



2016 NEIGHBORHOOD BEAUTIFICATION MINIGRANT GUIDELINES

Keep Genesee County Beautiful (KGCB) is awarding funds for Neighborhood Beautification Minigrant projects to support efforts on publicly owned spaces in Genesee County.

ELIGIBILITY AND GRANT AMOUNTS

Neighborhood associations, block clubs, community and civic groups, non-profit organizations, K-12 and higher education institutions, places of worship and municipalities doing projects on publicly owned spaces may apply. First time grantees will be awarded no more than \$500 and past recipients are eligible for no more than \$1,000.

PROJECT PRIORITY AREAS

Minigrants are intended to encourage and engage volunteers in projects on publicly owned property that address or support beautification efforts through:

- Planting of perennials, shrubs, ornamental grasses and/or trees
- Painting murals
- Minimizing waste through recycling
- Graffiti removal and/or prevention
- Neighborhood blight cleanup
- Creating specific visual artwork using plants (such as living sculptures, creating objects or patterns)

Projects not fitting the above areas must be PRE-APPROVED by KGCB prior to submitting an application.

Note: Gloves, trash bags, yard waste bags are available at no cost from KGCB for all project areas and are NOT eligible to be purchased with grant funds.

ADDITIONAL PROJECT GUIDELINES

Projects should include one or more of the following elements:

1. Create or enhance beauty in our community and its environment
2. Involve and empower residents (volunteers) to come together and take responsibility for public spaces
3. Educate and engage others about how to create and sustain beauty in diverse environments
4. Leverage other resources and/or develop partnerships to sustain the project after the grant has ended
5. If applicable, list items from the KGCB perennial, shrub and tree palettes that will be used (see page 4)

SAMPLE PAGES

Refer to the sample pages that have been filled out and other related information listed below and included in this packet to assist in the successful completion of your application:

- KGCB Approximate Pricing for Goods and Resources
- KGCB Plant, Shrub and Tree Palettes
- Sample Attachment A: Beautification Sketch, Plan and/or Photos
- Sample Attachment B: Budget Worksheet
- Sample Attachment C: Planning Worksheet
- Sample Attachment D: Volunteer List
- Sample Attachment E: Partner List
- Sample Attachment F: Land Bank Approval Form – see next page (if applicable)

Note: The form is required EACH TIME you apply for a minigrant, even if it has been submitted previously. Attach an approved Adopt-A-Lot, Lease-A-Lot, Clean & Green or Signature Greening Project approval form if you are currently working with the Genesee County Land Bank on any of the properties.

FUNDING EXCLUSIONS

Mini-grant funds may NOT be used for any of the following:

- Vegetable gardens or related materials
- Gasoline
- Cost of watering gardens/plants/trees
- Planting at privately owned homes/businesses
- Film and photo processing
- Annuals (petunias, impatiens, marigolds, etc.)
- Items rated USDA Plant Hardiness Zones 6-13
- Tools (including power tools)
- Hiring and/or wages for staff or workers
- Food and water for volunteers
- Planting on privately owned vacant lots
- Silk/plastic flowers
- Yard waste bags, trash bags and gloves (all available free by calling KGCB)

OBTAINING AN APPLICATION

Call the KGCB office to request a copy of the Neighborhood Beautification Minigrant Application or visit our website at kgcb.net to download the application on our home page.

ASSISTANCE WITH THE APPLICATION

KGCB highly recommends attending a Technical Assistance drop-in session (NOT A CLASS) to answer your individual questions that have arisen while completing the application. Receive help with any aspect of the application, whether plant selection, completing a sketch or filling out the budget.

When: Tuesday March 15 between 4:00-6:00 OR Thursday, March 17 between 4:00-6:00.

What to Bring: Completed or partially completed application and questions to be addressed

Where: KGCB office is located at 1509 E. Court Street in Flint, 48503 (at the back of Woodside Church, which is next to the Mott Community College driveway). Enter via the KGCB door that faces the playground.

APPLICATION DEADLINE

Applications must be received by KGCB no later than **Monday, March 21 by 5:00 p.m.** (postmarks not accepted.) Submit your application in its entirety (pages 1-10) with original signatures on page 4 (**faxed or email signatures are not considered original**) by the deadline as noted below:

Drop Off Instructions: Call ahead (767-9696) to arrange a drop off time when someone will be in the office.

Drop Off Instructions on March 21 Due Date: The office will be open from 9:00 to 5:00.

