old and/or uncared for garden • Have an achievable plan that is in keeping with the goals of the RPGG Adopt the Public Way Program
<p><i>What is the grant process?</i></p>	<p>All grant requests are due by 5pm April 30 for spring grants; or 5pm Sept 15 for fall grants. After that:</p> <ul style="list-style-type: none"> • An RPGG representative will contact you for a site visit • Grants will be announced within four weeks of the application due date and certificates will be mailed to awardees
<p><i>Can I apply for the next phases?</i></p>	<p>Your garden can only be awarded a grant once each year. If your application is denied in spring, you may apply again in the fall. You may apply for grants for the same project two years in a row, so if you are awarded a grant in 2016, you may apply again in 2017. We ask that you take a year off from requesting RPGG funding for your project's third year. But you may reapply in the project's fourth and fifth years (off the sixth and so on).</p>

Email your application to: alison.zehr@gmail.com
OR Send your proposal to: Alison Zehr, 1215 W. Lunt 1A, Chicago, IL 60626

QUESTIONS? Call Alison at 773-381-3808

Adopt the Public Way is made possible by the generous contributions of the Rogers Park Garden Group members, donors and sponsors; and by proceeds from plant sales and other fundraising activities

ADOPT THE PUBLIC WAY – PROJECT DESCRIPTION

Your Name:				
Your Address:				
Email Address:				
Phone Number:			Evening:	

Project address and description of location:

	Yes	No		Yes	No
Do you have the right and/or ability to garden on this site? PLEASE EXPLAIN:	<input type="checkbox"/>	<input type="checkbox"/>	Are you creating a new garden?	<input type="checkbox"/>	<input type="checkbox"/>
			OR Are you restoring and/or enhancing an old and/or uncared for garden?	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: IF YOU ARE GARDENING AT THE PARKWAY OR OTHER PUBLIC SPOT OF A CONDO ASSOCIATION YOU MUST HAVE WRITTEN APPROVAL FROM THE CONDO BOARD. THIS SHOULD ACCOMPANY THIS APPLICATION.

PLEASE DESCRIBE (USE AS MUCH SPACE AS NEEDED):

1. How the project would improve the public way:
2. Why you need a grant from the RPPG:
3. Why you are interested in doing the project:
4. Who else will be involved (PROVIDE NAMES, EMAILS, PHONE NUMBERS):

ADOPT THE PUBLIC WAY - BUDGET FORM

CASH INCOME:

Amount requested from RPPG (see note, at bottom of this form)

\$ _____

Source and amount of other income –

\$ _____

TOTAL INCOME

\$ _____

CASH EXPENSES:

*Eligible for RPPG funding
(see note at bottom of this form)*

{ Soil, soil amendments, mulch
Plant materials

\$ _____

\$ _____

Equipment rental

\$ _____

Tool purchases

\$ _____

Other site enhancements: (please specify)

\$ _____

Other expenses: (please specify)

\$ _____

TOTAL EXPENSES (should equal Total Income; if not, please explain):

\$ _____

IN - KIND GIFTS:

If you expect to receive any in-kind gifts, please indicate both item and donor for each, and a total value:

\$ _____

NOTE: RPPG'S ADOPT A PUBLIC WAY GRANT MONIES MAY ONLY BE USED FOR SOIL, SOIL AMENDMENTS, MULCH, AND PLANT MATERIALS. THEREFORE, YOUR GRANT REQUEST FROM RPPG MUST BE EQUAL TO OR LESS THAN YOUR TOTAL BUDGETED COST OF THESE ITEMS. ALL OTHER BUDGETED CASH EXPENSES MUST BE PAID FOR FROM OTHER SOURCES OF INCOME.

FEEL FREE TO ADD LINES TO THIS BUDGET IF NEEDED.

**ADOPT THE PUBLIC WAY
INTENT STATEMENT**

PLEASE SIGN EACH INTENT STATEMENT

I HAVE THE RIGHT/AUTHORITY TO GARDEN IN THE SITE LISTED ON THE APPLICATION FORM.

NOTE: IF YOU ARE GARDENING AT THE PARKWAY OR OTHER PUBLIC SPOT OF A CONDO ASSOCIATION YOU MUST HAVE WRITTEN APPROVAL FROM THE CONDO BOARD. THIS SHOULD ACCOMPANY THIS APPLICATION.

I AGREE TO INSURE THAT THE GARDEN BENEFITING FROM THE RPPG GRANT WILL BE WEDED FOR AT LEAST TWO YEARS FOLLOWING THE GRANT AWARD.

I AGREE TO INSURE THAT THE GARDEN BENEFITING FROM THE RPPG GRANT WILL BE WATERED FOR AT LEAST TWO YEARS FOLLOWING THE GRANT AWARD.