

**Ontario Horticultural Association
Community Garden Grant Application Form**



The Ontario Horticultural Association (OHA) encourages its OHA Affiliated Societies/Clubs, in good standing, to create or contribute to community gardens whether urban or rural. The OHA will award a grant of up to $500 each to up to three (3) eligible Societies/Clubs to assist with the funding of a new community garden or the upgrading of an existing community garden.

**WHAT IS A COMMUNTY GARDEN?**

For the purposes of this grant, a community garden is defined as a plot of land, either publicly or privately owned, that is used primarily to grow food for gardeners and/or the surrounding community. Either the whole space is communal or each member maintains a plot. Members may or may not pay a fee, but the garden must have a communal aspect such as shared maintenance, donations of produce to a local charity, or social activities.

**WHO CAN APPLY?**

A Society/Club, in good standing, applying for this grant should play a specific role in the creation or maintenance of the community garden involved either acting as the lead organization or as a member of a collaborative of partnering organizations.

The community garden must be:

• Accessible to the wider community

• Involve broad community participation

• Primarily focused on local food production

**Societies receiving this grant may not apply again for 3 full years**

**WHAT CAN BE FUNDED?**

• Tools, materials, and equipment that are directly used in the completion of the project (raised beds, accessible planters, etc.)

• Site development costs and services

• Facilities and structures (washroom, composting area, water harvesting area, shade structure) that support the gardening activities of the members

**WHAT CANNOT BE FUNDED?**

• Operating or administration expenses associated with the development, implementation, and completion of the project such as staff salaries, computer equipment, refreshments, travel costs, etc.

• Flower-only garden projects (See Special Project/Environmental Grant), seeds or transplants, trees (see Tree Grant)

• Garden accessories or signage

• Marketing materials

**OVERALL CRITERIA FOR START-UP OR EXISTING COMMUNITY GARDENS**

• Be non-profit

• Written permission of landowner to use the site

• Demonstrated garden plan which includes descriptions of how the garden will be developed/upgraded, how the garden will operate, and how the garden will be maintained

• Garden plan should identify the role of the Horticultural Society/Club applying for the grant and a list of other community organizations that are involved in the garden

• Certificate of liability insurance

• Garden budget

**TO APPLY
Applications must be submitted to and received by the OHA Awards Coordinator on or before February 28th.**

**REPORTING REQUIREMENTS**

Successful Community Garden Grant recipients must submit a completed reporting form including itemized original receipts and photos of the completed project which must be received by the Awards Coordinator on or before December 31st of the next year. For example, a grant awarded in 2024 must have its completed report with receipts and photos submitted to and received by the Awards Coordinator by December 31st of 2025. Otherwise the OHA will assume that the Community Garden Grant has not been completed and the grant funding will be cancelled.

**NO funds will be released without itemized receipts.**

**NOTE: The Community Garden Grant Reporting Form must be returned with your original receipts.**

**COMMUNITY GARDEN GRANT APPLICATION FORM - PLEASE PRINT**

|  |  |
| --- | --- |
| **PART A** – To be completed by the Society/ClubName of Society/Club: | District #: |
| Full Address: Email: |
| President:  | Phone: |
| Description of Proposed Project:  |
|  |
|  |
|  |
|  |
|  |
| **INCLUDE with your application:** landowner’s permission for site 🞏 certificate of liability insurance 🞏 photos 🞏 budget 🞏 garden plan 🞏 list of partners 🞏 |
| Estimated cost: $ | Amount Requested: $ |
| President’s signature: | Date: |

**Forward form to OHA Awards Coordinator on or before and received by February 28th of the current year**

|  |
| --- |
| **PART B** – To be completed by OHA Awards CoordinatorComments |
|  |
|  |
|  |
| Project Approved: | Amount: | Date: |

**Forward form to OHA Treasurer**

|  |
| --- |
| **PART C** – To be completed by the OHA TreasurerAmount of Final Payment: $ |
| Payment Approved by: | Date: |

**NOTE: Submissions are limited to 10 pages including application form**

**Applications should be sent to and received by the Awards Coordinator on or before February 28th.**

**Sharlene Desjardins, Awards Coordinator,**

**Ontario Horticultural Association,**

**P.O Box 2123, Deep River, ON K0J 1P0,
Email:** **awards@gardenontario.org** **Phone: 613-584-1748**