



## **Keep Smyrna Beautiful School Grant Guidelines**

Keep Smyrna Beautiful offers grants annually for all schools located in the City of Smyrna. Grants can encompass campus beautification, gardening, or other environmental education projects. Over \$10,000 in grants has been awarded to date.

Grants are available to eligible schools for up to \$1,000 during each school year. Schools can only be awarded one grant per grant period. If projects are planned for multiple years, applicants should outline how they will sustain their efforts year over year.

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### **Eligibility**

1. Any K-12 public or private school with a Smyrna address.
2. Projects must fall within beautification, gardening, or environmental education. Examples of projects that are eligible include: building or maintaining a school garden, planting a tree, building recycling infrastructure (recycling bins, etc.), purchasing or development of science curricula, purchasing plants, pine straw, and pots for the school grounds.
3. Projects cannot have more than 50% of their budget dedicated to pine straw.
4. Applicants can be a teacher, parent, administrator, student, or student organization. Students or student organizations need to have a teacher overseeing their program. All grants must be approved by the principal prior to approval.
5. One application per school is accepted per grant period.

### **Grant Period**

Current grant period is August 1, 2022-May 30, 2023. Grant projects must be completed during the designated grant period.

### **Application Period and Process**

The spring application period is January 1, 2023-March 15, 2023. Grant applications must be received by 5pm on the last day of the application period to be considered.

Applications are approved on a rolling basis during the application period. Applications are voted on during KSB's board of director's meetings held on the second Tuesday of each month at 6:30pm at the Smyrna Community Center.

### **Grant Requirements**

1. Complete and submit online grant application form.
2. Principal approval of project and signature.
3. Once the grant is approved by the KSB board and the project is complete, grantees will provide receipts of project and fill out [reporting form](#) by the end of the grant period. 2022-23 grants, reports will be due by May 30, 2023.
4. Project receipts are to be postmarked by May 30, 2023 and sent to 3475 Lake Drive SE, Smyrna, GA 30082 or submitted via email to [jbarwig@smyrnaga.gov](mailto:jbarwig@smyrnaga.gov).

5. The KSB Executive Director must be notified if any issues arise that will prevent project completion during the grant period.
6. Grantee will provide photos of project before, during, and after completion.

**Fund Disbursement**

Upon approval of the grant application, the applicant can receive up to fifty percent (50%) of the grant funds. The remaining funds will be provided when project receipts and the report are received.

**Contact**

Any questions about the grant or application process can be directed to Julie Barwig, KSB Executive Director, at [jbarwig@smyrnaga.gov](mailto:jbarwig@smyrnaga.gov) or 770.431.2863.