Kids Growing Food Mini Grant
Grant Application Guidance

In applying for a Kids Growing Food Mini Grant sponsored by New York Agriculture in the Classroom, please use the below guide to assist in preparing your application documents.

*The key to success in applying for the grant is to ensure that each section of the application is completed in full. Expound upon your answers to the best of your ability, thoroughly think through you answers and tell the selection committee as much as possible about your garden plans.*

**School’s 9 Digit Tax ID Number**
Please note that this is not the tax-exempt number. Please contact your school’s business office to acquire this information.

**Attachment 1: Letter of Support**
Attach a short letter of support on letterhead from the Principal or Superintendent indicating administrative support for the garden project and verifying that the Project Director will be made aware of the school’s safety policy regarding chemicals or pesticides.

**Attachment 2: Project Overview**
Provide an overview of your gardening project (no longer than 3 typed pages).
Please explain to the selection committee how your school garden will be impacting at least the following areas:
- What type of garden will you be planting?
- What crops will be grown?
- How will the teachers and students be involved in the garden?
- What plans do you have to integrate the garden into classroom instruction?
- How will you measure student knowledge gained from working in the garden
- Where will the garden be located? Describe the site.
- What community involvement will be included in the project?
- Describe other funding sources to support the garden.
- Explain your summer care plans.

**Attachment 3: KGF Goals**
Discuss the goals you have set for your garden, including how you will achieve the plans mentioned in the project overview (1 page). Pay special consideration to explaining your goals on curriculum integration and measuring knowledge acquired about and through agriculture.
Attachment 4: Budget
Attach a simple budget that shows how you will spend a KGF garden grant of $500. Please indicate if you will be able to manage with less than $500 due to in-kind and local donations (examples and budget forms are provided on the website).

Attachment 5: Project Director’s Agreement
Read, sign and attach the Project Director’s Agreement (found on the website).

Attachment 6: Community Partner Letter of Support
Include a letter of support from your listed community partner, communicating their level of support to your school garden.

Attachment 7: W-9 Form
Have your school’s business office fill out the Request for Taxpayer Identification Number and Certification form (on the website) and attach the scanned document below.