Mailing Instructions: Keep Genesee County Beautiful ▪ 2016 Minigrant Application ▪ 1509 E. Court Street Flint, MI 48503

NOTIFICATION AND ORIENTATION

The individual noted as Project Chairperson on the application will be notified by mail and/or electronically of the award by April 5, 2016. Those receiving a grant will be **REQUIRED TO ATTEND AN ORIENTATION SESSION THURSDAY, APRIL 21** at the time slot indicated in the grant notification letter. **The person attending should be the one who implements project, is in charge of workers and purchases items.**

KGCB APPROXIMATE 2016 PRICING FOR GOODS & RESOURCES

Instructions: Use the prices on this page when planning your project budget.

Perennials and Shrubs

Walker Farms and Greenhouses

5253 E. Atherton Road - Burton, MI 48519

810-743-0260

1 Gallon Perennials: \$8 4" Potted Perennials: \$4.49 2 Gallon Shrubs: \$16-20

Wojo's Garden Splendors

7360 E. Court Street - Davison, MI 48423

810-658-9221

1 Gallon Perennials: \$10 4" Potted Perennials: \$4.29 2 Gallon Shrubs: \$20-25

Mulch, Topsoil and Compost

Estimating Needs

Mulch should be applied 2" deep around perennials, shrubs and trees.

1 yard of mulch, compost or topsoil equals about 8 wheelbarrows full of material and will fill 144 sq. feet (the size of an 8' x 18' parking space) with 2 inches of material.

Topsoil is used for planting. Do not use fill dirt since it contains rocks and debris.

Country Oaks Landscape Supply

3218 E. Atherton Road - Burton, MI 48529

810-743-1920

1 yard hardwood mulch = \$22 6-10 yards = \$21 per yard 11 yards or more = \$20 per yard

1 yard compost = \$32 1 yard topsoil = \$20

Delivery Fee = \$35-\$45 per truckload based on Zone for each item ordered

Maximum capacity in one truckload: 20 yards mulch or 6 yards compost or 6 yards topsoil

Osmun's Landscaping Supply

1372 W. Hill Road - Flint, MI 48532

810-234-3200

1 yard hardwood mulch = \$28.75 1 yard compost = \$27 1 yard topsoil = \$20

Delivery fee within 10 mile radius = \$35 per load for each item if 3 yards or less/\$25 if over 3 yards.

Add on \$10 to delivery fee if outside of 10 mile radius.

Maximum capacity in one truckload: 12 yards mulch or 12 yards compost or 15 yards topsoil

Trees

If planting trees, you must first check with the local municipality for ordinances, species, size and restriction as well as placement and permits. Pricing for trees depends on variety and species, generally starting at \$100 for a medium sized tree at area nurseries.

KEEP GENESEE COUNTY BEAUTIFUL PLANT, SHRUB AND TREE PALETTE

Instructions: KGCB highly recommends using the items below when selecting plant material for your project as they are both drought and salt tolerant. For long term success, select perennials that are USDA Plant Hardiness Zones 1-5.

Perennial Common Name	Sun	Part Shade	Shade	Blooms	Height	Space Apart
Autumn Joy Sedum	X	X		Aug-Oct	18"	24"
Blue Spire Russian Sage	X			June-Sept	3-4 ft	3-4 ft
David Phlox	X			July-Sept	2 ft	18"
Dutch Master Daffodil (bulbs)	X			April	14"	8-12"
Goats Beard		X	X	June	4-7 ft	4-5 ft
Happy Returns Daylily	X		X	June-July	18"	18"
Little Bluestem	X			Aug-Oct	2-3 ft	18"
Magnus Coneflower	X	X		July-Sept	3 ft	18-24"
Maiden Grass	X	X		Sept-Oct	5-7 ft	3-4 ft
May Night Salvia	X	X		May-June	18"	18-24"
Palace Purple Coral Bells		X	X	June-July	1-2 ft	24"
Patriot Hosta		X	X	July	18"	18-24"
Purple Dome Aster	X	X		Sept-Oct	18"	18-24"
Tuscan Sun Helioopsis	X			June-Aug	2-3 ft	18-24"
Walker's Low Catmint	X			May-Oct	2 ft	30"
Zagreb Threadleaf Coreopsis	X			June-Oct	12"	18-24"
Shrub Common Name						
Bayberry	X	X		Deciduous	3-5 ft	4 ft
Buffalo Juniper	X			Evergreen	12"	3-4 ft
Emerald Green Arborvitae <i>Thuja occidentalis 'Smaragd'</i>	X	X		Evergreen	15 ft	4-5 ft
Street Tree Common Name						
				Up to 25 ft	Up to 35 ft	Over 35 ft
Amur Cork Tree					X	
Amur Maple				X		
Bald Cypress						X
Catalpa						X
Chanticleer Pear					X	
Eastern Redbud				X		
English Hawthorn				X		
Gingko						X
Goldenrain Tree					X	
Hedge Maple				X		
Horse Chestnut						X
Japanese Tree Lilac					X	
London Planetree						X
Prairifire Crabapple				X		
River Birch						X
Serviceberry				X		
Spring Snow Crabapple				X		
Sugar Maple						X

