



OFFICE OF THE COMMISSIONER
LAND ACQUISITION & MANAGEMENT UNIT

Application Form: DEEP Urban Green & Community Garden Grant Program
Due: Friday, December 4, 2026

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. Narrative responses should be on a separate document and clearly indicate the application section being addressed. 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 awarded funding surrendered.

Section I. APPLICANT & PROJECT INFORMATION

Project Name:	Click or tap here to enter text.		
Project Total Cost:	\$ Click or tap here to enter text.	Grant Funding Amount Requested:	\$ Click or tap here to enter text.
Project Town:	Click or tap here to enter text.		
Project Address(es):	Click or tap here to enter text.		

Applicant Name:	Click or tap here to enter text.		
Applicant Address:	Click or tap here to enter text.	Applicant FEIN #:	Click or tap here to enter text.
Municipal CEO Name (Municipal Applicants):	Click or tap here to enter text.	Title:	Click or tap here to enter text.
Organization Head or Signatory Authority (Nonprofit Applicants):	Click or tap here to enter text.	Title:	Click or tap here to enter text.
Application Preparer Name:	Click or tap here to enter text.	Title:	Click or tap here to enter text.
Contact Email:	Click or tap here to enter text.	Contact Phone:	Click or tap here to enter text.

Section II. ELIGIBILITY

1. Project will take place in a Distressed Municipality (§32-9p) Targeted Investment Community (§32-70), within or adjacent to a Environmental Justice Community census block (§ 22-20a).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Project will take place on land acquired by eminent domain. <i>If “yes”, the application will not be evaluated for award.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Project will take place on land owned by a Municipality.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. 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
5. Applicant is a municipality with a Plan of Conservation & Development less than 10 years old or has been granted a waiver by the Office of Policy and Management. <i>If “no”, the application will not be evaluated for award per Public Act 24-132.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. 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
7. 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
8. 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
9. 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
10. 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
11. Grant funding will not be for intensive recreational and/or commercial uses. (i.e., athletic turf fields, indoor facility, washing facility, splash pad, swimming pool, dog park, playground, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Grant award expenses will not be used for administrative, carrying, and non-programmatic costs. (i.e., salaries, organizational liability insurance, etc.).	<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).
<input type="checkbox"/> Attachment B	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 C	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 D	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 E	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, prepare a description of the project proposal, including responses to the following:

1. Site Location, Use, & Environmental Justice Communities	Describe the location of the site and its current, and historical – if known - uses. If the site is within or adjacent to an Environmental Justice Community (§ 22a-20a) that is <u>not</u> also within a Distressed Municipality or Targeted Investment Community, provide a screenshot of the site’s location as shown on DEEP’s Environmental Justice Communities Map . Steps for saving a screenshot are as follows: <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	Describe: <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 F	General Location Map
<input type="checkbox"/> Attachment G	Screenshot of Site Location as Shown on DEEP’s Environmental Justice Communities Map (if applicable)
<input type="checkbox"/> Attachment H	Property Boundary Survey (if available)
<input type="checkbox"/> Attachment I	Site Existing <u>AND</u> Proposed Conditions Plan Set
<input type="checkbox"/> Attachment J	General Public Access Map (Access points, parking areas, etc.)

Section IV. 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 K	Complete Copy of Property Deed
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Section V: Brownfields

Per [C.G.S. Section 32-760](#), “Brownfield” means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse or expansion of the property.

The Urban Green & Community Garden Grant Program supports the creation or expansion of community greenspaces on remediated or nearly remediated brownfield sites. Eligibility is restricted to sites where remediation is complete or will be completed in a reasonable amount of time after submission of this grant application. Projects must meet the eligibility criteria noted in Section II. Sites subject to Environmental Use Restrictions incompatible with a publicly accessible greenspace will not be considered for funding.

1. Project area overlaps with an existing or previously identified brownfield site. <i>If “No” skip to Section VI.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Project area is fully remediated <i>If “No”, when are remedial activities expected to be complete?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Completion Date: Click or tap here to enter text.

Applicants proposing a project on a former or existing brownfield site must submit documentation that evidences, to the satisfaction of DEEP staff, that remediation is complete or will be completed by the date indicated above.

Required Supporting Materials if a brownfield project:

<input type="checkbox"/> Attachment L	Narrative describing prior assessment and remedial activities and any use restrictions on the site.
<input type="checkbox"/> Attachment M	Final Verification Form, No Audit Letter, or other documentation supporting the indicated status of remedial activity.

Section VI. COMMUNITY NEED & LETTERS OF SUPPORT

Applicants must demonstrate through letters of support that they performed local public outreach and received meaningful community input on proposed project need and design. Letters of support may come from community organizations, municipal boards and departments, state legislators, and Regional Councils of Government. 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 municipal 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.

Supporting Materials:

Letters of support should be formal letters on the authoring entity's letterhead (where applicable). They should address their specific support for the applicant and the project named in the UGCG application.

Letters from at least two of the following three categories must be provided:

<input type="checkbox"/> Attachment N	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 O	Regional Council of Government (RCOG) or Planning Agency (RPA) Support Letters
<input type="checkbox"/> Attachment P	Community Organization Support Letters

Section VII. 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 Q	Complete copy of a project management agreement, or other documentation signed by the Municipality and its Co-Sponsor (if applicable)
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Section VIII. 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 R	Budget Table
<input type="checkbox"/> Attachment S	<u>For Municipal Applicants:</u> 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 T	<u>For Non-profit Organization Applicants:</u> 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.

**** APPLICANTS BE AWARE: Reimbursable project costs cannot be incurred prior to a fully executed contract agreement between the applicant and CT DEEP. Costs incurred before contract completion can be eligible (with the approval of DEEP program Staff) as Matching Sources but will not be reimbursed by the UGCG grant award.****

Section IX. 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:

Excerpts to satisfy Attachment U and V are required.

<input type="checkbox"/> Attachment U	Excerpts from Local Plan of Conservation & Development which is Less than 10 Years Old
<input type="checkbox"/> Attachment V	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.

If previous UGCG grants are not fully compliant, provide a narrative explanation for why, as well as a detailed timeline for the applicant to regain compliant status.

Additionally, applicants must 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 W	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 X	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 Y	Proof of submission of State Single Audit or Exemption Form for preceding 3 years

Section XI. Submission of Application

Submit via email to Cameron.Clegg@ct.gov the complete application package consisting of:

- This Application Form; and
- A separate document containing compiled responses to Sections III through X of this Application Form; and
- All required supporting material Attachments A through Y, with attachments clearly indicated in the document name.
- Please submit this application, the compiled responses, and all attachments as separate, clearly labeled documents for ease of review.
 - Document name format: *Applicant Name*_UGCG 2026_*Document Name*
 - Send across multiple emails as necessary, or
 - Email a link and access to a data sharing site (OneDrive, Sharepoint, Dropbox, etc.)