

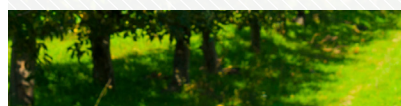


GROWING TOGETHER *South Dakota*



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

**School of Health and Consumer Sciences
College of Education and Human Sciences**



Growing Together South Dakota 2024 Project Description and Overview



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About Growing Together South Dakota

Growing Together South Dakota is an exciting mini-grant opportunity for South Dakota communities. This project is a partnership between the SDSU Extension SNAP-Ed program and SDSU Extension Master Gardener program. The goal of the project is to increase access to fresh fruits and vegetables for families experiencing food insecurity in South Dakota. These gardens will teach food gardening and promote the physical activity benefits of gardening. Nutrition education will accompany produce that is donated to local food banks and/or organizations that serve SNAP-eligible participants. Mini-grants are being offered in amounts up to \$500 to start, reinvigorate or maintain a community garden.

Eligible Applicants:

Community garden boards/teams in South Dakota are welcome to apply. Teams must include at least one SDSU Extension Master Gardener who is either active status, Emeritus, or intern. This Master Gardener must be in good standing with the program, as verified by staff.

Funding cannot go to one individual. The community garden team must have a fiscal sponsor that will make purchases for them. This fiscal sponsor will submit a W9, keep receipts,

send receipts in to SDSU Extension, and will be reimbursed. Examples of fiscal sponsors: Master Gardener Club, 4-H Club, school, youth organization, social service organization, church or other.

Community garden teams must:

- Establish a partnership with the produce donation site
- Plant and manage the garden
- Facilitate produce donations
- Track reporting metrics and complete final report at the end of grant year
- Install food safety signage at the garden that will be provided by SDSU Extension
- Provide required nutrition education to low-income audience. Must choose at least one of the following:
 1. Install signage with nutritional messages promoting fruits/vegetables and healthy eating
 2. Provide taste tests at the donation site
 3. Provide Pick it! Try it! Like it! Preserve it! handouts and recipes at the donation site
- Participate with one site visit

Diverse Community Garden Teams are encouraged. Supporting members can include:

- Local food system partner

- Food pantry or free meal program participant(s)
- Local farmers or gardeners
- Area Agency on Aging or congregate meal sites
- Youth program (for example 4-H, summer youth programming, school garden group)
- Organization that serves minority or under-served populations
- SDSU Extension staff
- Health-related community partners
- Parks and Recreation Departments

Priority will be given to applications that:

- Are requesting funds for garden space on public property; projects must be fully accessible to the public for the purposes of this project.
- Have a proven capacity to serve a large number of SNAP recipients/SNAP-eligible individuals in their community.
- Demonstrate community member involvement in project.
- Serve communities with high poverty rates and/or food deserts.
- Demonstrate capacity for long-term sustainability.

Timeline

January 1, 2024: Application opens.

Application Form: extension.sdstate.edu/growing-together-south-dakota

March 1, 2024: First consideration date

April 1, 2024: Notification of award by email

June 15, 2024: Applications will not be considered after this date.

Summer 2024: Complete a site visit with SDSU Extension staff.

September 30, 2024: Funds must be spent by this date and sent for reimbursement.

September 30, 2024: Final report due

Grant Activities

The purpose of this funding is to engage Master Gardeners and other community groups in community garden projects that teach food gardening, increase consumption of healthy, fresh foods and promote the physical activity benefits of gardening to low-income individuals.

Grantees will start, reinvigorate or maintain a community garden which provides fresh produce to a food pantry, food bank, backpack program, or free meal service, as well as coordinate with the SNAP-Ed program to provide nutrition education in the form of fact sheets and/or recipes. Cooking demonstrations and samplings at donation food sites can be done in collaboration with SNAP-Ed.

Program Beneficiaries

All funded projects must demonstrate that the end beneficiaries of the projects will be low-income individuals or families, per the requirements of federal funding. Low-income is defined as “SNAP participants and individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, such as Women Infants and Children (WIC) or Temporary Assistance for Needy Families (TANF), as well as individuals residing in communities with a significant low-income population.” Individuals and families that visit food banks or other emergency food sites would also be eligible beneficiaries. The project description provided in the application must communicate how the work will benefit these individuals.

