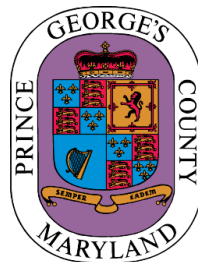




# Prince George's County Community Gardens Mini Grant Program FY24 Request for Proposals



Chesapeake Bay Trust  
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# Prince George’s County Community Gardens Mini Grant Program

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## At A Glance

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The Prince George’s County Community Gardens Mini Grant Program supports the creation and need for community gardens that provide resources to the Prince George’s County community while supporting the Prince George’s County Climate Action Plan.

Deadline: Applications are accepted on a rolling basis until funds for this fiscal year (FY24) are exhausted. **The Trust must receive all applications a minimum of eight weeks prior to the start of the proposed project.** The Trust cannot provide reimbursement funding for already completed projects.

Eligible Project Locations: Prince George’s County, Maryland, excluding the City of Bowie

Request Amounts: Up to \$9,500

Submit Your Application:

<https://cbtrust.org/grants/prince-georges-county-community-gardens/>.

Contact: Megan Andreasen, Program Coordinator, 410-974-2941 ext. 133, [mandreasen@cbtrust.org](mailto:mandreasen@cbtrust.org)

This Request for Proposals was released on 11/14/2023.

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## Introduction & Goals

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The primary goal of the Prince George’s County Community Gardens Mini Grant Program is to fund community garden projects that help address food security and support neighborhood scale implementation of regenerative agriculture and other sustainable gardening practices. Regenerative agriculture restores the soil and ecosystems while minimizing traditional inputs and disturbances such as fertilizers. Regenerative agriculture practices such as no-till farming support the sequestering of atmospheric carbon dioxide, further reducing climate change’s impact in our communities. As part of the County’s Climate Action Plan, promoting a healthy food system supported by low-carbon, regenerative agricultural practices is one the plan’s 26 Priority Recommendations. This mini grant is intended to support both the creation of new community gardens and the expansion of existing community gardens within our county. Essential components of projects completed through this mini grant include significant landcover change throughout the year, the growth of fresh fruits, vegetables, and herbs, the conversion of turf to native plants, soil health improvement, community outreach and engagement, mental and physical wellness, and enhanced community resilience. By supporting community gardens, this mini grant may also support residents passionate about gardening or food security in taking next steps to consider pursuing urban farming as a business or professional pursuit.

An important facet of this mini grant is the requirement for each supported community garden to embrace and sustain regenerative agriculture and sustainable practices as standard to their operations and garden participation requirements. The mini grant seeks to promote an outcome-based approach to farming and gardening systems that restores soil health, protects climate and water resources, and enhances productivity of food systems. This program aims to support individuals within Prince George’s County who desire to improve their local communities and create a healthy, locally grown food system. With these goals established, the Prince George’s County Community Gardens Mini Grant Program empowers Prince George’s County residents and community organizations to promote sustainability and resiliency directly aligned to support implementing actions of the Prince George’s County’s Climate Action Plan.

Access the full Climate Action Plan at: <https://www.princegeorgescountymd.gov/3748/Climate-Change>.

The Prince George’s County Government and the Chesapeake Bay Trust (Trust) offer an opportunity to diverse types of organizations, both those with community-related missions and those with primarily environmental missions, to support projects throughout Prince George’s County that aid the community while treating and controlling stormwater.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust’s efforts to engage under-engaged groups, see our strategic plan at [www.cbtrust.org/strategic-plan](http://www.cbtrust.org/strategic-plan) and <https://cbtrust.org/diversity-inclusion/>.

## Local Jobs and the Community

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This mini grant program is focused on building community resilience through empowering our residents to take part in supporting a healthy, locally-produced food system that may lead to some participating community members to consider urban farming as a potential local-based County business. Prince George’s County’s “Jobs First Act,” County Bill (CB)-17-2011, Sec. 10A-158 to 10A-162 sets the goal of procuring at least fifty one percent (51%) of the dollar volume of its goods and services, including, but not limited to, construction goods and services, to Prince George’s County-based businesses and at least thirty percent (30%) to County-based small businesses. Proposals that meet or exceed the Jobs First Act are preferred.

