**TEMPLATE SUBMISSION FORM**

**CHECK ONE:**

𑃰 Fund-Raising (includes cash, and donations of goods or services)

X Grant Applications and Foundation Requests

**Sector:**  Westside

**Person Submitting:** Emma Goldman

**Activity Planned:** Community Garden

**Fundraising Goal Amount:** $1,000

**How will the funds be used (include a line item budget):**

Description of project/use of funds: Community garden on the corner of Gifford and Ontario St. in the Westside. Volunteers will build raised beds and plant vegetables.

Line Items (Add additional sheets as necessary):

|  |  |  |
| --- | --- | --- |
| ITEM | USE | COST |
| HHQ Administrative Fee | 10% of funds received | $100 |
| 2” x 4”/hardware | Raised beds | $450 |
| Soil | For planting | $200 |
| Seeds |  | $50 |
| Rain Barrels | Watering plants | $200 |

**TOTAL: $1,000**

**FOR GRANT/FOUNDATION APPLICATIONS ONLY:**

**Name of Grant or Foundation:** Parks Conservancy Greening Grant

**Submission Deadline:** Rolling

**Timeline for Implementation:**  April 1-November 2018

**Reporting Requirements:** Description on results of project, impact of the projet on the park/community, volunteer base and how they were recruited, difficulties encountered during the planning/implementation of project, greatest accomplishments or most rewarding moments, lessons learned, total hours worked, total volunteers, what was planted, estimated area of garden planted

\*\* **Tax Exemption** for the donor is not available for individuals contributing services as a donation. Donations of items/tangible goods require the donor to establish the value and receive a receipt from TNT.

\*\***Denial of Request**: In no case when there are outstanding past due receipts or reports due will a sector request for additional fundraising be accepted or approved.