

KSRE Master Gardeners – Douglas County Garden Micro-Grant Program 2025

The Extension Master Gardeners (EMG) of Douglas County, KS announce the availability of grant funds for gardening projects that support our mission “To share research-based, horticultural information with residents of Douglas County, in partnership with K-State Research and Extension”.

Garden Grant Guidelines

Requests must be submitted using the designated application Form. The form is available through the Douglas County Extension Office (785-843-7058) or on the website at <https://www.douglas.k-state.edu/>. Applications must be received at the Douglas County Extension Office (2110 Harper St., Lawrence, KS 66046) by October 1st. The grant year begins January 1 of the following year.

Eligibility

Any Douglas County public school or community garden* may apply for a micro-grant to support either a new or existing vegetable, fruit, or pollinator garden project. Community gardens include those operated by Common Ground, non-profit service organizations, senior living facilities, and child-care facilities. Private gardens are not eligible.

Continuing grants are available for those who have previously received funding from the Douglas County EMG Micro-Grant Program. However, recipients of two consecutive grants will not be eligible in the third year. Applicants for continuing grant funding must have submitted their final report from the previous grant before applying (note: applications for continuing grant funds are required to submit the final report earlier than stated for new grant applicants on Oct. 1).

*Community gardens are plots of land, usually in urban areas, that are rented by individuals or groups for private gardens or are for the benefit of the people caring for the garden (USDA). Common Ground gardens are included in this definition for the purposes of the Douglas County EMG micro-grant program.

Grant criteria

An EMG Grant Committee will review all applications and base recommendations on the strength of the application in supporting the EMG mission and the criteria listed below.

Fund requests will be evaluated using the following criteria:

1. Relevance to the mission statement.
2. Beautification, development, or expansion of community gardens or school gardens.
3. Feasibility of completing the project within the proposed timeline.
4. Water availability for the project.
5. Implementation of sustainable garden practices (e.g. water conservation, limited pesticide use, building healthy soil).
6. Clarity and completeness of application (proposed project design preferred).
7. Infrastructure and institutional support for continuing the project beyond the Grant Fund year.
8. Public access to a garden or to programming.
9. Impact on the target garden audience or participants.

The maximum grant award for the 2026 grant year is \$500.00. Partial funds may be awarded at the discretion of the EMG Grant Committee. Funds may be requested to support a wide variety of garden activities.

Some examples include but are not limited to the purchase of:

- garden construction materials
- compost, seeds/plants, gardening tools, hoses, row covers or other gardening supplies
- tables, gardening shed, or hardscape for outdoor learning
- classroom materials or curriculum that would utilize a garden as an outdoor classroom for children or adults
- training fees for garden educators

Any programming that uses grant funds must request demographic information from the participants (form is provided by Extension and participant completion of the form is voluntary).

Grant recipients will be notified of the status of their grant request after the November EMG Executive Board meeting. Grant funds must be used by October 31 of the following year.

EMG Garden Micro-Grant recipients will be required to submit an end-of-year report describing how the grant facilitated their gardening program. Forms will be sent to awarded recipients and will be due on or before October 31, unless applying for a second year of funding. Those applying for a second year of funding must turn in their final report by Oct. 1. The end-of-year report will consist of a summary of activities, a list of items purchased, and a list of any educational events and accompanying demographic information.

How to Apply for a Grant

Obtain an official application form.

Complete the application in full; if there are details that don't fit on the application, please send attachments with the application.

If you would like assistance with the application, please contact the Douglas County Horticulture Agent or Program Assistant; there may also be an Extension Master Gardener who can help you.

Submit the completed application form, either by regular mail or email, to the Douglas County Extension Office by October 1, 2024.

Email Horticulture Agent: sashworth@ksu.edu

Address: Douglas County Extension, attn. Horticulture Agent; 2110 Harper St., Lawrence, KS 66046