Garden Grant

This draft is for planning purposes- No handwritten applications will be accepted!!!!

This is a request for proposals from K-12 teachers who want to create or enhance a schoolyard garden site. Through the distribution of these garden grants, the Schoolyard Ecology Exploration (SEE) program at the University of Minnesota in partnership with the United States Forest Service, division of International Programs, seeks to increase K-12 student interest and knowledge about monarchs and ecological processes through direct observation and authentic inquiry based activities conducted in their schoolyard garden. Funds for these grants are provided by the United States Forest Service – International Programs and Monarchs in the Classroom.

Recipient schools involve students in contributing data to several citizen science projects and expand their understanding of ecology through investigations. Additional funding for student contributions to citizen science are supported by NSF and the University of Minnesota’s Driven to Discover: Citizen Science Inspires Investigations project.

Request for Proposals

Funds can be used to make a new garden, or improve an existing garden. Improvement includes better use of the garden through plants, equipment and/or curriculum.

How to Apply

1. Form a team. A team is a minimum of 2 persons and a maximum of 5, at least one of whom teaches some science. The team will designate a Team Leader who must be tenured and will be the contact person for the team and the administrator of the grant money. The project team may include educators of any discipline or administrators. The team must have the support of the principal, head building engineer, and a parent or community member (see forms at end of application).

   • Criteria for judging applications include, but are not limited to: innovative integration of garden use into multiple disciplines, a clear understanding of the implications of managing a garden at a school site, a plan to involve
stakeholders in creating and maintaining the garden, a plan to involve many students in outdoor learning, and a knowledgeable garden plan for proposals.

2. Applications must be completed and submitted at the website: http://monarchlab.org/education-and-gardening/gardening-for-monarchs/garden-grants by December 15, 2017. No hand-written applications will be accepted!! For additional documentation please submit to ggrants@umn.edu

3. A complete application includes:
   ___ Signed copies of commitment forms from the principal, head building engineer, and community member.
   ___ Before photo
   ___ Labeled map of garden plants

   **The Process**

   **Important Dates:**
   a. February 15, 2018- Notification of awards will be e-mailed to team leaders. March 1, 2018- Grant recipients must submit required W9 paperwork for their organization.

   b. March-April 2018- Projects that are funded will receive a check from the University of Minnesota to the organization designated on the application & W9

   **To Receive Final Payment:**

   If your garden is funded we ask that you submit evidence of your garden project to receive the final payment of the grant (about 10% of the award). We ask that you submit this evidence by November 1, 2018. Below are the requirements of the report:

   ___ Before and after photos, preferably electronic, via email
   ___ Receipts for purchases (scanned copies are fine)
   ___ A description of the impact the schoolyard garden has had on student learning and motivation. Please be as specific as possible, using examples of how activities have affected students.
   ___ A description of 3 lessons or activities that utilize the new schoolyard garden space including the number of students involved.
   ___ Samples of student work, if available.
Schoolyard Ecology Explorations

The grant provides up to $1,000 to purchase plants, gardening equipment, curriculum, staff development and any other items that foster connections between K-12 student’s and nature. Funds cannot be used for salary or stipends. Please carefully complete all sections of the proposal including the three letters of support. Thank you for your interest!

Team Leader’s name:
Other Team Members’ name(s):
School name:
District Name and number:
School address: City: State: Zip:

Is the garden at the address above? If not what is the address of the garden? City State: Zip:

Phone number of Team Leader:
Email address of Team Leader:
Is your school publicly or privately funded?
Are you partnering with another organization? Name and address:
Do you have additional funding sources? Name and address:
Has anyone on your Team attended a workshop given by the University of Minnesota Monarch Lab/Monarchs in the Classroom? Please provide workshop name and year:

Schoolyard Site

Briefly explain why you chose the location of your potential or existing site:

What are the dimensions of your proposed or existing site?

What side of the building is the schoolyard site? Circle one or two
North South East West Courtyard

What is the amount of sun available to the site for about 10 hours of a summer day? Circle one
Full Sun Partially shaded Full Shade

How will you get water to your site?

Describe the soil on your site: e.g. wet, dry, sand, or clay:
Other special considerations for your site?

Is there a garden currently planted on your site?  *(Circle one and answer below)*  YES  NO

✓ If yes, please provide a current inventory of species at your site.

<table>
<thead>
<tr>
<th>Species</th>
<th>Quantity</th>
<th>Location</th>
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✓ If no, what is the current ground cover of your site?

How will students get to the site?

What is the accessibility of your schoolyard site to the surrounding community?

Please include a photo of your proposed site (before photo). This photo should be attached in an email to Sarah Weaver (ggrants@umn.edu).
Schoolyard Garden Plan

In the chart below please list all plant species to be planted in your schoolyard garden site. Include the numbers of each species, a brief explanation of your choice and assign a symbol to be used in your map below to identify each species. If you are not planting new plants and are only applying for funds to use your garden more effectively, please skip this section and go directly to the section called “Planning and Using your Schoolyard Garden”.