Fiscal Processes and Budget FAQ

1. When do funds have to be spent?

GTSD funds must be spent by September 30, 2024. Any misuse of funds or any funds spent above the approved budget amount will need to be covered by another funding source.

2. Why do we need to be detailed in our justification?

As the committee reviews your budget, they need to be able to see who will be using the items, why they will be using the items, and how the items pertain to the goals of the project. Since this is a grant funded project, we need to demonstrate to our federal funders that the funding is being used in an appropriate manner that is within the scope of SNAP-Ed.

Example: Cabbage plants x 4 @ \$3.99 each from Runnings

3. What about taxes?

If the applying organization is tax exempt, you can use that exemption. Otherwise, you will need to pay tax and you will be reimbursed accordingly.

4. How do I make purchases?

Make purchases and keep receipts. Turn in all receipts when purchases are complete. The fiscal sponsor will be reimbursed for all approved purchases. Further information will be given upon notification of award.

5. What are allowable expenses?

| Allowable | Not Allowable |
|---|--|
| <ul style="list-style-type: none"> • Seeds, plants, seedlings (fruit, vegetables and herbs) • Seed starter materials • Small gardening tools and supplies • Harvest supplies (i.e. colander, harvest bins, gloves, clippers, etc.) • Food safety supplies (other supplies needed to carry out safe food growing, handling, and distribution best practices such as a handwashing station) • Potting soil • Approved, evidence-based nutrition education supplies and/or curricula • Produce scale • Fertilizer • Trellis • Lumber and hardware for raised garden beds (*In justification, include reason that raised bed is needed.) • Soil testing • Food and materials for an education event for the target audience (sampling) | <ul style="list-style-type: none"> • Purchase or rental of land • Chemical pesticides (insecticides, herbicides, fungicides) • Rental or purchase of tractors or tillers • Fencing materials • Childcare or transportation services • Flower seeds or flower starts • Infrastructure (i.e. tool shed, greenhouse) • Decorative garden elements (like flags) • Water utilization charges • Salary or benefits for volunteers • Promotion of messages inconsistent with the Dietary Guidelines for America • Any single item costing more than \$500 |

If you have a question about budget amendments or whether an expense is allowable, email [Samuel Jacomet](mailto:Samuel.Jacomet).

Frequently Asked Questions (FAQ)

1. What is SNAP-Ed?

Supplemental Nutrition Assistance Program Education (SNAP-Ed) is a federally funded grant program. It is an evidence-based program that helps people lead healthy, active lives by partnering with state and local organizations. SNAP-Ed funds projects in all US States and Territories. SNAP-Ed is providing funding for this project.

2. I don't know any Master Gardeners. How can I recruit one?

Contact [SDSU Extension Master Gardener Program](#) and provide details about your location and project. We will send a request to volunteers requesting assistance and be in touch with you.

3. I am a Master Gardener, but we don't currently have others in the community. Are we still eligible to apply for this grant?

Yes! It is preferred that multiple Master Gardeners and a Club are involved, but this is not always possible. As long as one Master Gardener is involved, a team is eligible. Other individuals that wish to volunteer with your project do not have to be Master Gardeners.

4. If I'm not already a Master Gardener, where can I go to find more information about becoming one?

Please visit the [SDSU Extension Master Gardener](#) page.

5. What would be expected of the Master Gardener team member throughout this project?

The Master Gardener team member is not required to live in the community where the garden is located but is required to offer consultation and be in regular contact with

the local garden team to offer evidence-based resources. Hours devoted to this project may be counted as Master Gardener volunteer hours and can be reported as such.

