



**Application Form for
DEEP Urban Green & Community Garden Grant Program**

**Application Submission Deadline:
December 2, 2024**

Please complete this form and include it in an application package with supporting materials for submission to DEEP. Directions for submitting your complete application package are found at Section XI at the end of this Form.

Your application package will be used to evaluate and score the proposed project for grant funding. Responses to the items on this form should be brief, factual, accurate, and relate directly to the grant program eligibility and statutory requirements, standards, and criteria. Project proposals that do not meet program eligibility, or applications which are found insufficient due to missing and/or inaccurate information, will not be evaluated and may be rejected by DEEP from further review or penalized by requiring any funding surrendered should a grant be awarded.

Section I. APPLICANT & PROJECT INFORMATION

Project Name:			
Project Total Cost:	\$	Grant Funding Amount Requested:	\$
Project Town:			
Project Address:			
Municipal CEO Name (if applicable):		Title:	
Non-profit Organization President Name (if applicable):			
Application Preparer Name:		Title:	
Contact Email:		Contact Phone:	

Section II. ELIGIBILITY

1. Project will take place within a Distressed Municipality (§32-9p) or Targeted Investment Community (§32-70 et seq.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Project will take place within an Environmental Justice Community (§ 22a-20a).	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Project will take place on land acquired by eminent domain. <i>If "yes," the project will not be evaluated for award.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Project will take place on land owned by a Municipality.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Project will take place on land owned by a Non-profit Organization Registered with the Connecticut Secretary of the State.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Applicant is a Municipality with a Municipal Plan of Conservation & Development that is less than 10 years old	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Applicant is a Non-profit Organization Registered with the Connecticut Secretary of the State. <i>If “yes,” be sure to include as part of application the REQUIRED SUPPORTING MATERIALS listed below.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Applicant is a Municipality working with a Non-profit “Co-Sponsor” who will manage a project on Municipal owned land. <i>If “yes,” be sure to include as part of application the REQUIRED SUPPORTING MATERIALS listed below.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Applicant has funding or expense sources available to meet required 50% match share of total project cost.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Project will create, enhance, or restore a community green space in an Environmental Justice Community, Targeted Investment Community or Distressed Municipality.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Project will be open and accessible to the public. <i>If public access is not clearly shown, the project will not be evaluated for an award.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Grant award expenses will not be for intensive recreational and/or commercial uses <i>(i.e., athletic turf fields, indoor facility, washing facility, splash pad, swimming pool, dog park, playground, etc.).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Required Supporting Materials For Non-Profit Organizations:

<input type="checkbox"/> Attachment A	Current IRS 501(c)(3) Determination Letter as evidence the Non-profit Organization is a duly authorized 501(c)(3).
	Copy of Certificate of Legal Existence from the Secretary of State evidencing the Non-profit is registered with the Secretary of the State’s Office.
<input type="checkbox"/> Attachment B	Copy of Charitable Solicitation Registration with the Department of Consumer Protection as evidence the Non-profit Organization is verified as active.
<input type="checkbox"/> Attachment C	For projects to be managed by a Non-profit Organization at Municipal owned land: Copy of Letter of Approval signed by Municipal CEO or governing legislative body supporting the Co-sponsored project.
<input type="checkbox"/> Attachment D	For projects to be managed by a Non-profit Organization at Municipal-owned land: Copy of project management agreement drafted or fully signed by the Municipal CEO.

Section III. PROJECT DESCRIPTION

Considering the eligibility requirements, standards, and criteria outlined in Section II, please prepare a description of the project proposal, including responses to the following:

1. Site Location & Environmental Justice Communities	Describe where the site is and how the community will locate and access it. If the site is within an Environmental Justice Community (§ 22a-20a) that is <u>not</u> also within a Distressed Municipality or Targeted Investment Community, please provide a screenshot of
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	<p>the site's location as shown on DEEP's Environmental Justice Communities Map. Steps for saving a screenshot are as follows:</p> <ol style="list-style-type: none"> (1) Go to DEEP's Environmental Justice Communities Map. (2) Type property address into the top-left search box. Press "enter" to zoom to address. (3) Right-click on screen. (4) Select "Print..." (5) Save screenshot as Adobe PDF to your computer.
2. Site Use & Public Access	Describe what types of activities will be offered at the site and by the project, how it will be opened to the general public, and if public events and community gatherings will be permitted. If fees will be charged, you must describe the fee structure and how funds will be managed.
3. Plan Design & Construction	<p>Describe:</p> <ul style="list-style-type: none"> - How the site is presently used, existing physical conditions, and the proposed new work to be performed. - Whether a landscape architect, design engineer, or other professional consultant is being engaged to help plan the project. - Who will perform the work (e.g., Municipal Department of Public Works, Parks & Rec Department, Commission, or volunteers). - Whether there is an identified co-sponsor that will act as project manager and describe their exact role. - Where the DEEP funding acknowledge signage will be placed and how the site will be advertised as open to the public.
4. ADA Accessibility	Describe how ADA and other disability-related standards and codes will be integrated into the design, physical landscape and structural components of the project (i.e. parking, gates, viewing platforms, trails, etc.):
5. Timeframe for Completion	Describe how the proposal will be completed within 5 years.

Required Supporting Materials:

<input type="checkbox"/> Attachment E	General Location Map
<input type="checkbox"/> Attachment F	PDF Screenshot of Site Location as Shown on DEEP's Environmental Justice Communities Map (if applicable)
<input type="checkbox"/> Attachment G	Property Boundary Survey (if available)
<input type="checkbox"/> Attachment H	Site Existing <u>AND</u> Proposed Conditions Plan Set
<input type="checkbox"/> Attachment I	General Public Access Map

Section IV. COMMUNITY NEED & LETTERS OF SUPPORT

Applicants must demonstrate through letters of support from community organizations, municipal boards and departments, and regional governmental planning councils that they performed local public outreach and received meaningful community input on proposed project need and design. Describe the local and public interest expressed for the project and how the public and local community organizations have been involved in the planning and design processes. Describe what the project will accomplish and how it benefits the community, including why a public community garden or passive recreational green space would be a welcomed addition to the area:

- What other recreational opportunities are available within proximity?
- What major population center(s) and neighborhood(s) are within the project service area?
- What is the municipality population density and census tract?

