



DCHHS

Dallas County Health and Human Services

*Healthy People Healthy Communities
Health and Social Equity*



DALLAS COUNTY HEALTH AND HUMAN SERVICES
Chronic Disease Prevention Division
Obesity Prevention Program

DCHHS Community Garden Mini-grant Application



COMMUNITY GARDEN MINI-GRANT APPLICATION INSTRUCTIONS

Application Period

Application period opens: April 15,2025

Application period closes: May 9, 2025

Who Can Apply?

Any organization or group of residents in Dallas County meeting the following five criteria may apply for the mini grant. These criteria are:

- The applicant must have a demonstrated need to be eligible to receive funding.
- The garden or intended garden needs to be in one of the target zip codes/food desert areas and/or demonstrably provides produce to communities in one of the selected target zip codes.
- The garden complies with local ordinances and operates according to applicable rules and regulations.
- The garden plans to remain in operation for at least three years after receipt of support.
- The garden plans to participate in the DCHHS/AgriLife community gardens support/volunteer program to receive technical and operational support to be provided based on the garden's need

Program Requirements

- Community garden must be conducted by a group (school, church, neighborhood, etc.)
- Completion of Pre-application Community Garden Training and other required trainings throughout the grant cycle
- **100%** of the garden must be used to grow produce (small area/bed may be used to plant flowers to attract pollinators)
- Poundage of produce from the gardens must be reported annually before the end of the grant cycle
- A minimum of 5% of produce grown in the garden must be **donated to local food banks or pantries**
- Smoking is **NOT** allowed in garden grounds
- Garden should be kept free of any illegal substances/plants
- Garden should utilize environmentally friendly products only
- Garden should agree to submit detailed expenditure report and photograph of the garden (plus photo release form) with invoice for reimbursement. Note: Handwritten expenditure reports will not be accepted.

- Garden agrees to receive the funds as reimbursements based on invoice submitted on DCHHS provided invoicing form (see attachment)

Evaluation Criteria

Once applications are received, the following five factors will be taken into consideration when ranking each application:

- Mission and purpose of the garden (20 points)
- Impact and reach of the garden with communities in food desert areas (20 points)
- Existing and/or planned number of gardeners and volunteer resources (10 points)
- Community involvement (20 points)
- The intended budget and expenses the award would be used for (10 points)
- Sustainability (i.e., history, stability, and continuity of the garden) (20 points)

How to submit your application

Applications for the mini grant could be submitted in either of the following two ways:

- 1) **On-line Submission:** Using an online form available on the DCHHS Chronic Disease Prevention Division webpage through the link below. (**Note: There is no “Save and continue later” feature available currently. That means, the online form does not allow you to save your progress and come back to it later. Therefore, applicants need to complete the form in one session and submit it.**) Complete and ready to upload the Budget Form before you seat. [Click Here to apply online.](#) (Please scroll down to see what information you would need to complete your application online)
- 2) **Email Submission:** Download application form from DCHHS Chronic Disease Prevention Division webpage (<https://www.dallascounty.org/departments/dchhs/public-health/chronic-disease/enrollment-resources.php>) and email your completed application and applicable documents to chronic.disease@dallascounty.org with “**FY2025 Community Garden Mini-grant Application**” in the subject of the email. You can also request the form by contacting the DCHHS Chronic Disease Prevention Division at chronic.disease@dallascounty.org or (214) 819-5115.

The deadline for the DCHHS Community Garden mini-grant application is **May 9th, 2025**. Once you have submitted your application, we will contact you to confirm receipt. Selection of applicants will **be completed by May 31st, 2025**. Following the notice of selection, selected applicants will be contacted by CDPD staff to facilitate field visit and for establishment of MOU. Please note that final approval of grant award is executed by the Dallas County Commissioners Court and recipients can only be reimbursed for funds that are expended on and after the effective date of the Memorandum of Understanding (MOU) following the Court's approval. Here are the steps in the application and approval process:

Steps	Action	Party	Remark
STEP -1	Applicants submit application through on-line form or by email	Applicant garden	Applicant may contact CDPD for assistance; virtual mini grant information session Click here to join the session
STEP -2	Application Review	CDPD staff	CDPD may request additional information
STEP -3	Site Visit and Supporting Documents	CDPD staff	Schedule in consultation with applicant garden
STEP -4	Selection by DCHHS	CDPD staff and DCHHS management	Approval by DCHHS management
STEP -5	MOU	DCHHS & Applicant garden	Applicant garden has opportunity to review final draft
STEP -6	Final decision and approval	Dallas County Commissioners Court	MOU Execution date is effective date of award
STEP -7	Reimbursement request/invoice	Recipient garden	Invoice form and back up documents
STEP -8	Impact assessment	Recipient garden & DCHHS	Impact assessment form, pictures, and media release



**DALLAS COUNTY HEALTH AND HUMAN SERVICES
CHRONIC DISEASE PREVENTION PROGRAM
COMMUNITY GARDENS MINI-GRANT APPLICATION FORM**

ORGANIZATION INFORMATION

Organization Name*			
Mailing Address*			
Phone Number*		Email Address*	
Organization Website			
Is your organization a 501(c)3 non-profit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

YOUR CONTACT INFORMATION

Your Name			
Position/Relationship with the Organization or Group *		Years with the organization or group *	
Email Address*		Cell phone *	Work Phone

ABOUT THE GARDEN

Name of the Garden*			
Location of the Garden (street address)*			
How many plots/raised beds does the garden have? What size is the growing area? Is there area for expansion? *			
What is the garden's current estimated annual yield in pounds? And What is the projected yield after implementing the grant-funded improvements? *			
Does your organization currently own the property where the garden is/will be located? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If your organization does not own the property, please explain the arrangement & duration that allows for gardening on the property			
When was your garden started? (Year)*			
How many individuals are involved in coordinating and maintaining the garden operations?			
What do you plant in your garden? Please estimate percentage among vegetables, fruits, spices, flowers or other plants *			
What is the organizational structure of your garden? Who will be the primary gardener overseeing the operations and how many years gardening experience do they have? What types of training have they received? (Please include: Name, Years of Experience and Training Received)*			
Do you plan to continue at least for the next 3-years? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

MISSION AND PURPOSE OF THE GARDEN

In 150 to 300 words, provide information about the mission and purpose of your garden. Please share your goals for your garden and how this mini-grant will help you achieve these goals. *

VOLUNTEER RESOURCES

In 150-300 words, describe what volunteer resources are currently available to you. If none, what is your current/future needs regarding volunteer and community resources. *

COMMUNITY IMPACT

In 150 to 300 words, describe how this garden impacted the community. Include the history of the neighborhood, any changes due to the garden, any demonstrations/educational events, etc. (How the garden benefited or impacted the community) *

COMMUNITY INVOLVEMENT

In 150-300 words, describe how you have been involving the community or plan to get the community involved. Include any existing collaborations with other organizations and/or community groups. (How is the community and/or other organizations involved with the garden?) *

SUSTAINABILITY

In 150-300 words describe the history, stability, and continuity of the garden including future plans. (What plans and resource are in place to support your garden's operation for the next 3 to 5 years?)*

BUDGET FORM

Complete the Budget Form for your application and send with the application form. [Download here](#)

CERTIFICATION & SIGNATURE

I have completed this application and I confirm that the information contained within this application is truthful to the best of my knowledge. I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Printed Full Name * _____

Signature* _____

Date* _____

** Required field*