6. What is expected of the Community Garden teams throughout this project?

- Provide required nutrition education at the garden site, donation site, or both (specifics in #7), including installation of food safety signage provided by SDSU Extension (applicant responsible for installation)
- Establish a partnership with the produce site
- Plant and manage the donation garden
- Facilitate produce donations
- Track reporting metrics and complete final report at end of grant year
- Participate with one site visit

7. What types of education do I need to provide for this project?

Research-based nutrition education is required. Education must target a low-income audience. Must include one of the following:

- Install signage with nutritional messages promoting fruits/vegetables and healthy eating (signage must be approved by SDSU Extension, signage that promotes a variety of individual produce items is available to download from extension.sdstate.edu, applicant responsible for installation)
- Provide taste tests at the donation site (use approved recipes from SDSU Extension, include small plates and supplementary ingredients in your budget)
- Provide Pick it, Try it, Like it! Preserve it! (available to download from extension.sdstate.edu) hand-outs and recipes at the donation site (include printing costs in budget if needed)

Optional:

- Partner with SDSU Extension staff (if available) to provide a series of nutrition education lessons at the garden site or donation site
- Partner with SDSU Extension to host a food preservation class (Email [SDSU Extension](#) to request a trained staff member or Master Food Preserver to lead the class)

Gardening education is not required but encouraged. Again, education should target a low-income audience, but these may be advertised to the public.

Some gardening education examples include:

- Organize planting days with groups such as children (4-H, Scouts, school groups) and teach participants how to read a seed packet, etc.
 - Offer garden tours with emphasis on plant identification, plant disease, pests or other learning opportunities
 - Offer a workshop on topics such as composting, pruning tomatoes, etc.
8. Can one grant be used to fund multiple donation gardens in the same community?

Yes, grant funds may be used to support multiple donation gardens within the same community. Applications that request funds for multiple garden sites should provide a detailed description of how much funding will be allocated to each site, and what that funding will be used for at each site.

9. I would like to apply for this grant, and I know there is a need in my community, but I don't know of any potential donation sites. How can I find places to donate produce?

Try these websites to find potential donation sites.

- [211 South Dakota](#) (enter your zip code, use the Food category and select options such

as Food Pantries, Soup Kitchens, Senior Meal Sites, or Summer Food Service Meal Sites)

- [Ample Harvest](#)



10. Can produce be donated to more than one place?

Yes! Produce may be donated to multiple locations such as a pantry, senior center, summer food service program, shelter, etc.

Financial FAQ

1. Can we use GTSD funds to purchase fruit trees?

Fruit trees are not an allowable purchase, but raspberries and strawberries are allowable. Gardens may use their own funds or donations to purchase fruit trees if they so choose.

2. Can produce grown with GTSD funds be sold?

No, produce grown with GTSD funds cannot be sold, it must be used for donation purposes only. It is allowable to create a donation jar for supporting the garden project that people may donate to if they would like.

3. What level of detail is needed when writing my proposed project budget?

Including as much detail as possible will make the purchasing process go quickly and smoothly. Please include the following items:

- Each item you wish to purchase and the quantity
- The exact cost for each item

- The vendor that you wish to purchase from (include link to item if possible)
- How the item will be used

Example: 2 x Garden Hoe @ \$10.99 each from Ace Hardware (www.exampleinternetlink.com)

4. What expenses may be included in the budget?

| Allowable | Not Allowable |
|---|--|
| <ul style="list-style-type: none"> • Seeds, plants, seedlings (fruit, vegetables and herbs) • Seed starter materials • Small gardening tools and supplies • Harvest supplies (i.e. colander, harvest bins, gloves, clippers, etc.) • Food safety supplies (other supplies needed to carry out safe food growing, handling, and distribution best practices such as a handwashing station) • Potting soil • Approved, evidence-based nutrition education supplies and/or curricula • Produce scale • Fertilizer • Trellis • Lumber and hardware for raised garden beds (*In justification, include reason that raised bed is needed.) • Soil testing • Food and materials for an education event for the target audience (sampling) | <ul style="list-style-type: none"> • Purchase or rental of land • Chemical pesticides (insecticides, herbicides, fungicides) • Rental or purchase of tractors or tillers • Fencing materials • Childcare or transportation services • Flower seeds or flower starts • Infrastructure (i.e. tool shed, greenhouse) • Decorative garden elements (like flags) • Water utilization charges • Salary or benefits for volunteers • Promotion of messages inconsistent with the Dietary Guidelines for America • Any single item costing more than \$500 |

5. What is the procedure for purchases?

If SDSU Extension approves an organization's application and budget, the applying organization may make the purchases. Keep a copy of all receipts. Receipts will be submitted to SDSU Extension after all purchasing is complete. SDSU Extension will review the documentation provided and ensure that all purchases are approved. Lastly, SDSU Extension will issue reimbursement to the organization.

