**PARK FOREST COMMUNITY GARDEN GRANT PROGRAM**

The Village of Park Forest encourages the establishment of Community Gardens on public and private land including at schools, workplaces and houses of worship. If you are creating a new community garden or seeking to add to an existing garden, you may be eligible to receive a grant of **$100** through the Park Forest Community Garden Grant Program. Community garden groups usingVillage-owned vacant lotsare also eligible to apply.

Eligible projects include:

* the installation of a new community garden,
* planting native plants at the garden,
* adding features that promote sustainable gardening practices including composting and water harvesting systems,
* and supporting educational programs.

The maximum of 20 grants will be awarded in the 2020 growing season.

**APPLICATION**

Name/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garden Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your garden a new or existing garden? How will/does the garden benefit the community?

**For Organizations:**

Do you serve and/or engage low-income community members? Yes No

If so, how?

On a separate sheet, please list the items, with their estimated cost, you are hoping to purchase with this grant. Examples of eligible items include seeds, soil, mulch, materials for planting beds or shade structures, and rain barrels. Other eligible expenses include those necessary for garden-based educational programs or community outreach such as canning supplies, materials for a community garden sign, or art in the garden. Reimbursements will **NOT** be made for gardening tools.

In order to receive a Community Garden Grant, every Garden Group must have a Designated Liaison to the Village of Park Forest. The Liaison must read and agree to the following:

* I understand that the Community Garden Grant is to be used only for purchases directly related to the community garden.
* Requests should be submitted only by the Designated Liaison for the Community Garden. Reimbursement checks will be made out to the Liaison, who will be responsible for disbursing funds to Garden Group members as appropriate.
* In order to receive reimbursement, the Designated Liaison must provide the Village with an [IRS Form 1099](https://www.irs.gov/pub/irs-pdf/f1099msc.pdf).
* All requests for reimbursement must be accompanied by receipts. Receipts must be dated after March 15th and submitted before November 1st of the gardening year.
* A maximum of two (2) requests for reimbursement can be submitted by each Garden Group per year, with a total yearly reimbursement not exceeding the maximum amount of $100.
* **Survey:** To assist the Village in measuring the impact of the Community Garden Program, I agree to fill out the survey that will be sent out at the end of the growing season.

Signature of Garden Group Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to:

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