



**DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
URBAN GREEN & COMMUNITY GARDEN INITIATIVE
GRANT QUESTIONNAIRE AND APPLICATION**

GRANT APPLICATION DEADLINE: FEBRUARY 7, 2019

PROJECT TITLE: _____

SPONSOR: _____

SPONSOR'S ADDRESS: _____

NAME & TITLE OF CHIEF EXECUTIVE OFFICER: _____

NAME & TITLE OF PREPARER: _____

PHONE: _____

TOTAL PROJECT COST: \$ _____ TOTAL PROJECT AREA: _____ ACRES

Your response to the following questions will be used to evaluate and rank your proposed project. Responses should be brief, factual and accurate. Applicants submitting project proposals that include inaccurate information, facts, statements or disclosures will be penalized by having the application withdrawn from review or having the grant surrendered should one be awarded.

TYPE OF REQUEST (CIRCLE): COMMUNITY GARDEN RESTORATION

1. PROJECT DESCRIPTION:

Community Garden

- How and when was the decision to construct or improve a community garden reached?
- What supporting data, letters, meetings were held to form a consensus that a community garden would be a welcomed addition to this area?
- What is the neighborhood/population density within this service area?
- Where is this community garden located?

Restoration

- Please locate this parcel on a town road map.
- What is the neighborhood/population density within this service area?
- What are the proposed plans for this site?

- SUPPORTING MATERIAL**
- Topographic Map (USGS 1:24,000 scale, enlarged if possible)
 - Town Road Map (Mail-a-map, etc. property boundaries marked)

2. PROJECT COST ESTIMATES – RESTORATION

Communities classified "Targeted" or "Distressed" may apply for funding to restore a publicly owned open space property for public access and passive recreation. Urban Green proposals require a site plan, project scope and a cost estimate.

3. ELIGIBILITY:

Municipality:

- ☞ Is the applying municipality classified as a "Distressed Municipality" or a "Targeted Investment Community" (Section 32-9p CGS)?
- ☞ As a Distressed or Targeted Community, is this application a request for funds to enhance, restore or protect existing natural resources on the property currently owned? If so, please expand upon the project scope that will enhance or protect the existing features or habitat found on this property.
- ☞ Are the current conditions of the site suitable for the proposed uses, or will any physical changes be required? Expand upon all changes that may be required.

- ☞ Are there any residential dwellings on the property? If so, what will these dwelling(s) be used for?
- ☞ Has an environmental assessment of any discharge, spillage, uncontrolled loss, seepage, or release of hazardous waste on the site been completed? Are there any past uses that could have caused such contamination? Please explain.
- ☞ If the property is going to be used for agriculture, provide the percentage of prime agriculture soils and a soils map of the property (contact Agriculture Extension Office or NRCS).

4. EXISTING OWNERSHIP:

The ownership of this site (community garden or restoration) is to be held by the municipality, please proof of ownership. Is the property free from any lien(s), claims, encumbrances or easements that would prevent the land from being used for a Community Garden or passive recreation area? If so, please describe.

SUPPORTING MATERIAL **Copy of Current Deed/Lease**

5. PUBLIC ACCESS, ACCESSIBILITY FOR PEOPLE WITH DISABILITIES, AND SITE CONVENIENCE:

Public Access is defined as the ability of the public, regardless of ability, to gain access to the property and utilize the property for passive recreation. Access must be through a permanent ownership abutting a public road that provides feasible access, unless otherwise approved prior to submitting an application. Access must be from a public road. Parking on the public road (if allowed) will be accepted, however, an on-site, off-street parking area for public safety is preferred. **If public access is not clearly shown and defined in the application, the project will not be evaluated or awarded a grant.**

- ☞ How will the public utilize the property? On a map, please show how the public will access and utilize the property for passive recreation.
- ☞ What, if any, recreational resources exist on the property? Please show where these resources are, on the required map or a site plan.
- ☞ Will passive recreational resources be developed or enhanced? If so, on the required map, please indicate where, and to what extent these resources will be developed or enhanced.