SAMPLE ATTACHMENT A: BEAUTIFICATION SKETCH, PLAN AND/OR PHOTOS

IF YOU ARE DOING A PROJECT THAT INVOLVES INSTALLING PLANT MATERIAL AND/OR HARDSCAPES, INCLUDE THE FOLLOWING IN YOUR SKETCH, PLAN AND/OR PHOTOS:

Note: Aerial photos are accepted for park projects only.

SIZE

- Include approximate dimensions of each planting bed/area

EXISTING PLANTS

- Include whether or not there are any plants, trees, or bushes already located in each bed/area
- If so, list the approximate number in each bed/area (if known)

PLANTS TO BE ADDED (be sure these items are included on the Budget Worksheet page 6)

- Include which plants, trees or bushes will be used in your project (see page 3 for plant resources and page 4 for recommended plants)
- Include how many of each plant, tree or bush will be added

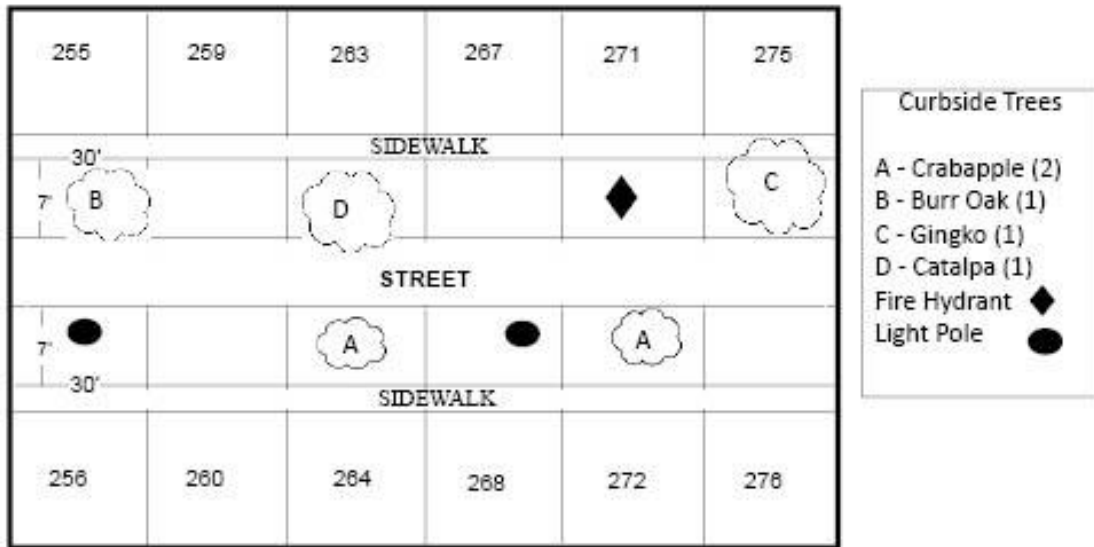
HARDSCAPE ITEMS TO BE ADDED (be sure these items are included on the Budget Worksheet page 6)

- Include any benches, boulders, pathways, rock walls, etc. that will be used in your project

