

### **Mini Grant Packet Includes**

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# Memo

**To:** Worcester County Local Health Improvement Coalition, Community Based Organizations, Potential Grantees

**From:** Mimi Dean, MS, Director of Prevention Services

**Date:** July 8, 2024

**Subject:** Request for Mini Grant Proposals to Develop and Sustain a Community Garden in Berlin, Pocomoke, or Snow Hill

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The Worcester County Health Department has received funding from the Maryland Department of Health to address cognitive health and increase public awareness about Alzheimer's Disease and Related Dementias (ADRD) and how to reduce the risk of developing. Worcester County Health Department is providing a portion of this funding to community garden partners to promote brain health messaging and provide fresh produce to residents of vulnerably populated communities.

The Worcester County Health Department is pleased to be accepting mini-grant proposals from community partners to develop and sustain a community garden in Worcester County. Funded organizations must commit to planting, cultivating, harvesting and maintaining a community garden in Worcester County, Maryland and providing produce gleaned from the garden to the community. Funded organizations will also be required to partner with the health department for Alzheimer's Disease and Related Dementias community education. Organizations will be able to request up to \$2500 and awards will depend upon the quality of proposals received and number of requests. A total of \$5,000 is available to support these efforts.

Proposals are due in to the Worcester County Health Department, Prevention Services Department by 4:30 pm on August 2, 2024. Interested parties may call the Worcester County Health Department Prevention Office at 410-632-1100 ext.1108 to receive an application package. All awards will be made after August 23, 2024 and funds must be spent by June 30, 2025.

Please feel free to contact me or Crystal Bell at 410-632-1100 extension 1108 or email [crystal.bell1@maryland.gov](mailto:crystal.bell1@maryland.gov) if you have any questions or would like additional information. A pre-proposal orientation meeting will be held through Google Meet on July 18, 2024 at 2:00 pm.

WORCESTER COUNTY HEALTH DEPARTMENT  
IS NOW ACCEPTING **MINI-GRANT APPLICATIONS**

**FOR**

**WORCESTER COMMUNITY-BASED MINI GRANT**

To be eligible for **community-based** funding, your program must:

- Be an organization which serves Worcester County residents and/or employees.
- Develop and sustain a community garden in Berlin, Pocomoke, or Snow Hill, Maryland.
- Commit to planting, cultivating, harvesting and maintaining a community garden in Berlin, Pocomoke, or Snow Hill, Maryland and providing produce gleaned from the garden to county residents.
- Organizations can request up to \$2500.
- Submit a **Mini Grant Application to the Worcester County Health Department by 4:30 p.m. on August 2, 2024.**

Proposal must include:

- Program Need, Purpose, and Brief Description
- Prevention Strategies
- Proposed Activities
- An Itemized Budget
- An Evaluation Plan

Interested parties may call the Worcester County Health Department Prevention Department at 410-632-1100 ext. 1108 to receive a grant package. All awarded grant recipients will be expected to submit an annual narrative report as well as an accounting report no later than June 30, 2025.

Completed grant applications will be accepted **NO LATER** than 4:30 p.m. on August 2, 2024 . Applications may be mailed to:

The Worcester County Health Department  
Prevention Services  
6040 Public Landing Road  
Snow Hill, MD 21863

All awards will be made after August 23, 2024. For more information, call 410-632-1100 ext. 1108.

**Mini Grant Program Areas**  
**Awards for up to \$2500**

**Community Garden**

Proposals need to focus on developing and sustaining a community garden in Berlin, Pocomoke or Snow Hill, Maryland. Funded organizations need to commit to planting, cultivating, harvesting and maintaining a community garden in Berlin, Pocomoke, or Snow Hill, Maryland and providing produce gleaned from the garden to the community. Fund may be used for gardening supplies, materials, seeds, and other items needed to support the community garden.

## **MINI GRANT APPLICATION GUIDELINES**

**To be eligible for Community Mini Grant funding, applicants must:**

- 1) Be an organization which serves Worcester County residents and/or employees
- 2) Develop and sustain a community garden in Berlin, Pocomoke or Snow Hill, Maryland.
- 3) Commit to planting, cultivating, harvesting and maintaining a community garden in Berlin, Pocomoke or Snow Hill, Maryland and providing produce gleaned from the garden to the community.
- 4) Organizations can request up to \$2500.