SUPPORTING MATERIAL **Copy of map showing how the public will access the property, the level of development and passive recreation the public will enjoy.**

Accessibility for people with disabilities is a civil right defined, for these purposes, as equal opportunity for the use and enjoyment of community garden and restoration projects. Such consideration is especially relevant to newly constructed and altered elements, such as parking, gates, garden beds, and paths. Degree of required accessibility often involves a balancing of civil rights and conservation needs. For example, terrain or habitat conditions may influence the kind and degree of accessibility created on a new or altered trail.

- ☞ Define how accessibility is to be integrated into the design and improvements of the proposal?

Site Convenience is defined as the location of this site relative to characteristics of the surrounding area.

- ☞ Is the property in close proximity to an urban area or population center?
- ☞ Please identify the major population center(s) neighborhood(s), city(ies), region(s) that would be affected by this proposed acquisition or restoration.
- ☞ What is the population density of the subject municipality (per square mile)?
- ☞ Is this proposed community garden or restoration in an area where significant growth/development has occurred or is planned? **YES**____ **NO**____. If yes, please expand upon the level of growth and the intensity of the development.
- ☞ Is the site serviced by mass transit? **YES**____ **NO**____. If so, please explain.

6. STATEMENT OF NEED:

- ☞ Is the property vulnerable to development?
- ☞ Has this property **received development approval** for a residential, commercial or industrial use according to local zoning? If so, explain the level of development and its impact on the area.
- ☞ Is the proposed project consistent with the local Municipal Plan of Conservation and Development or other municipal or regional plans such as a Recreation Plan, Open Space Initiative or Regional Open Space Plan?

- SUPPORTING MATERIAL** **Municipal Plan of Conservation & Development and/or Recreation Plan (Current plan, less than 10 years) (relevant excerpts)**
- Regional Conservation Plan (relevant excerpts)**

7. LOCAL SUPPORT:

- ☞ Has this proposed acquisition or restoration received approval or support from any municipal, regional or executive boards? If so, what was the response? Please provide relevant excerpts from the agencies/commissions.

- SUPPORTING MATERIAL** **Municipal Support Letters (planning, inland wetland, conservation, open space)**
- Regional Planning Agency Support Letters (RPA or COG corporate/executive board)**

8. FUNDING MECHANISM:

- ☞ Does the community garden or restoration involve cooperative efforts between, land conservation organizations, local community groups or others? Describe the involvement of each party.
- ☞ This is a matching funds program, with matching coming from several sources including but not limited to existing recreation accounts, capital improvement, open space/conservation and in-kind contributions of staff, equipment and materials. How will this project be matched?
- ☞ Provide documentation showing the source and availability of funds and cash flow to complete the project.
 - Is this project going to be funded under any non-traditional methods? If so, describe this funding method.

- SUPPORTING MATERIAL** **Resolution authorizing the expenditure of funds (municipal, corporate)**
- Budget line item where funds are held or committed**
- Show commitment, amount and sources related to creative/alternative funding proposals**

9. OPERATION, MAINTENANCE AND STEWARDSHIP CAPABILITIES:

- ☞ Do you have a draft plan for the operation, maintenance and/or stewardship of this property? If so, please provide information on how such plan(s) was developed and summarize the plan(s). If no, how will the property be operated and maintained?
- ☞ Please provide evidence of the capability to maintain and operate this property by providing:
 - A detailed description of who will manage the property
 - The management level of expertise and/or experience of those who would manage the property
- ☞ Will the maintenance of this facility be a cooperative effort between the municipality, land conservation organizations or local community groups? Provide assurance and level of commitment from each cooperator.
- ☞ Does funding for stewardship exist or will it be in place? Please explain.
- ☞ Please provide information to support the stewardship capacity of your organization.

Any questions should be directed to the DEEP Office of Constituent Affairs/Land Management at (860) 424-3081 or (860) 424-3774.

Please return this questionnaire, along with responses and supporting documentation to the following address:

**Department of Energy and Environmental Protection
 Open Space and Watershed Land Acquisition Grant Program
 Office of Constituent Affairs/Land Management
 79 Elm Street, 6th Floor
 Hartford, CT 06106-5127
 Tel: (860) 424-3081**