



# GROWBOSTON FRUIT TREE PROGRAM APPLICATION SPRING 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 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>

## **Fruit Tree Grant 2024**

GrowBoston is interested in exploring possible models for supporting Boston residents with the care and maintenance of fruit trees on their land. This mini-grant program is intended to provide funds for micro-pilots of such programs in the hopes that GrowBoston can learn from organizations with experience in this area and move towards a more robust investment in this work in the future.

GrowBoston is offering a total of \$30,000 for nonprofit organizations with expertise in fruit tree care and maintenance to create a scalable micro-pilot program supporting residents to help fruit trees thrive that are located on residents' land. Such a program may include education, technical assistance, or a combination of the two, and this micro-pilot must be completed by December 15, 2024. Of particular interest are fruit trees in low-income or primarily BIPOC neighborhoods. These grants are being made available from City of Boston Operating Funds.

The purpose of this grant program is to invest in the thriving of Boston's existing fruit trees and assist residents to cultivate them as a food source for themselves and their communities. Maintaining the health of fruit trees prevents rodents and also improves and preserves tree canopy. Additionally, healthy fruit trees are beneficial to pollinators, which are essential to both the local ecosystem and food system.

- **Source of Funding:** City of Boston Operating Funds
- **Total Amount Available for Grant Program:** Up to \$30,000
- **Award Amount per Grant per Organization:** Organizations may apply for a maximum of **\$9,999** for their micro-pilot program.
- **Eligibility:** 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.
- **Grant Recipient Details:** Grants will be paid in one lump sum in advance, and a certified signed grant application will serve as a grant agreement.

### Application Timeline

Task	Date
Grant Application Opens	Monday, April 29, 2024
<b>Application Deadline</b>	Wednesday, May 29, 2024 at 4:00pm
Notification of award recipients	Early June 2024
Disbursement of payment	Mid-June 2024

### Allowed Uses of Funding

- This grant is for supplies, outreach expenses, program staff time, and other expenses necessary to operate the program. 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.

### Selection Criteria

Grantees will be selected based on eligibility of programming, eligibility of proposed costs, and availability of funds.

### 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 micro-pilot program
  - How you will engage resident participants, including identifying those with fruit trees at their homes
  - How many participants do you expect to engage
  - What specific educational or technical assistance (or other) activities you will conduct
  - Timeline of implementation (must be completed by December 15, 2024)
- Scalability
  - How you envision your program could be executed on a larger scale
- 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
- Total budget request
- Budget narrative
  - A description of how you plan to spend the grant funds

### **Reporting Requirements**

- Grantees will be asked to write a brief description of results, and potentially to have a follow-up conversation with GrowBoston, 6 months after the distribution of funds.

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](mailto:shani.fletcher@boston.gov) or 617-635-0466, with any questions about this application and grant opportunity.

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### **Organization Information**

- Organization Name
- Organization Street Address
- Organization City
- Organization State
- Organization Zip Code
- Organization's Annual Budget
- Organization Website (if applicable)
- Organizational Background and Key Programs
  - Describe your organization including key programming you provide.

- Demographic Information on Organization's Leadership *This is a multi-select question. Please answer this question for your President/Executive Director. How would you describe your organization? Check all that apply.*
  - American Indian-led
  - Asian- or Pacific Islander-led
  - Immigrant-led
  - Woman-led
  - Black- or African-American-led
  - LGBTQI-led
  - Hispanic/Latinx-led
  - Older Adults (60+)-led
  - Veteran-Led
  - Led by people with disabilities
  - Youth-led
  - Other
- Primary Contact Person Name
- Primary Contact Person Email Address
- Primary Contact Person Phone Number
- Is your organization a 501(c)(3) tax-exempt non-profit?
  - Yes
  - No, we will be using a fiscal sponsor.