**Submit a Mini Grant Application to the Worcester County Health Department by 4:30 p.m. on August 2, 2024.**

Proposal must include:

- Program Need, Purpose, and Brief Description
- Prevention Strategies
- Proposed Activities
- An Itemized Budget
- An Evaluation Plan

5) The Mini Grant application text:

**A. Program Need, Purpose & Brief Description:**

State clearly the need for the program, the program's purpose/goal, the population targeted, and briefly describe the scope of the overall program.

**B. Short Summary of Past Experience & Knowledge of Prevention/Health Education Activities:**

Summarize briefly your organizations past history, if any, and focus on risk factors among the targeted population that will be addressed.

**C. Proposed Project Activities:**

Describe your program's activities in terms of objectives. Keep in mind that your program's purpose/goal stated earlier under "Program Need, Purpose & Brief Description" should be a long-term goal and may understandably NOT be achieved during the funding period. However, the proposed activities/objectives stated in this section should be achievable and measurable during the funding period. For example: # of community gardens developed and sustained, # of volunteers assisting with the community garden, # of pounds of produce harvested and donated from the community garden.

**D. Project Overall Budget (Itemized):**

List the program's overall budget including all expected funding amounts and sources, an itemized list of projected expenditures and the program's requested amount. If applicable, please list other funding supporting this project.

**E. Proposed Evaluation Plan:**

Describe how your program will measure the success of its purpose/goal, and its objectives related to its activities.

**Mini Grant Application FY'25 Community Garden in Berlin, Pocomoke, or Snow Hill, Maryland**

1. Project Title:
2. Name of Organization:
3. Contact Person:
4. Address:
5. Phone:
6. Email Address:
7. Program Need, Purpose & Brief Description:



**FY25 Mini Grant Application- Page 2**

8. Short Summary of Past Experience & Knowledge about planting, cultivating, harvesting, and sustaining a community garden.

9. Proposed Project Activities (Objectives related to goal):

**FY25 Mini Grant Application- Page 3**

10. Project Budget & Other Funding Sources:

11. Proposed Evaluation Plan (How you will measure if objectives were achieved):

## **FY'25 MINI GRANT RECIPIENT RESPONSIBILITIES**

### **I. EXPENDITURE RESPONSIBILITIES**

- A. All grant money must be spent by June 30, 2025.
- B. Grant money cannot be used as a donation to another program.
- C. The majority of grant funding must be used for direct services.
- D. Grant money cannot be utilized for church related materials such as: religious materials, etc.
- E. Any equipment purchased with grant money remains the property of the State of Maryland for five years. Adequate identification and inventory record of the purchased equipment in whole or in part using grants funds must be kept. Funds cannot be used to purchase equipment costing more than \$100 per item without approval from Worcester County Health Department prior to its purchase.

### **II. REPORT AND ACCOUNTING RESPONSIBILITIES**

#### **A. Narrative Activity Report. (See Attachment A)**

- 1. The activity Report is a "Short Narrative Sheet" describing program activities during the award period (**Due October 5, 2024, January 5, April 5, and July 5, 2025**) and progress towards meeting objectives.

#### **B. Financial Reports**

- 1. A grant payment Request Form should be submitted with the budget and budget justification in order to receive the funds. (See Attachment B)
- 2. A budget page is provided to assist you in documenting expenditures. (See Attachment C)

**Activity Report**

**Short Narrative Sheet**

Grant Program: \_\_\_\_\_

Report Due  
**October 5, 2024**  
**January 5, 2025**  
**April 5, 2025**  
**July 5, 2025**

Please provide a brief description of progress during this period. (Include progress in meeting objectives, number of community gardens developed, number of community gardens sustained, number of volunteers that assisted with the community garden,, number of pounds of produce gleaned and donated from the Community Garden to community residents.)

\_\_\_\_\_  
Signature of Person Completing Report

\_\_\_\_\_  
Date

Name of Organization: \_\_\_\_\_

Federal Identification # or Grantee social security #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**REQUESTED AMOUNT:** \_\_\_\_\_

**BREAKDOWN OF REQUESTED AMOUNT**

<b>Category</b>	<b>Amount Requested</b>	<b>Other Funding</b>
Salaries/ Stipends/Consultants		
Travel		
Operating Supplies		
Telephone		
Postage		
Printing and Reproduction		
Program Material/ Education supplies		
Other		

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**



