



GROWBOSTON OUTREACH AND COMMUNITY-BUILDING EVENTS GRANT APPLICATION 2023

About GrowBoston

GrowBoston is the City of Boston's Office of Urban Agriculture, a division of the Mayor's Office of Housing (MOH).

MOH has been supporting the development of community gardens, urban farms, food forests, and other open spaces for more than 25 years through the Grassroots Program, which is now part of GrowBoston. GrowBoston works to increase community gardens, urban farms, and other food-growing spaces throughout Boston; develop and implement innovative food production strategies; provide technical assistance to prospective and existing gardens and farms; develop resources for gardeners, farmers, and other residents; and coordinate with other City departments associated with food production in Boston.

For more information, please visit our website:

<https://www.boston.gov/departments/growboston>

Outreach & Community-Building Grant 2023

GrowBoston is offering a total of \$50,000 for nonprofit organizations to support outreach and community-building events related to urban agriculture. These grants are being made available from City of Boston Operating Funds. These events must be open to the public and focused on engaging Boston residents in gardening, farming, food forest stewardship, beekeeping, henkeeping, consumption of locally-produced food, or other aspects of urban food production. Events should be planned for spring or summer 2023.

Examples may include, but are not limited to garden-opening events, farm or food forest "open houses", and farmers market opening days, as long as Boston-based food production, or urban agriculture more broadly, is a focus of the event. They may include educational components, but such activities are not required. The purpose of this grant program is to more deeply engage Boston residents in our existing urban agricultural resources, or in urban agriculture activities more broadly. Fundraising events are not eligible. Please see below for more about allowed uses of funding.

Organizations may apply for a maximum of **\$5,000 per event**. Event locations must be in the city of Boston. A single organization may apply for funds for more than one event. However, the **maximum grant amount for a single organization will be \$9,999**. Recipients

must be a registered 501(c)(3) non-profit or a community-based organization partnering with a fiscal sponsor that is a registered 501(c)(3) nonprofit. No grants can be awarded to individuals or for-profit businesses. Grants will be paid in one lump sum in advance, and a signed grant application will serve as a grant agreement.

Application Timeline

Applications will be reviewed and grants processed on a rolling first-come first-serve basis. **The final deadline to apply for funding for spring and summer 2023 events will be June 2, 2023 at 4:00pm.**

Allowed Uses of Funding

- This grant is for the purchase of event supplies, food, non-alcoholic beverages, entertainment, outreach materials, etc. Up to 10% of the grant budget can be used for indirect/administrative costs or a fiscal sponsorship fee.
- The following expenses are not allowed using City of Boston operating budget grant funds: gift cards, rent, utilities, alcoholic beverages, fundraising or lobbying activities, and/or salaries of staff not involved with directly delivering the program.

Selection Criteria

Grantees will be selected based on eligibility of proposed costs, availability of funds, and distribution of events across neighborhoods and priority audiences.

Application Contents

The following components must be included in each application:

- Organizational background
 - This section will ask you to enter information on your organization (or your fiscal sponsor) including proof of non-profit status and City of Boston Supplier ID.
- Description of event including goals, target audience, urban agriculture focus, and programming planned
- Description of public benefit and program beneficiaries
 - How will the proposed spending serve the public good
 - Who will benefit from the use of the grant funds
- Budget narrative
 - A description of how you plan to spend the grant funds

Reporting Requirements

- Grantees will be required to document their spending, including a list of supplies purchased and other expenses, as well as accompanying invoices and receipts. Such documentation must be received within 60 days following the event.

GrowBoston reserves the right to make additional funds available and/or extend the application deadline if funds are available.

Please fill out [this form](#) to apply for this grant. Contact Shani Fletcher, Director of GrowBoston, at shani.fletcher@boston.gov or 617-635-0466, with any questions about this application and grant opportunity.