Criteria for Participation

General Information
- Applications are due Nov. 1, 2022 by 8:00 p.m. EDT/5:00 p.m. PDT using the online application form.
- An informational webinar for interested applicants will be held on Thursday, Sept. 29 from 3:00-4:00 p.m. EDT. Please register here to attend.
- Awardees will be notified by Dec. 5, 2022.
- Awards are expected to be disbursed by early January.
- Final reports, including evaluations, photos, and expenses, will be due Feb. 1, 2024.
- Award amount is $50,000.

Applicant Criteria
The Urban Agriculture Resilience Program Capstone Cohort will offer awards to support urban agriculture, community gardening, and other food-growing programs and projects that address food security challenges in their communities.
- All eligible applicants must be a U.S. public garden.
- The awardee organization must be a U.S. public garden with EIN number.
- Applications must include a letter of support signed by the Director or CEO of the applicant public garden.
- Award-eligible projects must combine food growing and education, and must also serve audiences experiencing food insecurity in urban or metropolitan areas. Awards will support existing projects seeking to sustain and institutionalize their work.
- Awardees must commit to:
  - Participating in four meetings with the Capstone Cohort and Chicago Botanic Garden’s Windy City Harvest (Winter 2023 (online), Spring 2023 (online), Summer 2023 (in-person in Chicago, IL), Fall 2023 (online))
  - Participating in two one-on-one mentoring sessions online with Chicago Botanic Garden’s Windy City Harvest (Winter/Spring 2023, Fall/Winter 2023/24)
  - Allotting a percentage of award funds to travel to Chicago for two days of site visits (September 14-15, 2023)
  - Publicly sharing results and lessons learned from their Urban Agriculture Resilience Program project and Capstone Cohort experience
Priority will be given to programs that can demonstrate the following:
- Ability to use the award to advance their project toward long-term sustainability.
- Evidence they creatively utilize or leverage the assets of a U.S. public garden and community partners in their project
  - Partners may include U.S.-based nonprofit organizations, local government entities (e.g., parks and recreation departments, housing authorities), small businesses, other public gardens, educational institutions, or similarly qualified organizations.
- Concerted efforts to combine food growing and education (e.g., food growing education, culinary and/or nutrition education, etc.), particularly through the following types of projects:
  - Workforce Development
  - Food as Medicine / Produce Prescription Programs
  - Urban Agriculture Adult Education
  - Urban Agriculture Youth Education
  - Sustainable Farming Production (specifically diversified vegetable production)
  - Small Farm Business Support
- Facilitation of public engagement in urban food growing (e.g., by providing education and technical support, in-kind resources, growing space)
- Direct benefit to audiences or participants experiencing food security challenges, including food security challenges exacerbated by the COVID-19 pandemic
- Ability to use the award to increase capacity in urban agriculture within and beyond the public gardens community

Questions regarding program eligibility may be directed to Bailee Hopkins-Hensley at Bhopkins-hensley@publicgardens.org

Program Timeline
- Call for applicants - Sept. 15 - Nov 1., 2022
- Informational webinar for prospective applicants - September 29th, 3:00 - 4:00 p.m. EDT
- Applicants selected and notified - by Dec. 5th
- **Cohort Kickoff Meeting (virtual): Jan. 19, 2023, 2:00-3:30pm EST**
  - Capstone Cohort awardees meet as a group to share projects and discuss goals with mentors from Chicago Botanic Garden and the U.S. Botanic Garden
- **One-on-ones (virtual): Feb. - Apr. 2023 (scheduled individually)**
  - Awarded projects meet individually online (one occasion during this timeframe) with mentors to discuss projects
- **Cohort Spring Check-In Meeting (virtual): Apr. 26, 2023, 3:00-4:30 EDT**
  - Capstone Cohort awardees meet as a group for a professional development session and group discussion with mentors
• **Cohort Gathering and Field Visits (in-person, Chicago): September 14-15, 2023, 9:00 a.m. - 3:00 p.m. CDT**
  o Capstone Cohort awardees (1-2 individuals per award) travel to Chicago for two days of site visits

• **Cohort Fall Check-In Meeting (virtual): Nov. 2, 2023, 2:00-3:30 EDT**
  o Capstone Cohort awardees meet as a group for a professional development session and group discussion with mentors

• **One-on-ones (virtual): Nov. 2023 - Jan. 2024 (scheduled individually)**
  o Awarded projects meet individually online (one occasion during this timeframe) with mentors to discuss projects

• **Reporting due: Feb. 1, 2024**

• **Presentation planning (virtual): Spring 2024 - dates TBD**
  o Capstone Cohort awardees meet as a group to plan a presentation to communicate their work

• **Sharing: Summer 2024**
  o Participants will share presentations describing their project outcomes and reflections on capacity building

**Reporting Requirements**

The U.S. Botanic Garden (USBG) and the American Public Gardens Association (the Association) will provide reporting tools. Reporting requirements include a brief final report. Reports will document program expenditures and impacts, including quantitative information (e.g., participation numbers, pounds of food produced) and qualitative information (e.g., illustrative or other evidence of capacity building goals met, audiences served, reflections on the mentoring experience, etc.).

The USBG and the Association will request photographs of program activities and marketing materials or other outreach communications from programs. Awardees will agree to allow the USBG and the Association to communicate about their programs and to use provided photographs for their own communications.

**Criteria Required for Program Fulfillment:**

1. All publicity from the award (or use of award funds), including press releases, websites/webpages, and social media postings related to collaborative work, shall acknowledge both the U.S. Botanic Garden and the Association. Publicity items about the Urban Agriculture Resilience Program awards (e.g., press releases, websites/webpages) should be created in collaboration with and approved by the USBG and the Association. The recipient institution (primary awardee) and/or the partnering institution(s) may not engage in advertising practices that feature the United States Botanic Garden in a manner that conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the United States Government, or any Department, Agency or instrumentality thereof.
2. All products and work resulting from this Agreement, including but not limited to, published material, websites/webpages, social media postings, and presentations, shall acknowledge both the U.S. Botanic Garden and the Association. This should be according to each institution’s style guidelines and with express consultation and permission of each party.

3. The recipient institution agrees to indemnify, save and hold harmless, and defend the United States Government and/or the American Public Gardens Association (the Association) against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any act or omission of the recipient institution (primary awardee), its officers, employees, or (members, participants, agents, representatives, agents as appropriate) arising out of or in any way connected to activities authorized pursuant to this Agreement. This obligation shall survive the termination of this Agreement.

4. The recipient institution must have and maintain suitable insurance coverage or be self-insured for all activities related to this Agreement. Upon the Association and/or the USBG’s reasonable request, the institution will provide a certificate evidencing its insurance coverage, if any.

5. The recipient institution must be a U.S. public garden with an EIN (Employer Identification Number) and provide a IRS W-9 Form and tax exempt letter to the Association in order to receive award funds.

6. The recipient institution shall cooperate with the Association and/or the USBG in the investigation and defense of any claims that may be filed with the Association and/or the USBG arising out of the activities of the institution receiving the award, its agents, and employees.