

Margaret Shaw *Memorial Fund*



COMMUNITY
FOUNDATION
for Mason County

REQUEST FOR PROPOSALS

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

SUMMARY

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

This Request for Proposal (RFP) solicits simple proposals from various nonprofit 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, one 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 PM EST on _____
via USPS, e-mail, or hand delivery, addressed to:

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

Grant awards will be announced no later than _____

4. QUALIFICATIONS

Any nonprofit organization that works with youth under the age of 18 and that is recognized by the Community Foundations for Muskegon and Mason Counties may submit a proposal to the Margaret Shaw Memorial Fund.

Please contact Sidney Shaw via email at Gobearsucb@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 & AGE RANGE OF YOUTH _____

b. DESCRIPTION: _____

c. BUDGET _____

d. LOCATION OF PROJECT _____

3. PROJECT GOAL _____

4. DIRECTOR'S SIGNATURE: _____ DATE: _____

5. NAME OF GRANT WRITER: _____ AGE: _____