

Rochester Garden Grants for Pollinators and Clean Water



The City of Rochester is offering grants for residents and land managers to establish pollinator habitat and water stewardship gardens. A limited number of grants for \$1000 or less will be available each year.

A garden that is funded by this grant must be used to:

- Create pollinator habitat and increase the amount of stormwater soaking into the ground.
- Create awareness of the benefits of native gardens designed for pollinators and clean water.
- Encourage others to create gardens for pollinators and clean water using best practices.

Who May Apply:

- Residents, including homeowners and renters
- Community Organizations
- Schools

Eligibility Criteria:

The following criteria are the minimum eligibility standards and must be met for the application to be considered:

1. The proposed project is within Rochester's city limits on a parcel owned by an eligible applicant or with expressed consent of their landlord presented with the application.
2. The proposed budget is both reasonable and provides a minimum match of at least 25% of the requested and/or received funding.
3. Matches must consist of materials, services, or cash clearly documented for project use.
4. The garden must be installed in the growing season of the award notification.
5. The applicant commits to maintaining the garden for at least five years in a signed agreement with the City.
6. The applicant commits to using a majority of native perennial plants.
7. The applicant agrees their garden will be available for public viewing as an education site.
8. The applicants accommodates both a site visit and posts a grant provided garden sign.
9. The applicant agrees that the garden's location is available on the city's website.
10. The applicant submits a completed application postmarked on or before June 1st of the application year.

Note: Projects where pollinator habitat and stormwater best management practices (BMP) is required as a condition of development or to satisfy other regulatory requirements cannot be funded by this grant.

Applications and Project Awards:

Applications are accepted from February 1 - June 1 for gardens to be installed in the growing season of the grant award. Applications consist of completed application documents and a signed agreement form. A signed agreement does not guarantee a grant award. Proposals postmarked or delivered to the Public Works office on or before June 1 will be reviewed and ranked according to the criteria listed in this document. Please be sure to provide all the information requested and write legibly. Incomplete applications will not be considered for funding.

Grants will be awarded to the highest-ranked projects. The number of awards given is dependent upon available funding. Recipients of Rochester Garden Grants will be notified by the end of June. If selected, you'll receive a grant award letter. It is the responsibility of the applicant to keep copies of all submitted documents. Do not start construction of your project or purchase any materials until receipt of a Grant Award Letter from the City. If you have questions, contact the Rochester Public Works Department at 507-328-2440 or stormwater@rochestermn.gov.

Rochester Garden Grants for Pollinators and Clean Water



Ranking Criteria:

The following criteria will be utilized by the grant committee to evaluate the applications:

1. Proximity to protected or impaired waters and pollinator habitat corridors
2. Amount of stormwater runoff from impervious surface area captured by the garden
3. Proximity to existing Rochester Garden Grant program gardens and distribution throughout the City
4. Visibility and effectiveness for garden education
5. Creativity of design and application of appropriate design basics
6. Diversity of plant species and degree to which native plants and their cultivars are used
7. Presence or absence of other stormwater treatment best management practices serving the location
8. Cost per square foot
9. Length of time expected to stay at the residence or use grounds as a school or community organization
10. Other unique features as presented by the applicant

Applicants must agree to:

1. Maintain the project for a minimum period of five (5) years.
2. Place a city-provided educational sign in your garden.
3. Host an educational garden party for your friends, family, or neighbors.
4. Serve as a community resource to promote gardens for pollinators and clean water.
5. Register your garden to be included in the City of Rochester's Environmental Services website.
6. Allow public viewing of your garden as requested.
7. Agree to publicity by the City or by local media outlets. All publications, publicity, and methods or techniques developed as part of the project shall become the property of the City for use at its discretion.

Eligible Expenses:

1. Native perennial plants, seeds, or native cultivars
2. Shredded wood mulch
3. Soil amendments that increase infiltration capacity
4. Materials to divert stormwater runoff from impervious surfaces to the garden
5. Labor and equipment rental costs

FUNDING IS A REIMBURSEMENT for documented costs occurring AFTER the notification of grant award. After all program requirements have been met and approved, including a site visit to verify project completion and success, a request for reimbursement may be made. All reimbursement requests for projects completed within a fiscal year must be submitted no later than December 31 of that year. Reimbursement requests are typically processed within 30 days of receipt. Costs incurred before the project was approved will not be reimbursed.

The reimbursement request must include:

- Receipts for materials and services purchased
- An itemized list of donated materials and their value needs to be provided
- Hours of labor documented in the activity log

Rochester Garden Grants for Pollinators and Clean Water



Application Form

1. Name of applicant _____
2. Applicant's address _____
3. Applicant's phone number _____ Email _____
4. Proposed installation start date and completion date _____
5. How did you hear about this grant program? _____
6. Explain why you think your site would be a good location for a Rochester Garden Grant for pollinators and clean water and why you should receive a grant to help install it.

