

Bolton Hill Garden Club Greening Grant  
Frequently Asked Questions

**Q: Who is eligible to apply for a greening grant?**

A: Anyone who is interested in improving public space within the community.

**Q: How much money is available?**

A: It depends. The funding for the greening grants comes from the fundraisers that the Garden Club does throughout the year (i.e., fall pansy sale, greens sale, and spring plant sale). The total amount that we have to distribute varies from year to year depending on how successful we are with our fundraising activities. Bolton Hill Community Association also partners with the Garden Club to provide funds for greening grants.

The amount of money that is awarded to each project depends on the number of applications we receive. We strive to fund as many projects as possible throughout the neighborhood. Applications for any amount will be considered, however, some may only be partially funded. In the past, requests have ranged from as little as \$100 to several hundred dollars. (See below for information on grant sources for larger-scale projects.) Greening grant awards are published on the Bolton Hill Garden Club website.

**Q: What approvals do I need to for a public space greening project?**

A: First, you'll need to determine who owns the property (if you don't already know). If the property is privately owned, you can call the owner-of-property hotline at 410-396-3124. Once you've determined the property owner, you'll need to obtain written approval to complete the project and submit it with your grant application.

If the property is owned by Baltimore City's Recreation & Parks Department, you'll need to obtain permission before any work is completed. If substantial work is to be done, a Right of Entry may be required.

If your project involves substantial digging, you'll need to call Miss Utility (800-441-8355) at least one week in advance so that any water/electrical lines can be marked. There may be a fee associated with this service.

Also, since Bolton Hill is a historical community, if you're planning a large scale renovation of a public space then you may need to submit your plans to the Architectural Review Committee and CHAP for approval. You'll need to do this before the Right of Entry will be granted.

**Q: Will the Garden Club fund applications to build raised tree wells around sidewalk trees?**

A: While the Garden Club has provided funds for this purpose in the past, we no longer fund the construction of raised tree well beds. Please refer to the Forestry page of Baltimore City's website for specific information relating to maintaining the health of the City's street trees and the "dos" and "don'ts" regarding raised beds and mulching.

We WILL consider applications for funding to plant/beautify existing tree wells.

**Q: Are there other grant sources available for larger-scale projects?**

A: There are grants available from other sources for different types of projects.

For example, the Parks & People Foundation offers grants for greening projects.

Also, the Baltimore Community Foundation offers a variety of grants. Their grant programs and how to apply are detailed on their website.

Generally, the Parks & People Foundation and the Baltimore Community Foundation has two grant cycles per year - spring and fall, and may require that you attend an informational session before you can apply.

**Q: How do I get reimbursed if my grant application is approved?**

A: If your project is awarded a grant you will be reimbursed upon submitting purchase receipts and a photo of your completed project. Please note on your reimbursement request the total amount you are requesting reimbursement for, if it is less than the amount of the grant you were awarded.

**Q: What if my request is funded and I use the money for something other than what was stated on my application?**

A: If you need to request a change to your request after you've received and award letter, you should get pre-approval from BHGC Grant Committee before doing so or you may not be reimbursed for the changes. You may send an email to [bhgardenclub1965@gmail.com](mailto:bhgardenclub1965@gmail.com) to request changes.

**Q: When do I have to submit my receipts to be reimbursed?**

A: You should submit your receipts as soon as your project is completed for timely reimbursement. All receipts must be submitted by **April 15th** the following year or the funds will be reallocated to other projects.