



GROWBOSTON EDUCATION FUND GRANT APPLICATION 2024

About GrowBoston

GrowBoston is the City of Boston's Office of Urban Agriculture, and part 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 the new 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:

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

Education Grant 2024

GrowBoston is offering a total of \$100,000 to fund educational programming about urban agriculture including farming, gardening, permaculture, food forests, beekeeping, etc. Funded programming should be completed by fall 2024. These grants are being made available from City of Boston Operating Funds. The purpose of this grant program is to invest in Boston residents' urban agriculture knowledge.

Organizations may apply for a maximum of \$30,000 per application. 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 under \$10,000 will be paid in one lump sum upon grant award, and a signed grant application will serve as a grant agreement. Grants between \$10,000 and \$30,000 will be paid in two installments. The first installment (one half of the full grant amount) will be paid upon grant award, and must be expended and spending documented. Upon documentation of expenses, the second installment will be disbursed.

Timeline & Process

Task	Date
Grant Application Opens	February 15, 2024

Application Deadline	Monday, March 18, 2024, at 4:00 p.m.
Notification of award recipients	Late March 2024
Disbursement of first payment	Early-mid April 2024
For grants over \$10K:	<ul style="list-style-type: none"> ● Grant recipients that receive over \$10,000 will be required to sign a grant agreement. ● Grants over \$10,000 will be disbursed in multiple payments following signature of the grant agreement.
Project implementation period	April 15 - November 30, 2024
Submission of report outlining project impact and use of funds by grant recipient	December 31, 2024

Allowed Uses of Funding

- This grant is for educational programming on any urban agriculture topic. Allowable uses include, but are not limited to:
 - Salaries, wages, stipends, etc. for educational staff or consultants, as well as program staff involved with the direct delivery of the educational programming
 - Equipment and materials used in funded educational programming
 - Other costs associated with implementing educational programming and events
- Up to 10% of the grant budget can be 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.

Eligibility Criteria

Applications will be reviewed only if they meet the following eligibility criteria:

- Applicant organization is a registered 501(c)(3) organization, or partnering with a fiscal sponsor that is a registered 501(c)(3) organization
- Programming proposed is educational in nature and is focused on urban agriculture of some kind

- Educational programming will be provided primarily for Boston residents

Selection Criteria

Eligible applications will be evaluated by an evaluation committee on a comparative basis, and scored based on the following criteria:

- Applicant organization's experience providing urban agriculture education
- Realistic timeline for programming proposed
- Reasonableness of budget
- Likelihood of program to have significant impact, either through numbers reached or depth of impact
- Extent to which prior funding from MOH has been utilized, and funded projects completed
- Equity considerations, including:
 - Organizational leadership by BIPOC (Black, Indigenous, and People of Color) individuals
 - Focused effort to engage BIPOC individuals, households, and/or communities as participants in educational programming
 - Focused effort to engage low-income individuals, households, and/or communities as participants in educational programming

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
 - City of Boston Supplier/Vendor ID
 - Organizational service population
 - Leadership demographics
- Property affidavit: Grantees must be in good financial standing with the City of Boston. . The property affidavit form will be used to verify financial standing and confirm that potential grant recipients do not owe any past due amounts.
- Description of educational programming to be supported by these funds, including:
 - Topics to be covered
 - Format (e.g., workshop series, daylong events, online materials, etc.)
 - Anticipated size of audience
 - Site(s) of programming
- Population(s) to be served by educational programming (e.g., particular age groups, people of color, indigenous people, public housing residents, etc.)
- Plan for engaging BIPOC individuals, households, and/or communities as participants in educational programming

- Implementation timeline
- Amount of grant request
- Detailed budget (for grant requests between \$10,000 and \$30,000), including other funding sources if applicable
- Budget narrative (for all grant requests)
 - For grant requests under \$10,000, a brief description of how you plan to spend the grant funds
 - For grant requests between \$10,000 and \$30,000, provide a narrative description of each line item in your budget

Reporting Requirements and Timeline

- Grantees receiving under \$10,000 will be asked to fill out a brief report form summarizing programming conducted, and due within 6 months of disbursement of funds.
- Grantees receiving between \$10,000 and \$30,000 will receive a report template which must be completed and returned within 6 months of disbursement of the second installment. Additional reporting may be required at GrowBoston's discretion.

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.