Grant applicants are encouraged to coordinate with the County's Supplier Development and Diversity Division <http://www.princegeorgescountymd.gov/1247/Commitment-to-Business> for County-based certified small business utilization in connection with the implementation of proposed grant projects. County-based business and County-based small business certification under CB-74-2016 (DR2) undergo extensive certification review through their existing minority business enterprise certification procedures, which establish capabilities and their principal places of operation in the County. Consider local Prince George's based businesses when contracting for services.

## Community Gardens Guidelines

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### What is a Community Garden?

A Community Garden is an outdoor space collaboratively gardened or cultivated by a group of people for the benefit of the group and the wider community to produce locally grown vegetables, fruit, or produce. These plants can include plants native to Maryland, nonnative, noninvasive edible plants, and plants used to produce fiber, basket materials, and teas/tinctures or other herbal products. Community gardens supported in this program do not include invasive plants, which are nonnative plants that can cause harm to the environment, economy, or human health.

It is important to note the emphasis on the community and group aspect of this mini grant program; community gardens can serve as a collective gathering space that can also transform contested or underused land into a unifying, placemaking public space within a neighborhood. The benefits of community gardens are expansive, including:

- ◆ Increasing carbon sequestration
- ◆ Serving as a demonstration site for the community
- ◆ Reducing impervious cover
- ◆ Preventing stormwater runoff from entering waterways
- ◆ Increasing food security and making fresh produce accessible
- ◆ Enhancing community engagement and connection
- ◆ Beautifying the landscape
- ◆ Creating opportunities for education and learning
- ◆ Improving community health

### Who uses a Community Garden?

Community gardens are ideal for individuals living in multifamily homes or single-family homes that do not provide enough space for personal gardens. It is also a great way to introduce gardening to community members who want to learn how to grow their own food but are unsure of how to begin. Community gardens may differ in what each community chooses to grow: some gardens may solely grow flowers while others grow vegetables, or a combination of the two. The commonality of all community gardens is that the community gardens are actively maintained by the gardeners themselves. For the purposes of this mini grant program, implementing sustainable and regenerative farming practices is required.

### Community Garden Types that this Program Supports

This program supports both the development of new community gardens as well as the growth of existing community gardens that plan to expand regenerative practices. Existing community gardens must demonstrate three years of operations when applying to this program to expand operations.



Types of community gardens supported in this program include:

- ◆ **Communal Community Gardens:** Members of a community work together to raise crops. Members can buy shares (Community Supported Agriculture) or can exchange labor for produce.
- ◆ **Private Plots within a Community Garden:** Individuals can use a plot within a community garden to care for and manage independently.
- ◆ **Food Forests:** Mimicking local ecosystems and forest-like structures to increase the biodiversity, efficiency, and sustainability of food production systems. Forest layers from canopy, to understory, to shrubs, to ground cover produce an array of foods while functioning as a plant community.
- ◆ **Community Orchards:** Members of a community manage a plot of nonnative, noninvasive edible trees and native edible trees.

This grant program encourages gardens to provide produce to local food pantries.

### Guidelines for Community Gardens

1. For new community gardens: the minimum size is 600 square feet; for food forests, the minimum is 1,000 square feet as more room is required for a multi-level planting including large trees.
2. Garden plots must be available to all members of a specific community to ensure equitable access. There must be full access to perform gardening year-round, seven days a week to accommodate community-wide participant schedules. For example, if a school applies to host a community garden, the community garden must be open and available to all members of the school's service zip code without exclusion of non-students or adults, limitation of hours based on school schedule, or restricted access.
3. Garden beds can be in-ground, raised, or a combination. Soil tests are required before selecting in-ground beds. Gardens must be designed and managed sustainably. Sustainable practices include close spacing or interplanting, year-round succession cropping (or cover cropping when fallow), minimal tillage, improving and maintaining soil health, composting of plant waste, using integrated pest management (IPM) techniques, and planting native plants to support pollinators and other beneficial insects. More information on these requirements and additional resources can be found here:
  - ◆ *Regenerative / Climate Resilient Gardening:*
    - [UMD-Extension-Climate Resilient Garden \(https://extension.umd.edu/resources/yard-garden/climate-resilient-gardening/climate-change-gardening\)](https://extension.umd.edu/resources/yard-garden/climate-resilient-gardening/climate-change-gardening)
    - [Green Bay Botanical Gardens: 5 Ways to Start Regenerative Gardening for Better Soil Health \(https://www.gbbg.org/regenerative-gardening-for-soil-health/\)](https://www.gbbg.org/regenerative-gardening-for-soil-health/)
    - [New York Soil Health-Resources \(https://www.newyorksoilhealth.org/\)](https://www.newyorksoilhealth.org/)
  - ◆ *Sustainable Garden Management:*
    - [Managing Urban Gardens-UMD-Extension \(https://extension.umd.edu/resource/managing-city-and-suburban-yards-and-gardens-sustain-insect-communities-fs-2022-0633\)](https://extension.umd.edu/resource/managing-city-and-suburban-yards-and-gardens-sustain-insect-communities-fs-2022-0633)

