



NEW MEXICO CENTENNIAL GARDEN PROGRAM 2012 APPLICATION GUIDELINES

The New Mexico Centennial Garden Program is an initiative of the New Mexico Centennial Foundation, working in partnership with state agencies and private partners. Thanks to the generosity of the Coca Cola Foundation, the NM Centennial Foundation is able to provide grants to support school and community garden projects in New Mexico in 2012. Grants will be available at levels of \$2,500, \$5,000 and \$10,000.

To be eligible for a Centennial Garden grant, applicants must be a 501(c)(3) nonprofit organization or nonprofit K-12 school that is developing or currently maintaining a garden project that will help communities engage with fresh fruits and vegetables. Garden projects may be at any stage of development; planning, construction or operation. In selecting grant recipients, priority will be given to both limited-resource communities and to projects that demonstrate strong collaborations and community support. Relationships with food banks or other outlets to distribute food to New Mexicans in need are a plus.

To be considered, applications must be received by 5:00pm on January 13, 2012. Applications must be complete in order to be considered and cannot be changed once submitted. Initial grantees will be announced in February 2012. Grant funds will only be disbursed after a grant agreement has been signed and returned by grantee. Once final funding decisions are made grants will be awarded by the New Mexico Centennial Foundation. Funds will be disbursed to recipients as a one-time, one-year award. Completion of an end-of-grant survey will be required for all recipients.

Eligibility and Selection Criteria

Applicants must:

- Be a nonprofit school or school district (public, private or charter, elementary, middle or secondary) or a 501(c)(3) nonprofit organization working in partnership with a school or community garden.
- Have the capacity to manage grant funds responsibly and the skills and experience necessary to undertake a garden project.

- Demonstrate that the garden project has strong participation from stakeholders, including school or community leadership and volunteers.
- Demonstrate that thoughtful consideration is being given to the technical challenges of garden construction and maintenance: soil preparation, water availability, tool storage and municipal regulations.
- Articulate a plan for integrating the garden into the life of the school/community, including plans to put the garden's produce to good use.

How to apply

Submit the application by 5:00pm, January 13, 2012. Late, incomplete or faxed applications will not be considered. In an effort to reduce the use of paper, please submit your application via email in PDF or Word format. Hard copy applications will be accepted via mail if postmarked by the December 1 deadline; please include an original and three copies.

Notification

Grant outcome notifications will begin in March 2012.

Reporting and Compliance

- Grantee holds full legal and financial responsibility for its garden project.
- Grantee must complete basic accountings and reports, to be furnished by email.

To apply you'll need:

- Tax ID number for the applicant
- PDF of the applicant's IRS Tax Exempt Letter
- Completed application
- Garden plan and site photo
- Letter(s) of authorization and support from the lead school or community entity
- Qualifications of participating garden coordinator and volunteers
- Timeline and budget

This program does not fund:

- Promotional materials such as t-shirts, banners or give-aways
- Food
- Benches or gazebos
- Grass turf and artificial turf
- Cement
- Utilities
- Water rights

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2012 APPLICATION**

Please complete the following application and return to the address below:

New Mexico Centennial

401 Paseo de Peralta

Santa Fe, NM 87501

Questions contact: Jodi Delaney (505) 984-2012 or email: contact@nmcentennial.org

CONTACT INFORMATION

First Name: _____ Last Name: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Tax id number: _____

E-mail Address: _____

GARDEN INFORMATION

Type of Garden: (please check one) Community _____ School _____

Please answer the following questions.

1. Tell us your vision for your Centennial Garden. What will it include?
(Attach a drawing/plan and a photo of the proposed site.)

2. Who will take part in its creation and maintenance? Tell us of any special credentials and/or experience of the team.

3. How will the garden be maintained over time? What is the long-term plan for annual maintenance and harvest, and who will be the primary caretaker? For schools, how will the garden be maintained during the summer months?

4. What is the source of water for your garden? Please outline the plan to distribute water efficiently and effectively.

5. Who will be in charge of tools and where are they to be stored?

6. Will your garden be used to support and enhance science education? Cultural connection? Entrepreneurship? How?

7. How will the garden support healthy lifestyles in your school or community? To whom will the produce be distributed and how?

8. Tell us about your proposed budget, and what will be needed over time to sustain the garden year after year. (Attach budget and multi-year sustainability plan.)



The Coca-Cola Foundation