### **Additional Organization Information**

- Organization EIN Number
- Please upload a copy of your organization's most recent Form 990 that was filed with the IRS. If your organization is not required to file a Form 990, 990-EZ, or 990-N (e-postcard) please upload your most recent audited financial statements or annual report.
- Please provide a signed IRS Form W-9 from your organization.
  - If needed, a blank IRS Form W-9 can be filled out at this link:  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf> Please make sure it is signed before uploading.
- By checking this box, please confirm that your organization is in good standing with both the MA Attorney General's Office and the IRS.
  - I agree
- Please enter your City of Boston Supplier/Vendor ID.
  - You must have a valid Supplier/Vendor ID number to receive a grant from the City of Boston. This also enables you to sign up for direct deposit! If you are using a Fiscal Sponsor, they must register for the Supplier/Vendor ID. If you do not have a Supplier/Vendor ID yet, please type in "Pending".

- Supplier/Vendor ID is NOT required to apply for a grant, but the Supplier/Vendor ID MUST be established before a grant is approved and a payment is processed. Detailed instructions for first-time or returning users who need help can be found here: [Supplier/Vendor ID Instructions](#). Please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance.

### **Fiscal Sponsor Information (if applicable)**

- Fiscal Sponsor Organization Name
- Fiscal Sponsor Organization Street Address
- Fiscal Sponsor Organization City
- Fiscal Sponsor Organization State
- Fiscal Sponsor Organization Zip Code
- Fiscal Sponsor Organization EIN #
- Please upload a copy of your fiscal sponsor's most recent Form 990 that was filed with the IRS. If your organization is not required to file a Form 990, 990-EZ, or 990-N (e-postcard) please upload your most recent audited financial statements or annual report.
- Please check this box to confirm that your fiscal sponsor is in good standing with both the MA Attorney General's Office and the IRS.
- Fiscal Sponsor Contact Person Name
- Fiscal Sponsor Contact Person Email Address
- Fiscal Sponsor Contact Person Phone Number
- Please enter your fiscal sponsor's City of Boston Supplier/Vendor ID:
  - Your fiscal sponsor must have a valid Supplier/Vendor ID number to receive a grant from the City of Boston. This also enables your fiscal sponsor to sign up for direct deposit if you are selected to receive a grant.
  - Supplier/Vendor ID is NOT required to apply for this grant, but the Supplier ID MUST be established before a grant is approved and a payment is processed.
  - Please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance. For assistance using the Supplier Portal, creating a new vendor account, updating existing vendor account updates, creating a User ID, etc. you will find detailed instructions with screenshots at [this link](#).
  - If your fiscal sponsor does not have a Supplier/Vendor ID yet, please enter "No Supplier/Vendor ID" below.

### **Property Affidavit**

- Grantees must be in good financial standing with the City of Boston. Such standing is determined through a review process based on a Property Affidavit Form. Please

fill out the [Property Affidavit Form](#) and upload it here. If your organization owns no property, you must still fill it out - write "N/A" where you are asked for addresses.

### **Description of Micro-pilot Program**

- Describe how you will engage resident participants, including identifying residents who have fruit trees at their homes
- How many participants do you expect to engage?
- Describe what specific educational or technical assistance (or other) activities you will conduct
- What is your timeline for implementation?

### **Scalability**

- How do you envision your program could be executed on a larger scale?

### **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**

- What is your total budget request?
  - The maximum amount of funds you may request is \$9,999 per organization.
- Provide a budget narrative detailing how you plan to use the funds.

### **Certification and Additional Information**

- By checking this box, I certify that no employee or board member of the applicant organization, nor any immediate family member of such an individual, is currently nor has been within the past twelve months, an employee, agent, consultant, officer, elected or appointed official of the City of Boston. "Immediate family member" shall include an employee's spouse, and their parents, children, and siblings. By checking this box, I further acknowledge that Massachusetts General Laws Ch. 268A, the Conflict of Interest Law, applies to all recipients of City of Boston grants and their conduct associated with the receipt of these public funds.
- I understand and accept the terms of the grant program and certify that all information contained in this application is correct.
- By checking this box and submitting your grant application, you are acknowledging and accepting the terms of the grant program and those set forth in the City's Grant Agreement and Standard Terms and certifying that all information contained in this application is correct.
  - I agree

- Is there anything else you would like to share that hasn't been covered in our questions?
- Upload any materials you would like to share relevant to this application.