

2025 COMMUNITY GRANT

Application Form and Project Summary

Application Available
JUNE 1, 2024

Application Deadline
AUGUST 16, 2024

ASLA San Diego Community Grant Announcement/Grant Commences
SEPTEMBER-OCTOBER / DECEMBER 1, 2024

Introduction

The American Society of Landscape Architects - San Diego Chapter cordially invites you to apply for the 2025 - \$5,000 "ASLA San Diego Community Grant".

General Information

The American Society of Landscape Architects (ASLA) is the national professional organization founded in 1899 representing landscape architects in private, public and academic practice. Its membership extends to include related design professionals, persons whose work involves landscape architecture, and interns in landscape architecture. The ASLA mission is to lead, to educate, and to participate in the careful stewardship, wise planning, and artful design of our cultural and natural environment. The San Diego Chapter of ASLA was formed in 1976 to serve both the profession and the public on local issues dealing with the practice of landscape architecture. These issues include water conservation, political, environmental, urban design and quality of life issues. The "ASLA San Diego Community Grant "(Grant) was established in 1997 as a result of the Chapter's commitment to the local community.

Intention

In order for the profession of landscape architecture to make its full contribution to the San Diego region, the accessibility and understanding of the profession must be made known to the public at-large. This Grant is intended to educate and enhance community awareness of the profession of landscape architecture as well as to provide a benefit to the community or environment. The grant may cover or contribute toward the cost of practical work, capital investment or professional services.

Eligibility

All non-profit community groups *recognized by the IRS and located in San Diego County that have been in continuous existence as a non-profit group for a minimum of three (3) years* are eligible to apply for the Grant. Projects must prove that they have the support and involvement of their community and/or environmental interests within San Diego County and applications must show a clear benefit to the wider community.

What kind of project is eligible?

This Grant may be used to fund an improvement project in total, be combined with other resources to supplement a project's funding or may act as "seed" money to jump start a project with a bigger vision. Many different types of projects are eligible. Ideas include, but are not limited to:

- Conversion of a high water-use landscape to a water efficient landscape in a high visibility area
- Trail improvements and habitat enhancement in an environmental area
- Development of a vacant lot into a public recreation area
- Design of an existing paved street median into a low water landscaped community gateway
- Preparing a feasibility study to convert an urban block into a sustainability pilot project.
- Conversion of a concrete drainage channel into a bio-swale water quality feature
- Restoration of an historic landscape

Successful projects will:

- Demonstrate the importance of landscape architectural principles and practices in helping to conserve and enhance the natural and built landscape, promote sustainable design and preserve the cultural heritage of San Diego County.
- Have the support and involvement of local citizens and groups and provide some benefit to the environment or community.

How much grant aid is available?

One (1) \$5,000.00 Community Grant will be awarded in late 2024 to a qualified applicant. Grant funds will be distributed for a period of one (1) year from the date of signature on the Grant Agreement up to and not exceeding \$5,000. Reimbursement will be paid when the recipient organization submits a reimbursement claim form and qualifying receipts for project expenses incurred. Expenses must be directly associated with the planning, design, installation or completion of the project (e.g. landscape architectural services, construction materials) including but not limited to plant materials, hardscape, irrigation supplies, installation labor, etc.

Grant Guidelines

Incidental expenses or expenses currently funded on an on-going basis by the organization such as drinks for volunteers, food, mileage, staff salaries, permits, etc. are excluded from qualifying for reimbursement. The recipient is asked to submit a grant reimbursement form each quarter with receipts or paid invoices. When receipts are submitted, a project status update and a detailed breakdown of what the expenses are shall be provided. In all cases, an agreement setting out what is required must be signed prior to receipt of the grant. The applicant will need to keep records showing how they are meeting the San Diego Chapter Community Grant objectives and provide a mid-year (May) update to the San Diego Chapter to show project progress. The San Diego Chapter reserves the right to occasionally monitor the grant awardee's progress towards completion of the project.

Application Selection Process

All applications (including the application form, project summary, letter(s) of community/elected official recommendations and proof of non-profit status (IRS Determination Letter/CA Secretary of State Active Status) will be initially assessed by the SDASLA Community Grant Committee who will use a grant checklist to determine the suitability of the project. The Committee will select two to three finalists from a list of applications meeting all selection criteria and present these to the full SDASLA Chapter Executive Board who, by majority vote, will select the Grant recipient. A Grant recipient representative and a guest will be invited to an SDASLA event (late event in 2024) where the Community Grant Award recipient will be announced.