<table>
<thead>
<tr>
<th>Common name of plant</th>
<th>Total number</th>
<th>Brief explanation of plant choice</th>
<th>Map Symbol</th>
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In the space below, or on a separate piece of paper, draw a map of your schoolyard garden plan. Using the plant map symbols designated above, the map should include all plants to be planted (i.e., if you have 5 bee balm plants listed in your chart above there should be 5 bee balm symbols on the map), and their locations in the garden site. Include the shape and dimensions, roughly to scale, of your space. Add any additional features that are next to your garden, such as trees, fences, building(s), walkways, doorways, and adjacent vegetation.
Planning and Using Your Schoolyard Garden

Please place an X where you will involve different stakeholders in your schoolyard garden project.

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Planning</th>
<th>Promotion</th>
<th>Site Prep</th>
<th>Planting</th>
<th>Maintenance</th>
<th>Summer Care</th>
<th>Improvement</th>
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<td>Teachers</td>
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From the chart above describe the involvement of each stakeholder.

Teachers:

Administrators:

Students:

Parents:

Community:

Description of Schoolyard Use

Please describe some of the successes and challenges you have experienced while engaging students in outdoor investigations.

How do you expect to enhance student learning in your schoolyard garden?

In the chart below please describe three projects you plan to carry out in your new or enhanced Schoolyard garden. Include a description of the project, approximate number of
students to be impacted and how students will benefit. At least one project should be science inquiry based.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Numbers of students</th>
<th>Benefit to students</th>
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**Evaluation Plan**

Describe how you will measure your project’s success: (suggestions are; number of projects completed, number of students utilizing the garden, growth of garden, new partnerships established, etc.)
## Project Calendar

Please provide a timeline for your proposed schoolyard garden project, year 2015-2016:

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 2017</td>
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<td>October 2017</td>
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<td>November 2017</td>
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<tr>
<td>December 2017</td>
<td>15th-Applications DUE- On-line including signed commitment forms, before- photo, labeled map of planned garden</td>
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<td>January 2018</td>
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| February 2018  | 15th-Award notification  
Submit W9                                             |
| March 2018     | 1- Submit W9                                                                      |
| April 2018     | Checks cut from UMN and sent to organization                                        |
| May 2018       |                                                                                   |
| June 2018      |                                                                                   |
| July 2018      |                                                                                   |
| August 2018    |                                                                                   |
| September 2018 |                                                                                   |
| October 2018   |                                                                                   |
| November 2018  | 1st-Receipts, Pictures, and 3 student work samples (optional)                      |
| December 2018  | Final $100 checks cut                                                             |
Prepare a budget for your project. A Garden Grant provides up to $1,000 to purchase plants, gardening equipment and any other items that foster connections between K-12 students and nature. Funds can be used for materials and a limited amount for professional development. Suggestions for supporting materials are: gardening tools, signage, seeds for early indoor growth, annuals, pots, equipment for outdoor investigations, curriculum materials, and any other items to support your efforts. Please list all items and their purpose towards the success of your project.

<table>
<thead>
<tr>
<th>Plant species or equipment</th>
<th>Purpose of equipment, equipment only</th>
<th>Total number</th>
<th>Individual cost</th>
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Total cost:
Team Leader and Staff Vitae

**Please make copies and provide one page for each team member**

Your name:
School name:
Current position and duties:
How long have you been teaching in your current position?
What is the total number of years you have been teaching?

Please tell us a little about your past and present involvement in innovative teaching programs.

How do you plan to enhance your teaching using your new or improved schoolyard garden?

What is/are your role(s) in planning, planting, promoting, maintaining, and enhancing your new schoolyard garden?

Please describe your commitment to maintain and enhance your schoolyard garden during the school year and summer months.
Team Agreement form to provide garden evidence to Garden Grant staff

If your grant is funded we require the following submissions before the final 10% payment of the grant is mailed. Please read the requirements below and sign below to signify your agreement to provide us with this evidence.

FOR COMPLETION OF THE GRANT:
Turn these items in no later than November 1, 2017

Check-list

- Receipts for purchases (copies are fine)
- Before and after photos of garden site, preferably electronic via email
- A short description of the impact the schoolyard garden has had on student learning and motivation. Please be as specific as possible, using examples of how activities have affected students.
- A summary of 3 lessons or activities that utilize the new schoolyard garden space including the number of students involved.
- Samples of student work, if available.
- Any other success stories.

Any photos submitted to Monarch Lab must comply with your school district’s photo policies. The University of Minnesota Monarch Lab only uses photos for educational outreach purposes.

Your garden evidence allows us to continue the program. Thank you!

______________________________  ______________________
Signature of team leader          Date