### Prince George's County Rain Check Rebate Program

Grantees awarded through the Community Gardens Mini Grant Program can leverage the [Prince George's County Rain Check Rebate Program](#), which offers rebate incentives to homeowners, businesses, and others to install practices that will improve stormwater runoff quality, reduce pollution, and improve local stream and river health.

An example of leveraging the Rain Check Rebate Program to support the work completed through the Community Gardens Mini Grant Program is applying to install rain barrels or cisterns to use as a water source for the garden.

Read more about this program here:

<https://cbtrust.org/grants/prince-georges-county-rain-check-rebate/>

- ◆ *Integrated Pest Management (IPM):*
    - [IPM - Prevent, Identify, and Manage Plant Problems-UMD-Extension](https://extension.umd.edu/resource/ipm-prevent-identify-and-manage-plant-problems) (<https://extension.umd.edu/resource/ipm-prevent-identify-and-manage-plant-problems>)
    - [NC State Extension-Integrated Pest Management](https://ipm.ces.ncsu.edu/) (<https://ipm.ces.ncsu.edu/>)
  - ◆ *BayWise Food Gardens:*
    - [BayWise Food Gardens-UMD-Extension](https://extension.umd.edu/sites/extension.umd.edu/files/2021-05/Bay-Wise%20Food%20Garden%20Yardstick%202020%20for%20Downloading_0.pdf) ([https://extension.umd.edu/sites/extension.umd.edu/files/2021-05/Bay-Wise%20Food%20Garden%20Yardstick%202020%20for%20Downloading\\_0.pdf](https://extension.umd.edu/sites/extension.umd.edu/files/2021-05/Bay-Wise%20Food%20Garden%20Yardstick%202020%20for%20Downloading_0.pdf))
4. Examples of allowable project supplies related to the implementation of the community gardens include plants (e.g., native plants and non-native, non-invasive edible plants), planting materials (e.g., mulch, compost, and soil), gardening tools, and equipment rentals.
  5. Examples of non-allowable project supplies include but are not limited to permits, pesticides, bird netting, prepared food, land rental, wages, stipends, or insurance.
  6. Community gardens supported in this program cannot use bird netting and pesticides such as Neonicotinoids.

*Water sources are recommended to be within 100 linear feet of the community garden. If water sources are further than 100 linear feet, please contact the Chesapeake Bay Trust for help determining water sources for your community garden.*

### **Community Garden Example in Prince George’s County: Cheverly Community Garden**

The Town of Cheverly has a community garden located at Boyd Park, which includes thirty-two garden plots for residents to rent.

To read more about the Cheverly Community Garden, visit:  
<https://www.facebook.com/groups/167271140001310>



## **Project Tracks**

The Prince George’s County Community Gardens Mini Grant Program supports both the development of new community gardens as well as the growth of existing community gardens that plan to expand regenerative practices (e.g., land cover change, improving soil health, etc.).

### **Track 1: New Community Gardens**

Requests for developing new community gardens that support regenerative practices can be made up to \$9,500.

- ◆ The minimum size for new community gardens is 600 square feet; the minimum size for new food forests is 1,000 square feet.

## Track 2: Existing Community Gardens

Existing community gardens must demonstrate three years of operations when applying to this program to expand operations. Existing community gardens should expand their operations to further support regenerative practices.