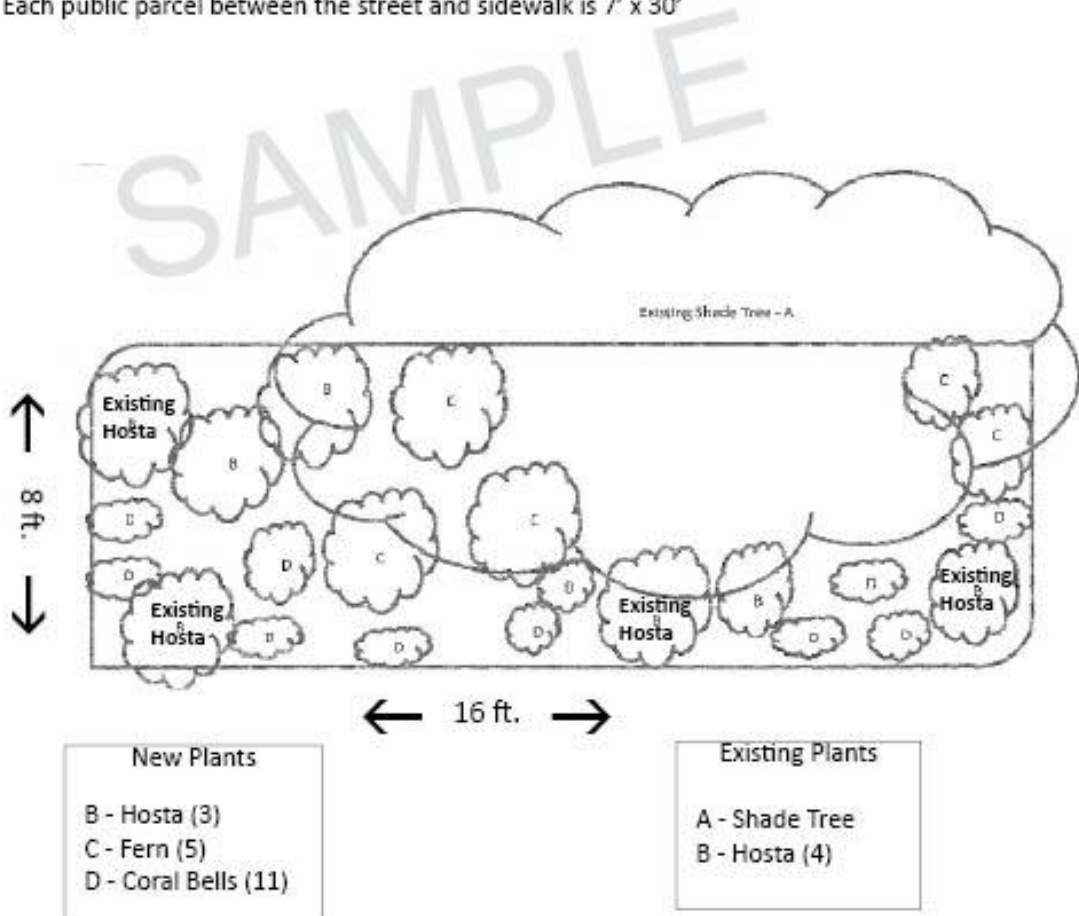
MULCH (see page 3 to estimate your needs)

- Note all new beds that will receive mulch and amount of mulch to be added
- Note all existing beds (where planting has previously occurred) that will receive mulch and provide approximate dimensions of the bed and the amount of mulch to be added

