

## Garden Grants Checklist



### Before submitting your proposal or application:

- Did you contact DUG?
- Have you gained whole-garden consensus for your proposed project or program? (Note: While unanimous agreement is not always necessary, DUG asks that all gardeners be given the opportunity to weigh in on any new garden initiatives.)
- Did you determine who will be the steward of the funds, if awarded?
  - If the grant will be awarded by reimbursement, have you determined who will cover the up-front expenses?
- Did you review the funding timeline?
  - Do you have a plan for funding or delaying the project if your proposal is not successful?
- Did you review the reporting requirements?
  - Did you identify who will be responsible for reporting?
- If your proposal is for garden infrastructure or improvements (arbors, picnic tables, raised beds, fruit trees, bee hives, etc), did you contact DUG to make sure that your structure or improvement is approved and allowable? (In many cases, DUG is required to seek approval from the landowners.)
  - If your project requires physical labor (building an arbor, for example), have you determined who will provide that labor (DUG, gardeners, or a volunteer group), and if they have the necessary skills?
  - If your structure or improvement requires assistance from DUG staff, did you check to make sure DUG staff is able and available to assist?
- Does your proposal satisfy all the eligibility requirements of the funder?
- Does your proposal address the priorities of the funder?
- Does your proposal focus on how your program or project will serve the community?
- Did you pass on a copy of your completed proposal to DUG? (Note: We want you to be successful, and are always happy to review and help you improve your proposal before submittal!)

### If your proposal is awarded:

- Did you contact DUG?
- Did you thank the funder? (Letters, cards, photos, and baskets of garden produce are all wonderful ways to thank your funder!)
- If applicable, did you determine who will be responsible for saving and submitting receipts for reporting or reimbursement?
- If applicable, did you determine who will be responsible for taking photos of your program or project to pass on to your funder? (Before and after photos of garden projects are very effective!)
- If applicable, did you submit your report?
- Did you pass on a copy of your report to DUG?

**Have questions about grants for your garden? Contact Rebecca Andruszka at [rebecca@dug.org](mailto:rebecca@dug.org) or 303.292.9900. You can access this and other resources for garden leaders at [www.dug.org/gl](http://www.dug.org/gl) and [www.dug.org/forums](http://www.dug.org/forums).**