What to Grow

Recommendation #1: Coordinate with the garden's recipient partners.

Set up a meeting with the food pantry/organization that will receive the garden's produce. Here are some suggested questions to guide the conversation:

Fruit and Vegetable Preferences

- What fruits and vegetables would you like us to grow and donate?
- What types of vegetables do community members like to eat? What culturally appropriate fruits and vegetables are needed? Take into consideration who might be accessing the food donation site and what fresh fruits and vegetables they would appreciate by talking with the donation site.
- Are there fruits and vegetables for which the community or the agency already receives enough or too much?

Logistics of produce drop-off, storage, and distribution

- How will produce be distributed?
- When will produce be distributed?
- When would donations be convenient? When can garden volunteers harvest and deliver? How often, which days of the week, and what times of day? Before committing to a delivery time, make sure to consider when garden volunteers will be available for harvesting, packing, and delivering the produce.
- Is refrigeration available for more perishable produce?
- If the agency has refrigeration, is enough space available? If not, consider produce options that have longer shelf lives.
- Are there other logistics, guidelines, and procedures that the garden volunteers should be aware of, for example, packaging preferences, delivery sites, key contact person?
- What information about the produce does the recipient or agency partner need from the gardeners, such as labeling of produce items

being donated, preparation information on how to cook, with or use the produce, etc.?

- What other information might be helpful to the recipient or agency partner?

Recommendation #2: Discuss available resources at the garden.

Factors at the garden, including environmental and human resources, should guide your crop selection.

What are your human resources?

- Consider whether your planned growing system is compatible with the physical capabilities of garden volunteers. For example, consider whether raised beds or vertical gardening methods may be preferable to systems that require extensive kneeling.
- Some fruits and vegetables require more frequent harvesting than others (such as green beans), especially during certain times of the season. Consider volunteer availability throughout the growing season.
- Enjoyment and learning opportunities can be important parts of sustaining a garden. Develop an understanding of what the garden volunteers like to grow but remember to prioritize the people who are accessing the food and what their food preferences are.

What are the environmental factors at the garden?

- Consider climate, soil types, pest pressures, water availability and other factors.
- Explore sustainable practices, including crop rotations. Rotating crops helps enhance yields and keep pest pressures at bay. Consult past years' records and maintain ongoing records with crop rotation information.

Getting Started – Resources from SDSU Extension

[Vegetable Gardening in South Dakota](#): This booklet will help you with basic information and tips to get started with vegetable gardening, written by Dr.

Rhoda Burrows, Professor and SDSU Extension Horticulture Specialist.

How to Grow It series: This series provides information about fruits and vegetables commonly grown in South Dakota, including a description, how to plant, plant care, pests and diseases, how to harvest, and storage and preparation.

Taking a Lawn and Garden Soil Sample: These instructions will guide you in obtaining a good soil sample.

Problems and Solutions: Throughout the growing season, our team of experts brings you research-based solutions and best management practices to garden and yard challenges—free to South Dakota home gardeners.

Garden Food Safety: These are tips for home/ community gardeners to help keep their fruits and vegetables safe.

Where to Donate

Developing strong partnerships with community members and food recipient agencies is a key first step in donation gardening. When considering where to donate, your community may offer a wide range of opportunities. These recommendations can help guide your community garden team to develop mutually beneficial partnerships.

Recommendation #1: Consider possible models for the garden.

Understanding the various options for growing and distributing the produce will be an important consideration for the garden. A community donation garden may provide a direct model of access, in which the garden is located in the neighborhood where the food or gardening resources will be distributed, often either on site or near the garden.