There are two options for this track: expanding existing community gardens or expanding existing community gardens with mentorship.

- ◆ Track 2A- Existing Community Gardens
  - Requests for expanding existing community gardens can be made up to \$3,000.
- ◆ Track 2B- Existing Community Gardens with Mentorship\*
  - Requests for expanding existing community gardens with the addition of mentorship can be made up to \$9,500.
  - The goal of mentorship in this track is to support the establishment and success of other community gardens. Examples of mentorship can include, but are not limited to, mentoring applicants applying for new community gardens, holding classes and informational sessions, technical assistance provided for new community gardens, conducting tours, and hosting community events.

*\*If applying for Track 2B, please make sure to fill out the question regarding mentorship in the Track 2 Narrative Questions.*

## Evaluation Criteria

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The following criteria will be used by reviewers to score your proposal:

### Most Important Criteria:

- ◆ **Consistency with the Request for Proposals (RFP) and program goals** (Scale of 1 to 20)
  - From a water quality perspective, is this project converting turf grass, impervious cover, or invasives into a community garden?
  - Does the garden adhere to sustainable practices (e.g., year-round succession cropping or cover crops, minimal tilling, close spacing/interplanting, composting, soil health management, pollinator plantings, integrated pest management)?
  - Is the project proposed consistent with the intent and goals of the grant program?
- ◆ **Cost Effectiveness/Budget** (Scale of 1 to 20)
  - Is the budget appropriate (at or below \$9,500 requested) and cost effective?
  - Are the budget line items justified in the project narrative? In-kind and cash match is not required but can be included, especially if needed to accomplish project goals.
- ◆ **Likelihood of Immediate Project Success** (Scale of 1 to 20)
  - Will the project last for a long time (five to ten years) or otherwise have lasting impact?
  - Will additional resources be needed to maintain the value of the project, and if so, has that issue been addressed in the proposal?

### Important Criteria:

- ◆ **Justification** (Scale of 1 to 10)

- Does the applicant justify the need for the project and the practices proposed? Does the proposed project support broader goals of the organization and/or other existing community efforts?
- Is this project converting turf grass into a community garden (either a new community garden or an enhancement of an existing garden; new is preferred)?
- ◆ **Demonstration Value** (Scale of 1 to 10)
  - Does the project have demonstration value and/or transferability? How can this project be used as a model or pilot for future efforts? How will this project support the County’s goals, e.g., Climate Action Plan, stormwater management, planting and using edible plants, community engagement, or others?)?
- ◆ **Partnerships and Community** (Scale of 1 to 10)
  - Are the people and groups needed to do this work included in and supportive of the project (e.g., landowner, neighbors, rights of way owners, etc.)?
  - Are any key partnerships required, and if so, are these partnerships included in and supportive of the project?
  - If the lead applicant is not a member of the community served by the project (e.g., an external non-profit doing work on land owned by another entity, such as a health providing facility), is a transfer of “ownership” to the community built into the project and the ability of the community to carry the work forward likely?
- ◆ **Audience Need** (Scale of 0 to 10)
  - Based on applicant provided information, is the audience being engaged in the project identified as historically under-engaged or under-served through indicators such as, but not limited to, communities that were at any point historically redlined or graded as “hazardous” by the Home Owners’ loan corporation, socioeconomic status (communities in which median household income is equal to or less than 75% of state-wide median household income or have high poverty and unemployment rates (<https://www.census.gov>)), or other relevant characteristics as identified in the Environmental Protection Agency Environmental Justice Screening and Mapping Tool (<https://ejscreen.epa.gov/mapper/>)?
  - Is the proposed community garden located in a food desert, an area where it is difficult to buy affordable or good-quality fresh food? Food deserts in Prince George’s County can be viewed on the Food Access Research Atlas, an interactive map created by the Economic Research Service of the United States Department of Agriculture: <https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx#.UfGK3mQ6Xfu>.
  - Will the garden provide produce to a local food pantry, supplemental meal program, or school/ senior center lunchroom? Will the garden include a plot that food insecure neighbors can harvest from? Will it be a communal urban farm where community members can exchange labor for food?