Application Form

Community Group Name: _____

President/Chairperson of Community Group:

Community Group or Chairperson Address:

Phone Number: _____ Fax Number: _____

Name of Contact Person for the Grant:

Phone Number: _____ Fax Number: _____

Email: _____

Signature: _____ Date: _____

Submittal Requirements and Deadlines

1. Application Form and Project Summary must be typed and complete.
2. Letters of Recommendation: Provide two (2) letters of recommendation from city/county officials, community leaders, businesspeople in the community or other project proponents that demonstrate the need and support of the project.
3. Non-Profit Status: Submit a copy of the community group's proof of IRS and CA Secretary of State non-profit status.
4. Provide one (1) **PDF file** of the application form, project summary, letters of recommendation and proof of non-profit status (IRS letter of determination and Secretary of State nonprofit corporation Business Entity number).
5. All submittals must be emailed to aslasd@sbcglobal.net on or before August 16, 2024.
6. All submittals must be submitted in full and emailed no later than the deadline indicated. Incomplete submittals or those emailed after the deadline will not be considered.
7. If you have questions concerning the grant application, contact SDASLA Chapter Office at 619-283-8818.
8. Grant awardees must submit an update and digital images on the progress of the project by May 1, 2025 and final images and a report no later than December 1, 2025 (images may be used by ASLA San Diego on its website and in publications).

**Contact us at aslasd@sbcglobal.net if you need an application package (Word Doc) emailed to you
Or you may upload the application from our website at www.asla-sandiego.org after June 1, 2024.**

NOTE: Any of the above submittal requirements not included in the grant application are cause for rejection. The submission of photos or plans is encouraged with the application, but not required.

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- Project summary must be typed and all items must be addressed.
- A maximum of 4 pages may be used for responses.

1. Project Name:

2. Project Description: Describe what the ASLA Grant will be used for, where the project is located (include assessor's parcel number, if known), existing conditions and why the project is necessary, and provide a signed letter from the property owner stating that the Grant can be used towards the improvement of the property. Site photos or a site plan are encouraged, but not required (maximum of two additional pages beyond the project description).

3. Project Schedule: Provide a detailed project schedule and provide a project completion date. (Note: The project or project phase described in your grant application must be completed by December 1, 2025). State how the project will be implemented.

4. Project Benefit to the Community: State how the project will benefit the community in which it is located, how accessible the project site will be to the public, if the project will be actively used or if it is primarily for visual enhancement. If there is an educational component, explain the primary purpose for this. Explain how the project enhances the natural environment, and how it is sustainable (level of future maintenance required.)

5. Enhancement of the Understanding of Landscape Architecture: Explain how the project will enhance the community's understanding of the profession of landscape architecture. State how the project will demonstrate innovative or creative design solutions, if the project is unique in its setting or region, the project's level of visibility/exposure, and how it will be identified as a landscape architectural project.

NOTE: If the services of a design consultant are utilized, the consultant must meet two requirements: 1.) They must be an active California licensed Landscape Architect or employed by a licensed landscape architect's firm and 2.) They must be an ASLA San Diego member. A list of ASLA Members can be reviewed at www.ASLA-sandiego.org/consumer-resources/ CA licensed landscape architects can be found at www.latc.ca.gov. Proof of licensure and SDASLA membership must be included at the time of reimbursement request.

6. Project Funding: Provide a detailed, line-item budget and clearly show how the Grant funds will be utilized. State how important the grant is for the project. If the ASLA Grant fund will not pay for the project completely, state how additional funds will be obtained to complete the project:

7. Project Maintenance: Provide information on who will provide the long-term maintenance of the proposed project. Demonstrate that the long-term maintenance of the project will ensure long-term project viability.

8. Project Publicity: State if there will be any publicity of this project in a newsletter, website, community meetings or press release through your organization or Community Group. State if the project includes community meetings and if you want the participation of ASLA San Diego members in such meetings. Signage acknowledging the San Diego Chapter's contribution(s) is encouraged at the project location.