The community members who receive the food or gardening resources in this model may have different levels of involvement and participation. They may direct the garden, participate in gardening, have direct access to the garden and gardening resources, utilize the garden as a learning space, coordinate distributions, receive food distributions directly from the garden, or participate in the garden in other ways.

Indirect access is another model of donation. Food may be grown at one site and then transported for delivery, often to a local food recipient agency such as a food pantry. Some community donation gardens may opt for a hybrid of the direct and indirect models, or they may allocate a portion of the garden or the produce grown for donation purposes.

Recommendation #2: Create a list of potential partners.

Recipient sites may include food pantries, food banks, meal programs, soup kitchens, senior centers, schools, daycare and after school centers, faith-based organizations, drop-off sites collecting

food for delivery to pantries, and more. If you are unsure where to donate in your community, begin by reaching out to your network of community members to discuss ideas.

Recommendation #3: Develop partnerships.

Set up an in-person meeting and/or phone call between the garden coordinators and potential partners. Make sure to include the gardeners who will primarily be responsible for produce donation. When you have conversations with the neighborhood organizations, members and/or food recipient agencies in your community, be prepared to ask questions about the partners' needs, interests, and expectations.

Example questions include:

- What are the partner's needs related to food and/or gardening?
- Is this partner interested in receiving fresh produce from this community garden?
- What is the partner's experience with fresh produce and produce donations?
- What concerns might they have in partnering with the garden, or in receiving produce from the garden?
- What types of produce are most needed?
- Does the recipient site have refrigeration? How much produce do they have the capacity to store (both unrefrigerated and refrigerated produce)?
- Does the recipient site have a scale to weigh all of the donated produce?
- How else might they be interested in partnering?
- How can the garden best meet the needs and expectations of the community members?
- What would the partner like the gardeners to know or understand about it (and for agencies, about the community members it serves)?
- What level of involvement and partnership are the neighborhood members/agencies and the garden volunteers interested in? Produce

donation only, or other opportunities for collaboration?

- Are the garden volunteers able to meet the needs of this partnership?

Before committing to partnership, it is also important to discuss the logistics of produce donation and delivery. See the “What to Grow” section. Once you have developed a partnership, plan to regularly check-in with your partners and recipient agencies. Plan one or more conversations mid-growing season and at the end of the growing season.

Finally, remember that your partners, whether neighborhood members or food recipient agencies, are often constrained for resources, including time, financial, and other resources. It is important to develop partnerships that serve their needs, but you also need to be realistic about the level of commitment you can expect from garden volunteers.

Resources:

These resources are websites that may help find potential donation sites.

[211 South Dakota](#) (enter your zip code, use the Food category and select options such as Food Pantries, Soup Kitchens, Senior Meal Sites, or Summer Food Service Meal Sites)

[Ample Harvest](#) is an online directory of food banks and pantries. Note that the directory only contains food recipient agencies that have registered with Ample Harvest.

[MEANS](#) is an online resource that helps connect growers with organizations receiving and distributing food. MEANS Database has users in

all 50 states, and their staff helps place donations wherever they pop up. However, in some areas, they have a more robust network than others.

[What Hunger Looks Like in South Dakota](#) - many of us may not realize the grave disparities that exist in our own communities, people face hunger in every county and congressional district in South Dakota.

[Top 13 vegetables to donate to food pantries](#) - This publication discusses 13 vegetables that can be donated to food pantries and tips for growing and harvesting those vegetables.

This information has been modified from documents that were researched and written by Prairey Walkling. Reviewers and additional contributors: Carrie Chennault, Laura Irish, Christine Hradek, Caitlin Szymanski, and Susan DeBlieck. Copyright 2018. Iowa State University SNAP-Ed and Master Gardener programs.

Contact Information

Submit application to: [SDSU Extension Master Gardener Program](#)

Project Coordinator: [Prairey Walkling](#)

SNAP-Ed Coordinators: [Samantha DeVaney](#)
[Samuel Jacomet](#)



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