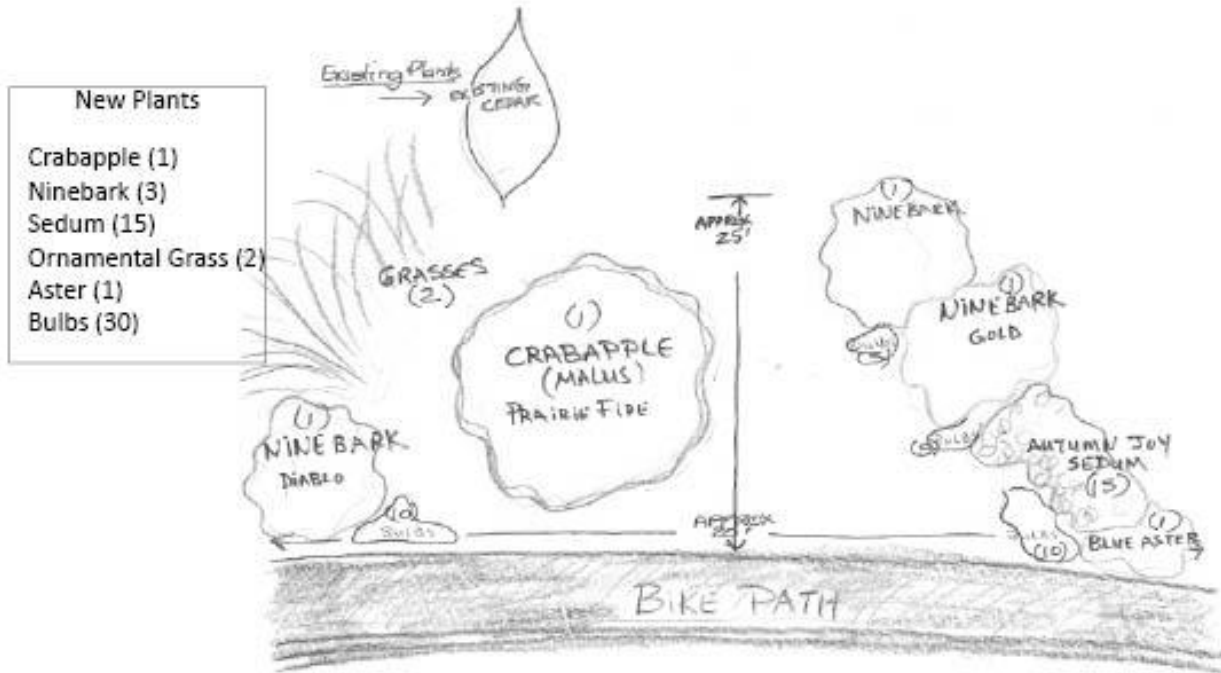
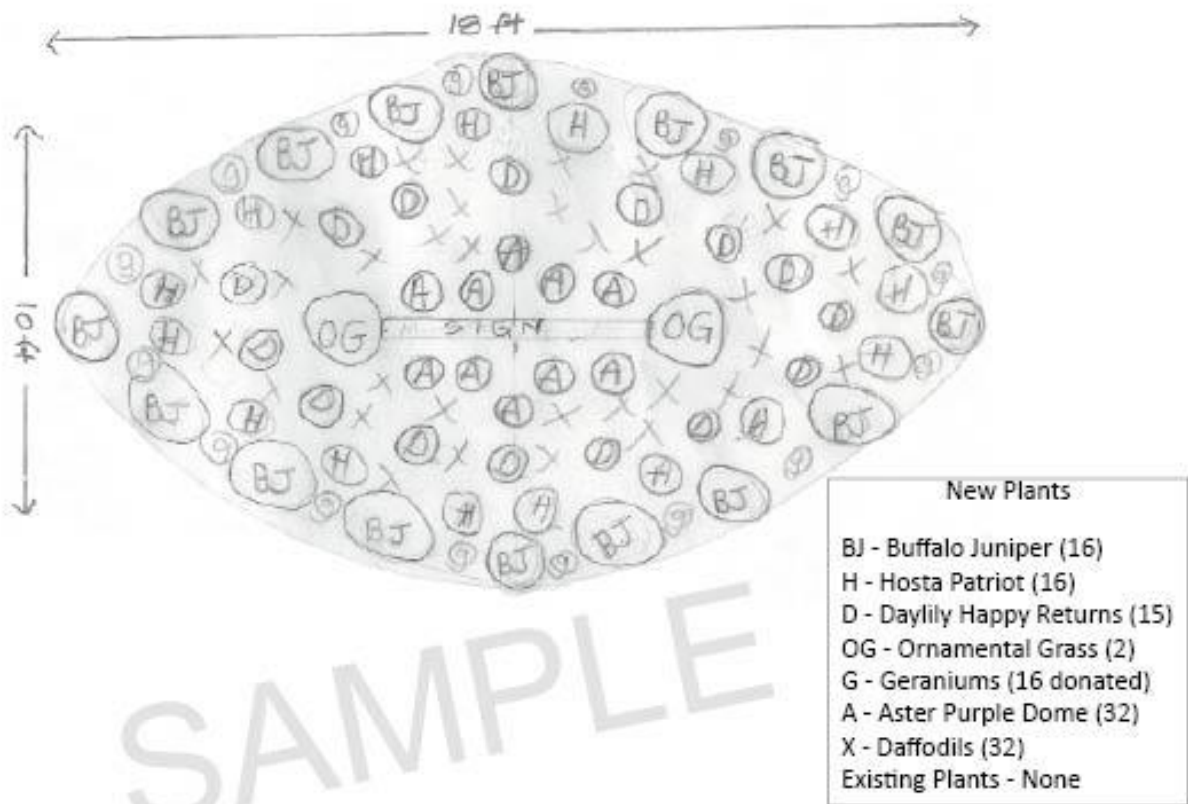
Sample Attachment A - Beautification Project Sketch, Plan and/or Photos



Each public parcel between the street and sidewalk is 7' x 30'



Sample Attachment A - Beautification Project Sketch, Plan and/or Photos



SAMPLE ATTACHMENT B: BUDGET WORKSHEET

Instructions: Include costs related to this project (purchased and donated) including tax, if applicable. Plant material and other items listed below MUST match what is listed on Attachment A. See page 2 for items not eligible for purchase with minigrant funds.

