

REQUEST FOR PROPOSALS
Community Garden Mini-Grants for Muskegon, Oceana
& Mason Counties

MARGARET SHAW MEMORIAL FUND
OF THE
COMMUNITY FOUNDATION FOR MASON COUNTY

SUMMARY

The Margaret Shaw Memorial Fund (MSMF) is currently accepting 2020 proposals to help create new and support existing youth focused vegetable garden projects for Muskegon County (6 grants) , Oceana County (3 grants), & Mason County (3 grants). The fund is offering mini-grants in the amount of \$250.00 per proposal.

The purpose of this Request for Proposal (RFP) is to solicit simple proposals from various non-profit organizations including: schools, community groups, and faith-based organizations seeking to educate youth on vegetable gardening skills and/or garden vegetable meal preparation in an urban setting.

The Margaret Shaw Urban Garden Fund (MSMF) is under the umbrella of the Community Foundation *for* Muskegon County, (CFFMC) and administered by the R. Sidney Shaw family. It was created by the Paine family, owners of Metalworks Inc. in Ludington, Michigan, in honor of Margaret Shaw after her passing in 2004.

1. GUIDELINES

Proposals should be simple, no longer than one page, and may be typed or handwritten, **preferably by a youth member** of the organization that will be receiving the grant. Each proposal must contain the following information:

1. Name of the sponsoring non-profit organization, including:
 - a. Mailing address
2. Project description, including:
 - a. Brief project description
 - b. Number and age of youth involved
 - c. Contact information of person managing the project (email and phone number)
 - d. Simple budget for supplies (what you will purchase with the grant money; should **not** include labor, management or administrative costs)

Example of a garden construction budget:

1. 30' of 2x12 boards @ \$40.00
2. Nails and screws, \$12.00
3. Tools, hammer, shovel etc. \$35.00
4. Garden hose, 75 feet, \$30.00
5. Garden soil 1 cubic yard, delivered \$83.00
6. Vegetable Seeds, donated by local business

3. Location of proposed project
4. Project goal(s) (example: grow vegetables and prepare a common meal)

2. PROJECT TYPES

The MSMF will consider the following types of projects:

1. Garden construction or expansion with youth involvement.
2. Planting, cultivating and harvesting of new or existing gardens with youth involvement
3. Preparation of meals from existing gardens or farm fresh produce with youth involvement. Meals can be as elaborate or as simple as desired.
4. Classroom education or farm tours for youth focused on farm to table food systems.
5. Renovation or modification of existing garden plots.

3. DEADLINE

Proposals must be received by 4:00 p.m. EST on 5/15/2020 via USPS, e-mail or hand delivery, addressed to:

R. Sidney Shaw
3550 Jones Road
Muskegon Michigan 49445
email: gobearsuchb@gmail.com

Grant awards will be announced no later than 6/15/2020

4. QUALIFICATIONS

Any Non-Profit organization recognized by the CFFMC that works with youth under the age of 18 may submit a proposal to the Margaret Shaw Memorial Fund. Please contact Sidney Shaw via email at Gobearsuchb@gmail.com if you have any questions.

MARGARET SHAW MEMORIAL FUND PROPOSAL

1. ORGANIZATIONAL INFORMATION

a. NAME OF ORGANIZATION _____

i. Mailing Address _____

b. PROJECT MANAGER CONTACT INFORMATION:

i. NAME _____

ii. Email _____ Phone# _____

2. Project Description

a. Number and Age Range of youth _____

b. Description:

c. Budget:

d. Location of Project:

3. Project Goal

4. Director's Signature: _____ Date: _____

5. Name of Person writing grant: _____ Age _____