

# Application

for

## Community & School Pollinator Friendly Practices Program

### Applicant Eligibility

Eligible applicants are Dane County schools, neighborhood associations, community gardens, and municipalities.

### Selection Criteria

The Council will use the following criteria to evaluate proposals:

- Public benefit and public access to garden site
- Environmental benefit of the project to land and water resources
- Sustained benefits of the project beyond project completion
- Detailed project budget showing sound financial planning
- Ability of applicant to successfully complete the project
- Quality and clarity of the proposal including a complete narrative

**Proposal Narratives** must not exceed 1500 words and **should be organized as outlined below:**

- Program Plan and Objectives** - Describe the specific project goals and objectives. Why is this project needed? How will you accomplish your goals and objectives? Be specific and address the selection criteria.
- Time Frame and Location** - Describe the project timeline and where the project will be conducted and include the garden size, whether it is new or a garden to be enhanced, provide the square footage area where need plants and describe how the public can access the garden site. Projects must conclude by October 31, 2021
- Project Impact** - Describe the impact that this specific project will have for your organization and its public benefit.
- Partnerships and Commitment** - Briefly identify formal or informal partners and co-sponsors in the project and describe how you are working with them to accomplish your goals and objectives. Letters of support (one-page maximum to be sent electronically with the rest of the application) from partnering organizations are encouraged.
- Sustainability** - If appropriate, describe how this project will continue after completion of this project initial year. If appropriate sustainability and social justice benefits can be described in the narrative.

- F. **Key Personnel** - List the names and specific roles of key project individuals. Briefly describe the relevant experience of the key personnel.
- G. **Project Plants Needed** - Submit estimate of number of plants needed for project garden. Plants to be spaced about 1.5' apart from one another.
- H. Sign and submit Partner Agreement Form.

### **Review and Award Process**

All complete applications will be reviewed by the Environmental Council, which consists of County Board Supervisors and citizen members appointed by the County Executive. This process takes approximately seven weeks. All applicants will be notified as to the success of their application.

### **Final Report**

**All awarded recipients will be required to electronically submit** a short 1-3 page final report with 2-4 digital photos incorporated into the report of the project work by November 1<sup>st</sup> of the year the garden is installed. The report should be submitted to: [Habecker@countyofdane.com](mailto:Habecker@countyofdane.com) as a PDF file (no larger than 5 MB in size). This report will be posted on the Council's website. **Failure to submit a final report will jeopardize the applicant's eligibility for future funding.**

## Partner Agreement

The undersigned commit to the above expectations for this Community & School Pollinator Friendly Practices Program.

### Partner

Name (print)

Position/Agency

Signature

Date

### Dane County Environmental Council

Name (print)

Position/Agency

Signature

Date

**Return signed agreement when you submit your application to :**

Mindy Habecker, Dane County Environmental Staff at:

[habecker@countyofdane.com](mailto:habecker@countyofdane.com)