Items to be Purchased for Project with Minigrant Funds	Cost per Item	Quantity (# of items)	Total Cost	
1. Hardwood mulch (\$84+\$35 delivery+\$5.04 tax)	\$21	4 yds.	\$124.04	
2. Happy Return Daylily + \$3.00 tax	\$10	5	\$53.00	
3. Magnus Purple Coneflower + \$4.20 tax	\$10	7	\$74.20	
4. May Night Salvia + \$4.80 tax	\$10	7	\$74.20	
5. Buffalo Juniper shrubs + \$9.60 tax	\$20	8	\$169.60	
2. Serviceberry tree + \$6.00 tax	\$100	1	\$106.00	
7.	<p><i>In most cases, purchases will <u>not</u> equal the exact amount for which you are eligible (\$500 or \$1,000) and will be more or less. If purchases should exceed the allowable amount, this sample shows how to report the excess as a donation.</i></p>		\$	
8.			\$	
9.			\$	
10.			\$	
11.			\$	
12.				
13 A.	Total Cost of Items in Lines 1-12		\$601.04	
13 B.	Check Box for Maximum Grant \$ Allowed (see Page 1 for eligibility)		<input checked="" type="checkbox"/> \$500 <input type="checkbox"/> \$1,000	
14.	IF 13A IS MORE THAN 13B, put maximum \$ here from 13B AND include the \$ amount over maximum on Line 1 below.		\$500.00	
ITEMS DONATED TO THE MINIGRANT PROJECT (Cash or in-kind donations of products or services donated by individuals, organizations, businesses or other grants)		Cost per Item	Quantity (# of items)	Cash Value of Donations
1. Amount over maximum \$ allowable from Line 13		\$		\$101.04
2. Preen – 16 pound size + \$1.62 tax		\$27	1	\$28.62
3. Edging, brown plastic 40 foot roll + \$6.00 tax		\$20	5	\$106.00
4. Ornamental grasses + \$9.00 tax		\$25	6	\$159.00
5. Hostas donated by neighbor		\$10	5	\$50.00
6. Garden hose – 100 feet + \$1.50 tax		\$25	1	\$26.50
7. Flats of annuals + \$4.50 tax		\$25	3	\$79.50
8. Total Cash Value of Donated Items (add Lines 1-7)				\$550.66
9. Total Project Cost (add Line 8 above + 13A OR 13B, whichever is smaller)				\$1,050.66

SAMPLE ATTACHMENT C: PLANNING WORKSHEET

Instructions: Include all steps involved from the start of the project until the end. Make multiple copies of this blank page as needed.

Note: Purchases must be made AFTER receiving your minigrant award check (approximately May 9).