Explain whether the project has municipal board and commission support (e.g., Board of Selectmen or Town Council, Board of Education, Department of Planning & Zoning, Department of Public Works, Department of Parks/Recreation, Agriculture Commission, Conservation/Open Space Commission, Inland Wetlands/Watercourses Agency), including how and when the decision to undertake the project was made.

Required Supporting Materials:

<input type="checkbox"/> Attachment J	Municipal Support Letters <i>(e.g., Board of Selectmen or Town Council, Board of Education, Department of Planning & Zoning, Department of Public Works, Department of Parks/Recreation, Agriculture Commission, Conservation/Open Space Commission, Inland Wetlands/Watercourses Agency)</i>
<input type="checkbox"/> Attachment K	Regional Council of Government (RCOG) or Planning Agency (RPA) Support Letters
<input type="checkbox"/> Attachment L	Community Organization Support Letters

Section V. OPERATION, MAINTENANCE, & STEWARDSHIP CAPABILITY

Describe how the project work will be managed and how the project area will be stewarded and maintained going forward. If there is an identified co-sponsor project manager describe the organization’s role and the experience and positions of the personnel to be involved.

Required Supporting Materials:

<input type="checkbox"/> Attachment M	Complete copy of active (not expired) project management agreement signed by the Municipality and its Co-Sponsor (if applicable)
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Section VI. FUNDING MECHANISMS & BUDGET NARRATIVE

This is a matching grant program covering 50% of the total project cost. This program accepts in-kind contributions (e.g., staff/volunteer time and donated materials). Describe the necessary expenditures to be incurred by the proposal, how much funding is being requested from DEEP, and how the required 50% match will be met, including responses to the following:

1. Total Project Cost	- Provide the total project cost and explain expenditures to be incurred towards completing the proposal.
2. Matching Sources	- Document the source of matching funds to complete the project. - Disclose all other private, State, and/or Federal Government funding sources including other grants you are applying for.
3. Budget Table	Clearly show total cost and line-item units and unit costs, DEEP grant funding being requested, and sources of 50 percent match. In developing a table, please refer to Frequently Asked Questions for eligible expenses which may be reimbursed by DEEP under this program.

Required Supporting Materials:

<input type="checkbox"/> Attachment N	Budget Table
<input type="checkbox"/> Attachment O	For Municipal Applicants: Municipal Resolution Certified by Town or City Clerk stating municipal authorization for expenditure of funds and that the municipal CEO may enter into a grant contract agreement with DEEP. Resolutions should include incumbency statement identifying the municipal CEO signatory’s duration of service.
<input type="checkbox"/> Attachment P	For Non-profit Organization Applicants: Corporate Resolution certified by Corporate Secretary or keeper of the records indicating that the President of the Non-profit Organization can sign and enter into grant documents.

Section VII. SITE OWNERSHIP

Provide deed verification that the site at which the project will take place is owned in fee title by a Municipality or Non-profit Organization and is free from liens or encumbrances which would prohibit public access or prevent its use as a community garden or passive recreational green space.

If the site where the project would take place prohibits public access, then the project will not be evaluated for a grant award.

Required Supporting Materials:

<input type="checkbox"/> Attachment Q	Complete Copy of Property Deed
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Section VIII. CONSISTENCY WITH PLANS OF RECREATION, CONSERVATION & DEVELOPMENT

Citing sections or chapters of such plans, briefly explain how the project proposal is consistent with the municipality’s adopted Plan of Conservation and Development and/or public recreational plans, any applicable Regional plans of recreation, conservation and development, or other relevant State resource Plans.

Required Supporting Materials:

<input type="checkbox"/> Attachment R	Excerpts from Local Plan of Conservation & Development which is Less than 10 Years Old
<input type="checkbox"/> Attachment S	Excerpts from Regional Plans of recreation, conservation and development which are less than 10 years old and/or other relevant State plans

Section X. PAST GRANT COMPLIANCE

1. Has the applicant received any UGCG grant awards in the past?

- Yes No

If “yes,” please provide the following information for each past awarded project:

- (a) UGCG Grant Number;
- (b) Project Name;
- (c) Whether the project was completed within the 5-year grant contract active period;
- (d) Grant award balance remaining (if any);
- (e) Status update, including whether the site is no longer being operated or maintained for the original project purpose(s).
- (f) If the project site is no longer being used, please explain why.

Additionally, please provide proof of submission of a State Single Audit or Exemption Form (whichever is appropriate) for the preceding 3 years.

Required Supporting Materials:

<input type="checkbox"/> Attachment T	Three (3) color, clearly-lit photographs in JPEG format of each past UGCG awarded project sites in their existing current state of condition.
<input type="checkbox"/> Attachment U	One (1) color, clearly-lit photograph of the required sign or plaque recognizing State funding at each past UGCG awarded project sites in its existing current state of condition.
<input type="checkbox"/> Attachment V	Proof of submission of State Single Audit or Exemption Form for preceding 3 years

Section XI. DIRECTIONS FOR SUBMITTING AN APPLICATION

Submit via email to Jamie.Sydoriak@ct.gov the complete application package consisting of:

- This Application Form; and
- Compiled responses to Sections III through X of this Application Form; and
- All required supporting material Attachments A through V.