

**Department of Energy and Environmental Protection (DEEP)
Urban Green & Community Garden Initiative (UGCG)**

Grant Application

Deadline: September 30, 2022



Project Title: _____

Applicant: _____

Applicant Address: _____

Name & Title of Chief Executive Officer (CEO) : _____

Email Address of CEO: _____

Co-Sponsor (non-profit org.) Name & Address: _____

Co-Sponsor CEO Name and Email Address: _____

Grant Application Preparer: _____

Preparer Mailing & Email Address _____

Preparer Phone: _____ Total Project Cost: \$_____

Matching Funds Request: \$_____ Total Project Area (acres/sq.ft.): _____

Your response to the following questions will be used to evaluate and rank your proposed project. Responses should be brief, factual and accurate. Applicants submitting project proposals that include inaccurate information, facts, statements or disclosures will be penalized by having the application withdrawn from review or having the grant surrendered should one be awarded. Please use extra sheets as necessary when submitting answers.

This application is available in alternative format upon request in fulfillment of the Department's Americans with Disabilities Act (ADA) obligations.

Should you have any questions when completing this application, first review the Frequently Asked Questions (FAQ) guide located at the end of this application.

More detailed questions can be directed to Allyson Clarke (860) 424-3774 at DEEP's Land Acquisition and Management.

How to Submit Your Application

Please return your complete application including this questionnaire along with responses, to:

Allyson Clarke, Property Agent

Allyson.clarke@ct.gov

860-424-3774

Eligibility:

To be eligible for this grant program:

- The applicant must be a Municipality, or a Municipality partnering with a non-profit organization. • The project must take place within the territorial limits of a “Distressed Municipality” or a “Targeted Investment Community” (Section 32-9p CGS),

2021 Distressed Municipalities - Ansonia, Bridgeport, Chaplin, Derby, East Hartford, East Haven, Griswold, Groton, Hartford, Meriden, Montville, New Britain, New London, Norwich, Plainfield, Putnam, Sprague, Sterling, Stratford, Torrington, Voluntown, Waterbury, West Haven, Winchester and Windham.

2021 Targeted Investment Communities - Bridgeport, Bristol, East Hartford, Groton, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Southington, Stamford, Thomaston, Waterbury, West Haven & Windham.

- The project must take place on publicly-owned land. **If a non-profit organization is a co-applicant, it must have control of the project area for a minimum of 5 years, or another term as approved by the Commissioner in advance of the application deadline.**
- The applicant must have funds available or funding sources available for 50% of the total project cost. In-kind contributions and incidental costs may count toward the match.
- The project must create, enhance or restore a Community Garden or urban green space or demonstrate support for the care and management of tree populations and health in urban settings for the purpose of improving the urban environment.
- The applicant must clearly show how the public will access and enjoy the project. If public access is not clearly shown, the project will not be evaluated or awarded a grant.
- The project cannot be for commercial activities (i.e., use of property for sale of goods or production of goods for sale that is intended to generate a profit) or intensive recreational use (i.e. turf fields, indoor recreational facilities, swimming pools). The project cannot take place on land that was acquired by eminent domain.
- The municipality must have a Plan of Conservation and Development that is less than 10 years old.

Application:

1) Project Description

Provide a description of your proposed project. The description should include the following: •

Location: Describe the project location. Where is the site and how will the community access it? What is the present condition of the site?

• **Plans:** Describe the work to be performed. What will the project accomplish? Who will

complete the work? What is the timeline for completion?

- **Management:** Explain how the site will be managed and who will manage it. If there are two applicants, what role(s) will each play in the project?
- **Site Use:** When will the public have access to the site? What types of recreation will be offered? Will public events and community gatherings be permitted? If fees will be charged, describe the fee structure and how the funds will be managed.

Supporting Material

- Map showing project location (roads, streets, compatible uses)
- Property boundary map
- Design plan
- Map showing public access and proposed and existing recreational resources.

2) Budget Narrative

Describe the total project budget and costs (all costs should align with the project description).
Costs should be broken down to show source of funding (i.e. grant and match funds).

3) Funding Mechanism

This is a matching grant program that covers 50% of the total project cost. Provide documentation showing the source of matching funds including cash on hand to complete the project. Will other grant funds be applied for? All funding sources should be disclosed. This grant program accepts in-kind contributions (e.g., staff/volunteer time and donated materials).

Supporting Material

- Budget showing total project cost, matching funds, and grant funds requested
- Resolution authorizing applicant and co-applicant to enter into an agreement and authorizing the expenditure of funds
- Budget line item where funds are held or committed, if applicable
- Proof of available stewardship funding or viability of non-profit co-applicant, if applicable

4) Existing Ownership

The ownership of this site is to be held in fee by a municipality. The property must be free from any liens, claims, encumbrances or easements that would prevent the land from being used for a community garden or passive recreation area. If a non-profit organization is a co-applicant, it must have a land use agreement for a minimum of five years demonstrating management of the project area.

Supporting Material

- Copy of current deed
- Copy of 5 year land use agreement between the non-profit and the municipality, demonstrating management of the project area.

5) Accessibility for people with disabilities is a civil right defined, for these purposes, as equal opportunity for the use and enjoyment of community garden and restoration projects. Such consideration is relevant to elements such as parking, gates, garden beds, and pathways. Define how accessibility is to be integrated into the design of the project.

6) Community Need

Explain why a community garden, passive recreation or urban forestry would be a welcome

addition to the community. What other recreational opportunities are available within close proximity? What major population center(s) and neighborhood(s), are within the service area for the project? What is the population density of the subject municipality and specific census tract?

7) Plan of Conservation and Development

Is this project consistent with the State and Municipal Plan of Conservation and Development? Is the Municipal Plan of Conservation and Development less than 10 years old? Yes No (See eligibility)

Supporting Material

- Municipal Plan of Conservation & Development and/or Recreation Plan (Do not attach the entire plan or whole chapters of the plan. Only provide relevant excerpts)
- Regional Conservation Plan (Do not attach the entire plan or whole chapters of the plan. Only provide relevant excerpts)
- Other Municipal or Community Plans

8) Local Support

Explain what support this project has received and how the public has been involved in the planning and design process. How and when was the decision to undertake this project made? What kind of interest have community members expressed about the project? Has the community been involved with the design?

Supporting Material

- Municipal Support Letters (planning, inland wetland, conservation, open space)
- Regional Planning Agency Support Letters (RPA or COG corporate/executive board)
- Community Organization Support Letters

9) Operation, Maintenance and Stewardship Capabilities

Provide evidence of the applicant's or co-applicant's capability to operate and maintain the project. Who will manage the project and what is their management level and experience? Will the maintenance of this facility be a cooperative effort between the municipality, land conservation organization(s) or local community groups?

Supporting Material

- A draft plan for the operation, maintenance, and/or stewardship of the project

10) Past Grant Compliance

Has the applicant received a UGCG grant in the past? If so, provide a brief update on the project(s). How has the site been maintained? How has the public reacted to the project(s)? If site(s) is/are no longer active, please explain.

Supporting Material

- Three photographs of each UGCG funded project in their current state (JPEG)
- A photograph of the permanent sign or plaque recognizing DEEP funding for each funded project (JPEG)