	<p align="center">List All Your Steps and Actions</p> <p align="center">Include steps and actions from time spent planning to the finish of the project as well as the information below:</p> <p>MAINTENANCE INFORMATION TO BE INCLUDED FOR PLANTING PROJECT:</p> <ul style="list-style-type: none"> •Plan to water 2-3 times weekly (depending on heat/rainfall) for the season •Include source that will be used for watering (i.e. hose on site, will be transported to site, etc.) •Plan to weed every week or every other week •Have enough people to share the maintenance tasks so it is sustainable 	<p align="center">Responsible Person(s)</p> <p align="center">Name of person(s) assigned to make sure step is done</p>	<p align="center">Completion Date</p> <p align="center">Date when this step needs to be completed</p>	<p align="center">Outcome (O) and Documentation (D)</p> <p align="center">(O): How will you know the step has been successfully completed? (D): How will you document that it has been completed?</p>
1.	Line up volunteers	B. Boop, G. Jetson	May 5	Keep a written list of volunteers
2.	Visit the site to assess the soil, sun, drainage, and other environmental conditions	G. Gershwin	May 5	Keep written notes from the site visit
3.	Confirm the flower bed design as is or make changes based on #2 if needed	H. Pierce	May 10	If new design is made, send to KGCB for approval
4.	Identify and collect donated materials	B. Boop, H. Pierce	May 15	Written list of donated items and estimated cost of each
5.	Paint out landscape bed with landscape paint and remove existing lawn where bed is to go	A. Oakley	May 18	Before and after pictures of project
6.	Install edging, and add topsoil/compost mix to bed	A. Oakley	May 25	Edging installed, topsoil added to bed with a picture
7.	Purchase plants and materials, and keep plants watered until planting day	G. Gershwin	May 25	Receipts; plants are healthy
8.	Plant the flower bed, and mulch with 2-3" of hardwood mulch. Water the plants deeply.	H. Pierce, A. Oakley, G. Gershwin	May 29	Pictures and video of planting day. Written watering schedule.
9.	Water plants 3 times per week for first two weeks after planting, and then water 2" of water per week, or as needed with the given rainfall	G. Jetson, A. Oop	Through Oct. 15	Written watering schedule. Pictures through the season.
10.	Weed the bed and remove trash twice per month or weekly if needed	H. Pierce, A. Oop	Through Oct. 15	Written maintenance schedule. Pictures throughout the season.
11.				
12.				

SAMPLE ATTACHMENT D: VOLUNTEER LIST

Instructions: Include information on volunteers already recruited for your project. Make multiple copies of this blank page as needed. Randomly selected volunteers will be contacted and/or called by KGCB staff to confirm that they have agreed to volunteer for this project.

	Name	Street Address	City	Zip Code	Phone Number	Email Address
1.	Rose Bush	123 Flower St.	Flint	48501	810-123-4567	trellis1@garden.net
2.	Tim Toolman	2222 Hammer Ct.	Davison	48432	810-232-3232	nailsnbolts@project.com
3.	Karen Kwilt	987 Material Way	Flint	48507	810-121-2121	pinsnneedles@thimble.org
4.	Sandy Swing	876 Playscape St.	Flint	48504	810-432-1234	No email address
5.	Ima Leaf	999 Branches St.	Clio		810-432-1234	autumncolor@fall.net
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

SAMPLE ATTACHMENT E: PARTNER LIST

Check the box shown on the application if you will NOT be working with other groups/partners.

Instructions: Include information for partners already recruited for your project.

INCLUDE block club/neighborhood association, business, faith-based or non-profit organizations, school, college, fraternity, sorority or Scouts.

DO NOT INCLUDE businesses/vendors from whom you will only be purchasing plant material or supplies.

Randomly selected partners will be contacted and/or called by KGCB staff to confirm that they have agreed to partner with this project.

	Name Of Partner and Contact Name	Phone # for Contact Name	Email Address for Contact Person	How Will This Organization be Involved in Your Project?
1.	Treetop Street Block Club Contact: Joseph Branch	810-987-6543	callsallynow@snowflake.net	Prepare beds for planting and installing plants
2.	Girl Scout Troup #00 Contact: Elizabeth Cookie	810-121-2121	onourhonor@prompt.org	Picking up pots, plant tags, trash on plant days Taking water/snacks to volunteers plant days
3.	Your Local Grocer Contact: Frank N. Beans	810-123-0987	foodsareus@freezer.com	Providing/donating lunch for all on June 25 Watering plants for the season with their hose
4.	Believe in Him Church Contact: Rev. James Right	810-000-000	narrowway@heaven.org	Building raised beds
5.	Riverbank Neighborhood Assoc. Contact:	810-343-4343	fishintheriver@wet.net	Mulching all beds after planting is done
6.	Wintergarden Nursery Contact: Daisy May	810-456-7654	winterflowers@coldplace.com	Providing workers to plant all trees and to deliver boulders to site
7.	Contact:			
8.	Contact:			
9.	Contact:			
10.	Contact:			

SAMPLE ATTACHMENT F: GENESEE COUNTY LAND BANK FORM

Check the box shown on the application if you are NOT doing a project on a Land Bank property.

Instructions: Attach an approved Adopt-A-Lot, Lease-A-Lot, Clean and Green or Signature Greening Project approval form if you are currently working with the Genesee County Land Bank on any of the properties. The Land Bank forms are required EACH TIME you apply for a mini grant, even if it has been submitted previously.