



DIG IN! COMMUNITY GARDEN GRANT

Municipal Applicants



I. ABOUT DIG IN!

The Dig In! Community Garden Grant and Assistance Program, implemented by City Green and funded by Passaic County Board of County Commissioners, aims to support the creation of vibrant community gardens, for the production and access to healthy food, neighborhood beautification and community enhancement. Through Dig In!, City Green will provide financial, technical and educational assistance to develop, build and support community gardens and neighborhood farms throughout Passaic County.

II. ELIGIBILITY:

This program supports community organizations, existing community gardens, faith-based organizations, municipal “adopt-a-lot” programs, garden clubs, youth-serving organizations, and community members looking to spearhead a public community garden project.

All projects must be:

- food-producing gardens
- located in Passaic County.
- have a minimum of three adults committed to their project.
- have a site with at least 6 - 8 hours of sunlight

Not eligible:

- Schools (Contact info@city-green.org for school garden inquiries)
- Commercial for-profit entities
- Private Residences

III. GRANT SCHEDULE:

- After reading this document in full, reach out to Carmen Rosario at crosario@city-green.org to schedule a site visit at your anticipated garden location.
- After the garden site is deemed applicable for the grant, an online grant application will be provided.
- **Applications for first-time garden grants are accepted on a rolling basis. The deadline for Spring 2024 grant delivery is November 30th, 2023. The deadline for Fall 2024 grant delivery is April 28th, 2024.**

IV. MUNICIPAL GRANT FUNDING AVAILABLE

First-Time Applicants	Funding up to \$5000 with a 50% in-kind match
Second-year	Funding of up to \$2000 with a 50% match
Third-year partnership or older	Funding up to \$1000 with 50% match

V. GRANT EVALUATION CRITERIA:

Applications will be reviewed and evaluated with special attention to the following categories: 1) Capacity for Food Production, 2) Community and Municipal Engagement, 3) Project Sustainability 4) Quality of Project Timeline



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V. REQUIREMENTS FOR GRANT REPORTING:

All grant recipients must complete a grant report by November 15th for a spring garden installation, and June 15th for late summer or fall garden installation. Gardens that procure their own materials and install their own gardens will also be required to submit a detailed budget itemizing their grant expenses. Full grant report details will be provided in the grant award package. All grantees must also host a City Green staff site-visit within the growing season following the year of the grant delivery.

VI. ABOUT THE DIG IN! GRANT PROCESS:

The Dig In! grant process begins with a site visit in which City Green staff will visit the proposed garden location, discuss the details of the Dig In! program, gain an understanding of your garden's community role and vision, and assess whether the site is suitable for a grant based on factors such as sunlight, water access, slope, etc. If there is an existing community garden, City Green will onboard the garden project into the Dig In! program and work with the garden team to see how grant funding can best support the existing project. If your project is deemed suitable for Dig In! funding, City Green will send an application requesting a grant narrative, budget and project timeline.

First-time Municipal Applicants are eligible to receive up to \$5,000 dollars in funding with a 50% match to construct their own community garden. Leading up to the garden installation, the City Green team will be available to meet with your garden committee to discuss garden plans, administration, and building community support and involvement. Community-engaged planning and thoughtful preparation of the community garden is the most important step for creating a sustainable community garden. See below for ways City Green can support your Municipal Community Garden and the responsibilities of Municipality.

Ways City Green can support a Municipal Community Garden	Responsibilities of Partnering Municipalities
<ul style="list-style-type: none"> • Provide annual grant funding through the Dig In! program • Support and advise the design of the community garden • Prepare and support installation of wooden raised beds • Provide templates for garden administration documents • Support outreach for community engagement and volunteer recruitment and leadership • Provide a 1-hour Garden 101 training and educational workshops at the community garden, including topics such as garden planning, vegetable gardening, healthy soil, natural pest management, and more • Provide ongoing technical support, a lending library of tools, web-based resources, and Dig In! email newsletters 	<ul style="list-style-type: none"> • Procure materials and labor support for site grading, fencing, water hook-up, and outdoor structures • Providing garden administration to manage volunteer recruitment, processing garden plot payments and applications, and creating garden rules and regulations. • Ongoing site maintenance: Mowing and Trimming • Provide a 50% in-kind match of Dig In! funding.

QUESTIONS?

Reach out to Carmen Rosario at crosario@city-green.org or 973-869-4086