



DIG IN! COMMUNITY GARDEN GRANT

First-Time 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 grant applications 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. GRANT FUNDING AVAILABLE

First-Time Applicants	Funding up to \$3000 with a 15% in-kind match, a new City Green garden build of up to \$3,000 value, OR Community Garden Menu Items (for new partners w. existing gardens)
Second-year	In-kind materials from the City Green Community Garden Menu of up to \$1,250 value.
Third-year partnership or older	In-kind materials from the City Green Community Garden Menu of up to \$750 value
Water Assistance Grant	Dig In! partners are eligible for up to \$3,000 in funding toward installing a water hook-up in their garden. Partners must hire an outside irrigation company to install the water hook-up and show proof of an install quote before receiving funding.

V. GRANT EVALUATION CRITERIA:

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



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V. REQUIREMENTS FOR GRANT REPORTING:

All grant recipients must complete a grant report by November 15th from 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 FIRST-TIME DIG IN! GRANT PROCESS AND MENU:

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 garden installation based on factors such as sunlight, water access, slope etc. If there is an existing community garden, City Green will orient the garden leaders to the Dig In! program and see how grant funding or in-kind materials can best support the existing project. If your project is deemed suitable for Dig In! funding, City Green will send an online application to be submitted within the deadlines outlined in the grant schedule.

First-time applicants are eligible to 1) receive up to \$3,000 dollars in funding to construct their own community garden or **2)** Have City Green help design the garden based on the garden committee's vision, and install the garden beds with the involved support of the partner garden committee. Grantees that receive monetary funding must provide a detailed budget with their application. 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. After a garden receives Dig In! grant it is eligible for annual Dig In! Community Garden Grants and technical assistance from City Green as listed below. **2nd-time and multi-year grantees** can choose to apply for in-kind materials from the City Green Garden Menu which includes items such as additional raised beds, tools, signage, perennial plants and more. The garden menu items are flexible and accommodations can be made to menu items to suit the site-specific needs of each garden. City Green procures, delivers and can support installation of garden menu items as appropriate.

VII. ADDITIONAL WAYS CITY GREEN WILL SUPPORT YOUR COMMUNITY GARDEN AFTER BECOMING A DIG IN! PARTNER

If your project receives a Dig In! Grant, City Green staff are available to support your project in the following ways:

- Provide consultation to discuss the proposed project, proposed location, and the organization of the community garden committee
- Provide a 1 hour Garden 101 training with any first-time grant
- Offer additional educational workshops at the community garden, including workshops on 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
- Provide discounts at our annual vegetable plant sale each spring, and City Green workshops.
- Coordinate community events to promote networking and knowledge-sharing across Dig In! gardens

If requested, City Green can also:

- **Provide day- of assistance with construction of the garden alongside community group**
- Lend tools from our tool lending library
- Support material procurement for garden builds
- Support garden design with community input

QUESTIONS?

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