

NYS Department of Agriculture & Markets

Community Garden Organization Capacity Building Grant Program

QUESTIONS AND ANSWERS

Q1. What cities are eligible and how were they chosen?

A1. Gardens must be located in one of the following incorporated cities which have population of **45,000** or more: Albany, Binghamton, Buffalo, Mount Vernon, New Rochelle, New York, Niagara Falls, Rochester, Schenectady, Syracuse, Troy, Utica, Yonkers, and White Plains.

Q2. Why was the threshold 45,000 in population used?

A2. This program was developed to support existing community gardens in urban areas where much of the population has limited access to safe land for gardening purposes. The great majority of New York's community gardens are concentrated in cities with 45,000 or more. This is a pilot program with limited funding. The State intends to grow the program and in doing so expand the population threshold for location eligibility criteria.

Q3. Are government entities eligible to apply for grants?

A3. No, municipalities and other government entities are not eligible to apply. Municipalities are eligible to act as a fiscal agent for an eligible Community Garden that meets the eligibility requirements as defined in the RFA.

Q4. Can a school garden apply for funding?

A4. An eligible community garden must meet the following criteria:

- A 501 (c) (3) not-for-profit corporation or must be sponsored by a 501 (c) (3) not-for-profit corporation (see other eligibility requirements in the RFA) or municipality to act as a fiscal agent to administer the grant funding.
- For the purpose of this grant program a "community garden organization" is defined as an organization that manages a community garden on public or private lands upon which citizens of New York State have the opportunity to garden on lands which they do not individually own.
- Applicant must be an existing community garden organization or multiple garden organizations working in partnership as a coalition.
- Garden organizations or garden coalitions must have at least 10 members.
- Gardens must be member operated.

Q5. All questions regarding workers' compensation:

A5. Please refer to the Workers' Compensation and Disability Insurance Requirements posted on the Department's website, www.agmkt.state.ny.us under the heading of this RFA or visit the New York State Workers' Compensation Board website, www.wcb.stat.nys.us for more information. You may contact the Board's Bureau of Compliance with any questions related to workers' compensation or disability insurance at (866) 298-7830.

Q6. Can one 501 (c) (3) organization serve as the fiscal sponsor for more than one grant applicant/recipient?

A6. Yes. An eligible fiscal agent may act as a fiscal agent for more than one eligible applicant. Please refer to the RFA for applicant and fiscal agent eligibility requirements.

Q7. Can a fiscal agent submit more than 1 grant application?

A7. A fiscal agent is not the applicant. An eligible community garden is the applicant for the funding. An eligible fiscal agent can act as a fiscal agent for more than one eligible community garden. The application must be submitted by the eligible community garden.

Q8. Is a New York State agency eligible to apply for funding?

A8. No. Only eligible community gardens as defined in the RFA are eligible to apply for funding.

Q9. Can grant funds be used to start a new community garden?

A9. No. Applicants must be an existing community garden organization or multiple garden organizations working in partnership as a coalition.

Q10. Does the grant cover "overhead" costs (i.e. pens, paper for fliers re the specific workshops, calls re outreach) that would be necessary to plan and implement a workshop?

A10. Grant funds may be used for expenses directly related to an eligible project. If pens and paper for fliers advertising a specific eligible activity and telephone charges directly related to a specific eligible activity can be documented as necessary to complete the eligible project, yes, those cost may be paid for using grant funds.

Q11. Can grant funds be used to purchase supplies related to an eligible project (i.e. a seed starting workshop with an interactive component would require seed trays, soil and seeds for attendants, and a canning workshop would require canning equipment, for a demonstration, etc...)?

A11. Grant funds may be used to purchase consumable supplies and materials for an eligible project. Seed trays, soil and seeds needed for a workshop attendant to complete the workshop would be considered consumable and are therefore eligible to be paid for using grant funds. Canning equipment, regardless of the activity would not be considered a consumable supply and are therefore not eligible to be paid for using grant funds. Consumable supplies necessary to demonstrate canning (i.e. fruits, vegetable, spices etc) would be considered consumable and are therefore eligible to be paid for using grant funds.

Q12. Please clarify the difference between "deliverables" (question #2 of Application) & outcomes (question #3 of Application).

A12. The **deliverable** is the tangible activity and the **outcome** is how the activity contributes to increasing a garden's capacity to sustain itself and become a greater asset to the community.

Here is an example:

Deliverable: After school youth gardening program

Outcome: Increased participation in the community garden of teens ages (x to y).

Q13. Is this a "reimbursement" grant or do the recipients receive a check to cover expenses before they are incurred?

A13. The grant funds are "reimbursement" but, approved grantees will be eligible to apply for 15% advance, which will be deducted from subsequent vouchers until the amount of the advance is documented as spent.