

Partnership Development and Support Services

“Community Growers Small Grant”

At CityHousing Hamilton (CHH), we know that our residents are deeply engaged in supporting and improving the communities in which they reside. The vision of the Community Growers Equipment and Supplies Fund is to support the ongoing operation of Community Gardens and Beautification on CHH properties. Each grant has a maximum of \$250. A group can only apply to the fund once per calendar year and each group is encouraged to only apply for the amount of funding needed. The grant reimbursement is issued **after** CHH approves the application and **after** the supplies have been purchased and receipts have been received.

Procedure for Applicants:

1. Equipment and supplies funded through the Community Growers Small Grant Fund that are for the garden must remain in the community garden/space, even if the tenant group stops. There is an exception in 2020 that allows grant funding to go towards purchasing items for individuals to reduce the spread of COVID-19. Items such as gloves, sanitizer, tools, can be provided to individual gardeners.
2. The funds – up to \$250 per year – are for garden equipment and supplies. Tenants will be reimbursed after they have been approved and provide receipts for their purchases. Garden equipment and supplies can include: soils, composts, mulch, tools, seeds, plants, items for arts and signage, gloves, sanitizer, and other items to encourage safe gardening during the COVID-19 pandemic.
3. All applications will be reviewed by the Tenant Support Worker & Community Development Team. **Priority will be given based on financial need.** In some cases, groups will be asked to provide information about their financials. Tenant Led Groups should track participation rates, as you will be asked to provide this information.
4. Once an application has been approved, the group will be notified by their Community Development Coordinator or Tenant Support Worker.
5. If the garden group is applying for Beautification funding, the group must have their Property Manager’s permission.
6. Once an application has been approved, the group will know they can be reimbursed on the approved items up to the maximum grant amount based on receipts provided. **It is very important that you keep ALL receipts from your purchases. You must have receipts to provide to CHH in order to be reimbursed for your purchases! Keep a copy of all receipts, even after you give the originals to CHH.** Once the receipts have been submitted to CHH the funds will be released by the Community Development Coordinator to the tenant group by cheque or petty cash, depending on the amount.

Part 1: Community Growers Small Grant Application

Submit original receipts to your Community Development Coordinator or
Tenant Support Worker.

Create an itemized list of what you bought.

Keep copies of all receipts in your records!!

(Property) Address & Garden Name:	
# of Tenant Members of Garden:	
# of Tenants impacted by the gardens	
Estimated total hours each gardener volunteers each week:	
Group Contact Information:	
Garden Team Leader Contact:	
Address: Include Unit & Postal Code	
Telephone Number: Email:	
Amount of funds requested (max \$250)	
What equipment and supplies do you plan to purchase?	
How will the supplies/equipment be used in your gardens?	

How will the supplies/equipment benefit the garden participants and community?

Where will the items purchased with this funding be stored?

Please share your plan for sustainability? How will your group work towards being financially independent? (ex. charging a small fee, applying for other community grant reimbursements)

Signatures:

Date: _____
Group Contact Signature _____ Print Name _____

Date: _____
CDC or TSW signature _____ Print Name _____

Please attach an updated list of current garden members and a map of current garden allotment to your application.

Send your completed application to:

ATTN: Community Development Coordinator/Tenant Support Worker

**Address: c/o CityHousing Hamilton
55 Hess St S, PO Box 2500, Hamilton, ON L8N 4E5**

Scan & Email: alison.mackenzie@hamilton.ca

Questions: Call Alison MacKenzie at 289-237-0759

Part 2: Report on Money Spent Keep this report and submit with your receipts.

Name: _____ Garden or Property Name: _____

KEEP COPIES OF YOUR RECEIPTS EVEN AFTER YOU GIVE ORIGINALS TO CITYHOUSING!!

Items Bought With the Community Growers Small Grant	Cost of Item
Total Costs:	