*Funding partners reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.*

## Eligible Applicants and Locations

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The Prince George’s County and the Trust welcome applicants from the following organizations:

- ◆ Nonprofit organizations
- ◆ Prince George’s County municipalities
- ◆ Watershed organizations
- ◆ Community associations, including Homeowner Associations
- ◆ Faith-based organizations
- ◆ Schools and institutions



- ◆ Green Team

Applicants that are not based in Prince George’s County must have a Prince George’s County-based partner, the role of whom should be clearly articulated in the proposal and in a Letter of Commitment from that partner.

Projects that are implemented on public property, property owned by a municipality, a nonprofit organization, community owned property, and publicly accessible commercial or private property are preferred.

- ◆ Groups that do not own land can opt to rent property to host a community garden; there must be a 5-year commitment from the property to support the project. *Land Rental cannot be purchased with grant funds.*

If you are part of a community that is interested in applying but do not have an organization that can apply on your behalf, please reach out to the Trust.

***Projects must be implemented in Prince George’s County, Maryland.*** Currently, because the City of Bowie is managing its stormwater program independently of the County, projects in the City of Bowie are not eligible for funding in this program.

## Funding Availability and Timeline

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**Funding Availability:** The funding partners anticipate \$150,000 funds available in FY 2024.

**Project Timeline:** Projects must be completed within 12 months upon receipt of the award. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

## Deadline

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Proposals for the Prince George’s County Community Gardens Mini Grant Program are accepted on an on-going basis until funds are fully expended for the given fiscal year; check our website and sign up for our [Prince George’s County Newsletter](https://cbtrust.org/newsletters/) (<https://cbtrust.org/newsletters/>) for the most up to date information about the status of this rolling program.

**The Trust must receive all proposals at least EIGHT weeks prior to the start of the proposed project.** The Trust cannot make exceptions to this policy.

## Application Review Process

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All submitted applications are scored by technical experts in the field supported by this RFP and discussed by a review committee. Reviewers score all applications based on the evaluation criteria listed in the “Evaluation Criteria” section above.

The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

## Awards and Notifications

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All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the first award payment to the requesting organization following: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

When the project is complete, awardees are required to complete final reports that may include but are not limited to submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award).

All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

## Contact

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For technical assistance, project guidance, and/or assistance with drafting a budget, contact the Program Manager, Megan Andreasen at (410) 974-2941 ext. 133 and [mandreasen@cbtrust.org](mailto:mandreasen@cbtrust.org). For more information on the program visit the program's webpage <https://cbtrust.org/grants/prince-georges-county-community-gardens/>.

## About the Chesapeake Bay Trust

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The Chesapeake Bay Trust (Trust) (<https://cbtrust.org/>) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$146 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

## Narrative Questions and Site Visits

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Use the link below to download the **required** narrative questions template for the track you are applying to. Complete all questions and upload the completed document as a Microsoft Word or PDF file.

[Community Gardens Mini Grant Narrative Questions – Track 1](#)

[Community Gardens Mini Grant Narrative Questions – Track 2](#)

(full links included here: Track 1 [https://cbtrust.org/wp-content/uploads/Prince-Georges-County-Community-Gardens-Mini-Grant\\_Track-1-Narrative-Questions.docx](https://cbtrust.org/wp-content/uploads/Prince-Georges-County-Community-Gardens-Mini-Grant_Track-1-Narrative-Questions.docx) and Track 2 [https://cbtrust.org/wp-content/uploads/Prince-Georges-County-Community-Gardens-Mini-Grant\\_Track-2-Narrative-Questions.docx](https://cbtrust.org/wp-content/uploads/Prince-Georges-County-Community-Gardens-Mini-Grant_Track-2-Narrative-Questions.docx))

A site visit is required after applying to assess community garden conditions prior to approval. The Trust will reach out to the applicant to schedule an initial site visit. The initial site visit will include a soil test as well as general evaluations of the proposed community garden.

## Budget Instructions

### Financial Management Spreadsheet – Application Budget Upload

You will be asked to upload your budget using the “Application Budget” worksheet of the Chesapeake Bay Trust’s **Financial Management Spreadsheet (FMS)**, an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can also watch a video with instructions on how to complete the FMS.

### Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

### Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

If you have questions about budget items you would like to request, please reach out to the Trust before applying.

## Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

To apply for an award:

1. Go to <https://cbtrust.org/grants/prince-georges-county-community-gardens/> and click on “Start a New Application”
2. Log in with the email address and password of the Project Leader for the proposed project.
  - a. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature).
  - b. If you have not used our online system before, click on “New Applicant” and follow the instructions.

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

### Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
  - This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.
  
- Applicant Information Tab
  - Provide how you heard about the Prince George’s County Community Gardens Mini Grant
  - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and DUNS number.
  - Provide the Executive Officer and Project Leader’s name, title, address, phone, and email address.
    - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
    - The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
    - The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization’s applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.
    - The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.
    - To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.
  
- Project Information Tab
  - Provide a project title; project abstract; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
  
- Timeline Tab

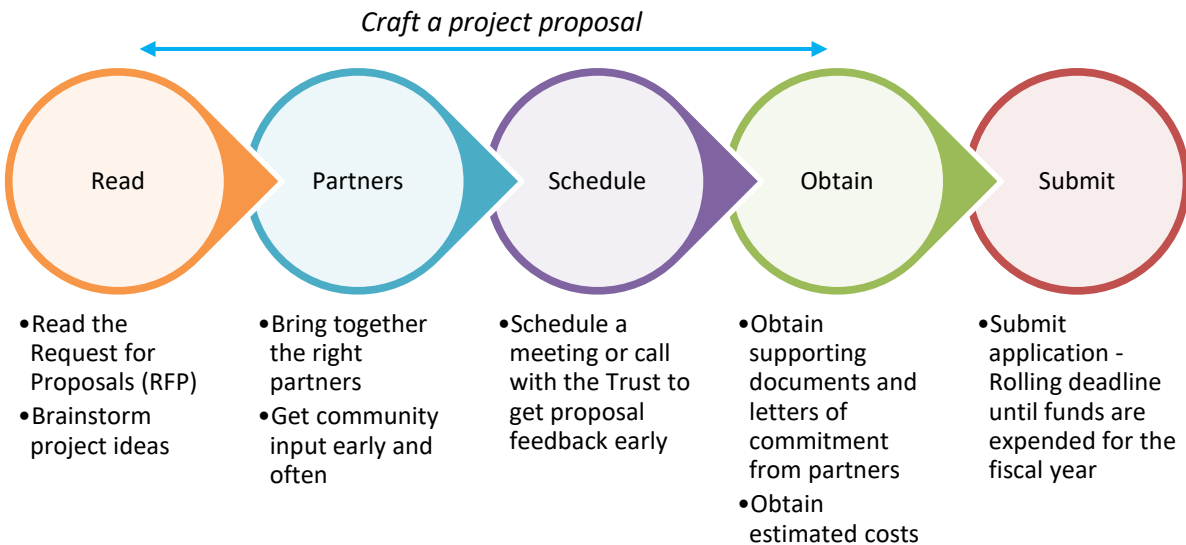


- Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.
- Deliverables Tab
  - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.
- Volunteers Tab
  - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- Project Partnerships
  - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
  - Applicants are encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong letter(s) of commitment often receive higher scores. If not submitted with the application, letter(s) of commitment may be required prior to the release of any awarded funding. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: [www.cbtrust.org/forms](http://www.cbtrust.org/forms).
- Narrative & Supporting Documents Tab
  - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP.
  - Upload additional supporting documents, including letters of commitment from individuals in the community, organizations, or property owners if renting land.
- Budget Tab
  - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust's Financial Management Spreadsheet and fill out the "Application Budget" worksheet. Refer to the Budget Instructions of this RFP.
- Terms and Conditions Tab
  - Agree to the specified terms and conditions for the program for which you are applying.

## Appendix A: Guidance for New Applicants

This guidance outlines the steps needed to develop project ideas and grant applications for those who are new to water quality projects (track 1 project). Many steps are involved in developing a project. Some involve engaging partners or obtaining expert technical advice. For example, experts can help the applicant to select a proposed project location, project type, and estimated costs to enable an applicant to develop an appropriate budget request.