7. My planting is (check one):

- Contractor-designed Self-designed

8. Gardens need weeding, watering, and mulching to preserve their health and function. At a minimum, you will need to cut or pull dead vegetation each spring and weed it at least 3 times per growing season. Check which box indicates your maintenance plan:

- Contracted Maintenance Self-maintained

Rochester Garden Grants for Pollinators and Clean Water



9. Check how you plan to excavate the soil and what you will do with the excess soil.

| Excavation Method | Soil Use |
|--|---|
| <input type="checkbox"/> Shovel | <input type="checkbox"/> Use for berm around garden |
| <input type="checkbox"/> Mini-backhoe | <input type="checkbox"/> Use or store elsewhere on site |
| <input type="checkbox"/> Haul off site | <input type="checkbox"/> Other: |

10. Estimate the number of plants you intend to purchase for your garden using the spacing guidelines noted below. Feel free to attach additional pages for your plant estimates.

Native plant species that originate within 200 miles of Rochester are recommended.

| Spacing Guidelines | |
|--------------------|--|
| Plugs | 12"-15" spacing (therefore, ~100 plants/100 square feet of garden) |
| 2"- 4" Pots | 15"-18" spacing (therefore, ~56 plants/100 square feet of garden) |
| 6"+ Pots | Spacing depends on species |
| Shrubs | Spacing depends on species |

| Plant Species | Number of Plants | Price Each | Price Total |
|----------------------|------------------|------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Grand Total = | | | |

Rochester Garden Grants for Pollinators and Clean Water



11. Sketch your proposed planting plan below (or attach a separate sheet) giving approximate dimensions, showing its relationship to your home, sidewalks, streets, property lines, and noting the plant types you plan to use in each area.
- Sketches must include the distance from all buildings, including those on neighboring properties that are within 100 feet of the proposed planting. (Aerial images online at Olmsted County GIS.)
 - Show the number of plants of each species is estimated in #10. (See plant and planning resources online at www.rochesterstormwater.com.)

Rochester Garden Grants for Pollinators and Clean Water



13. My garden will be installed by (check one): Me A Contractor

14. Cost Totals: Please add all materials totals to determine the cost of your rain garden per square foot.

*Grant reimbursements will be based on actual costs, as verified by receipts and log book record of labor and material expenditures, not to exceed per grant request.

| Cost Totals | Total |
|-----------------------------------|-------|
| Plant Materials | \$ |
| Labor (Planning and Construction) | \$ |
| Materials | \$ |
| Total Cost | \$ |

15. I voluntarily attended a pollinator/ clean water garden planning class in preparation for this application.

This is highly recommended, but not required of applicants. Contact the Rochester Public Works Department (507-328-2440) or visit www.rochesterstormwater.com for schedule of classes.

16. Check any other management practices currently being used to treat stormwater on your property:

Rain Barrel Raingarden Down Spout/Sump Diffuser Other (describe below)

Application Guidelines:

Please write legibly on all forms. Hard copy submission materials must be no larger than 8.5" x 11" in size. Digital applications are accepted. Pictures may be submitted digitally. Remember to keep a copy for your files. Your application must include a signed *Rochester Garden Grants Agreement*, on page 8 of this application for your application to be complete and considered.

Please submit your complete application to:

stormwater@rochestermn.gov

OR

Rochester Public Works Department

201 4th Street SE, Room 108

Rochester, MN 55904

Re: Rochester Garden Grant Application

If you have questions, contact the Rochester Public Works Department at 507-328-2440 or stormwater@rochestermn.gov.

Rochester Garden Grants for Pollinators and Clean Water



Rochester Garden Grants Agreement

If I am awarded a *Rochester Garden Grant*, I hereby agree to:

1. Read and understand all the information provided in the grant documents.
2. Construct a garden according to the plans submitted in the grant application and approved as a grant award.
3. Avoid planting within utility and drainage easements; unless special permission received through this program.
4. Call Gopher State One-Call (1-800-252-1166) before I start digging.
5. Track labor and expenditures during garden construction.
6. Register my garden immediately after construction by submitting the registration form.
7. Submit before, during, and after project photos (preferably digital to stormwater@rochestermn.gov).
8. Allow site inspections for the life span of the project.
9. Place a *Rochester Garden Grant* education sign in my garden as soon as it is completed (sign is provided).
10. Allow the site to be published on the *Rochester Garden Grant* location map and allow public viewing.
11. Host a garden party or similar educational initiative prior to submitting the reimbursement request.
12. Submit reimbursement requests by December 31 of the year the grant is awarded, providing all receipts for materials and/or services.
13. Maintain the garden at least 5 years or as long as a resident of the property and submit notice if unable to continue due to moving or other reasons.
14. Agree that all submittals and methods or techniques developed as part of the grant award shall become the property of the City for use at its discretion, including but not limited to print and website publications, tour maps, and any or all program publicity.

Further, I understand that the City of Rochester will not authorize payment of the reimbursement request unless full documentation is received and until all construction tasks are complete.

Except if arising from or out of the City of Rochester's fault or negligence, I agree to indemnify and defend the City of Rochester, and will hold harmless the City of Rochester, and assigns from any claims, expenses, or damages including attorney's fees, arising from my participation in this agreement.

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate and I agree with the terms listed above.

Applicant's Signature: _____

Applicant's Name (Please print): _____

Date: _____

Date Received by the Rochester Public Works Department: _____

***Rochester Garden Grants
for Pollinators and Clean Water***