The following steps are a general framework to submit in a grant application. Please note that applicants are welcome to contact the Trust for assistance during any of these steps in project development.



### Step 1: Read

- The first step is to thoroughly read through the Request for Proposals (RFP). If you have any questions after reading through the RFP, contact the program lead listed on the program website.
- Brainstorm on general project ideas. Observe the environmental issues in your community and develop project proposals designed to target those issues.

### Step 2: Partners

- The most successful projects seek community input early and often (often after each of the steps below), and work with the landowner at the first step.
  - Community input provides the history of the site and the buy-in needed for a successful project. Build this community input into your project idea.
    - Community meetings are a venue at which to exchange information and discuss the proposed project with the project stakeholders.
- Partnering with technical experts can strengthen your proposal and boost the success of your project. Contact local environmental groups that can assist in carrying out your project idea.

### Step 3: Schedule

- Schedule community meetings to obtain community input, as frequently and necessary in order to maximize buy-in and future project success.
- New applicants are especially encouraged to contact the program lead prior to applying, to discuss project ideas and get feedback on proposals.

**Step 4: Obtain**

- a. Determine the work necessary in order to complete the project and determine the associated costs for this work including timelines. Be as specific and detailed as possible; look up costs or get quotes if needed.
  - i. The Trust strongly recommends that applicants get at least three cost estimates or quotes from three service providers.
  - ii. Conduct a site visit with potential contractors. Based on the site visit, request the firm's scope of work and estimated costs
- b. Obtain Letters of Commitment from project partners. Letters of Commitment should detail the specific role the partner will play in your project. To better understand the Trust's definition of letter of commitment, see the Letter of Commitment Guidance and Policy at [https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy\\_082819.pdf](https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy_082819.pdf) (source: this link is found under the "Other Important Documents and Forms" section on our Forms and Policies webpage: <https://cbtrust.org/forms-policies/>).

**Step 5: Submit**

- a. Before submitting your application, review your entire application and supporting documentation once more to ensure you have all the necessary components.
  - i. Read through your narrative responses. Are all questions fully addressed and answered in detail? Avoid one sentence responses.
  - ii. Review your supporting documentation. Are all required supporting documents included in your application package? Are all Letters of Commitment uploaded?
  - iii. Review your application budget. Are all line items justified in the narrative and budget justification section of the application?
- b. Once you have ensured all necessary components have been included in your application package, make sure everything is uploaded to your online application and that all required information is entered in the online system.
- c. Submit! You will know your submission was successful when you receive an automated email confirmation.

For additional information and grant writing tips, contact the program lead, Megan Andreasen at [mandreasen@cbrust.org](mailto:mandreasen@cbrust.org) or (410) 974-2941 x 133, or visit the Trust's website at: <https://cbtrust.org/additional-resources/>.

## Appendix B: Application Components Checklist

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Complete all fields in the online application which include the following:

1. Eligibility quiz
2. Applicant Information tab
3. Project Information tab
4. Timeline tab
5. Deliverables tab
6. Volunteers tab
7. Project Partnerships tab
8. Upload letters of support if applicable
9. Narrative and Supporting Documents tab.
10. Upload a Project Narrative:
  - a. Use the downloadable Narrative Template to answer the Narrative Questions.
  - b. Complete all questions.
11. Budget Tab
12. Upload a completed Financial Management Spreadsheet (FMS).
13. Complete the Application Budget in the online system (should match totals from the FMS).
14. Complete the additional budget justification narrative.



## Appendix C: Additional Resources

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- List of current community gardens in Prince George’s County: <https://www.pgscd.org/urban-agricultural-conservation/community-gardens/>
- Prince George’s County Climate Action Plan: <https://www.princegeorgescountymd.gov/DocumentCenter/View/38220/PGC-draft-Climate-Action-Plan--2021>
- Prince George’s County Food Equity Council: <https://www.pgcfec.org/>
- University of Maryland Extension Home and Garden Information Center: <https://www.pgscd.org/urban-agricultural-conservation/community-gardens/>
- University of Maryland Extension Recommended Native Plants for Maryland: <https://extension.umd.edu/resource/recommended-native-plants-maryland>