

SAMPLE FORM  
DO NOT SUBMIT

Form: [Free Milkweed for Schools and NonProfits Application](#)

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*Monarchs and pollinators need our help due to habitat loss.*



**If your school or non-profit educational organization is interested in this conservation measure, we can help you create a habitat for monarchs and pollinators. Please apply using this form.**

**If your organization qualifies, we will provide a free flat of 32 milkweed plugs as well as guidance on how to create a new habitat or enhance an existing garden. The Natural Resources Defense Council (NRDC) has provided funds for this project.**

You should receive a confirmation email when you submit this form. Please email [milkweed@monarchwatch.org](mailto:milkweed@monarchwatch.org) if you have any questions.

Clear, digital photos, maps of the garden and a letter of support are required for consideration. You will be prompted to upload these documents.

**Submissions due by March 31, 2017. Applications will be reviewed in the order that they are received.**

### **What's a "plug?"**

The native milkweed that is awarded to qualified applicants comes in "plugs." These are live plants that have been grown in a restoration nursery. The plants are often trimmed to increase the root mass, or are trimmed for shipping. This does not harm the plants, and can actually benefit them. Unlike nursery plants, restoration plants are grown for habitat restoration, not for aesthetic value at the time of planting.

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## Who will be considered for free milkweeds?

Applicants that demonstrate the following will be given higher rankings:

- Schools will be given highest priority and will be reviewed first
- Informal education groups will be given second-highest priority
- Agreement to participate in the [Monarch Waystation Network](#) (MWN), and to
  1. Sign up to receive the monthly newsletter
  2. Register and interact in the MWN Forum
  3. For more information about the MWN for schools and other educational organizations, visit this link: [Monarch Waystation Network](#)
    - Neither certification as a Monarch Waystation nor receipt of milkweed from Monarch Watch is required for participation in the MWN.
    - No purchase is necessary for consideration for free milkweed.
- Educational goals of garden clearly described
- A clear, long-term maintenance plan for the garden space
- Adequate space (>100 square feet) and light (>6 hrs per day)
- Spring/Summer/Fall nectar sources existing or to be added in addition to milkweed
- Administration support
  - Demonstrate in writing that landscape crews will not pull the plants or re-purpose the space in the foreseeable future
- You will commit to sending an evaluation of the garden success and spring/summer/fall photos of the planting and maintenance of the garden
  - We will send a survey in the Fall for photo submissions and garden evaluations
- All application materials must be complete prior to review by Monarch Watch

**Note: Look for important hints and examples in small, gray text below the answer space.** (Hint: The hints and examples will look like this.)

Select your ecoregion based on the results of the Cornell Yardmap ecoregion finder. Click here: [Cornell Yardmap](#)

If your zip code does not yield any results, use this alternative website: [Pollinator Partnership](#)

Not all Ecoregions are listed on this application. If you do not see your Ecoregion listed below, that means we do not have plants for your area. Our milkweed availability depends on donations of seed from volunteer seed collectors.

Your Ecoregion

### Organization Type - Select all that apply

- Formal Education
- School
- Parent Teacher Organization
- Informal Education

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- National Recreation and Park Assn Member
  - Private Garden
  - Restricted Access
  - Church
  - Homeowners Association
  - Master Gardeners
  - Master Naturalists
  - Social Service Provider
  - Boy Scouts
  - Girl Scouts
  - Youth Organization
  - Other

**Organization Name**

**Primary Contact's First Name**

**Primary Contact's Last Name**

**Affiliation/Role at the Organization**

**Email of primary contact**

**Telephone of primary contact**

**Organization Street Address**

**Organization City**

**Organization State**

If you do not see your state listed, we do not have milkweed for your state.

**Organization Zip Code**

**Shipping-First Name**

Who will receive the package?

**Shipping-Last Name**

**Shipping Address**

It may be more convenient for the plants to be shipped to a residence rather than the organization. If so, enter a shipping address. Fill in this portion only if the address is different from the organization address that you entered above.

**Shipping City**

Enter a shipping city only if it is different from the organization city that you entered above.

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**Purpose of Garden- Rank the importance of these goals**

	Not important at all	Somewhat important	Very important	Prime goal
Formal curriculum-based education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Informal education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unled education (eg: signage, self-tours)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monarch-focused demonstration garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Multi-purpose demonstration garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certify as a Monarch Waystation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beautify with flowers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase greenspace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide habitat for monarchs primarily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide habitat for many animals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Select all educational components that apply**

- No educational component is planned
- Citizen Science (eg: tagging program, Journey North, etc.)
- Multi-disciplinary education (art, social studies, science, etc.)
- Incorporate Science Standards/Common Core
- Applied sciences
- Monarch Waystation Network participation
- Signage
- Self-guided tours
- Interpretive programs
- Photography
- Experiential learning
- Unguided exploration
- Gardening education
- After school programs
- School enrichment programs
- Public awareness
- Sensory exploration

For more information about the Monarch Waystation Network, visit this link: [Monarch Waystation Network](#)

**Describe your garden project (see hint below)**

Hint: This is your chance to sell your project in your own words. Who will benefit? What are the objectives? Who is helping to maintain the space in the future? List any interesting or innovative garden activities related to your site, such as blogs, special presentations or projects.

**In this section, describe the support that your project has in the organization and community.**

**Do you have authority to make decisions about the property?**

- None -

**If not, who has the authority? Name and Title:**

Eg: Barbara Smith, Principal

REQUIRED: Upload a letter of support to Monarch Watch, giving you authority to alter the property by planting a pollinator/butterfly garden. The letter must come from a person of authority at the organization so that we can see the upper-level management approves of the milkweed planting. Use letterhead or other official stationery. If you are the decision-maker, please make that clear in the letter.

The letter should:

- 1. demonstrate a recognition of the importance of planting milkweed for monarchs.

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- 2. briefly state the vision and goals for the garden
- 3. list educational activities planned in the garden
- 4. describe collaboration with partners and community

**Letter of Support from Authority**  No file chosen

**Groundskeepers & Maintenance - See Hint Below!**  Yes  No

Hint: Are the groundskeepers and/or maintenance personnel aware of the garden project and know not to mow, apply herbicides and insecticides or "weed" the designated milkweed habitat area?

**List supportive community partners**

E.g.: businesses, PTA, etc.

**List volunteers to help with this project.**

(e.g.: master gardeners, gardening committee, neighborhood association, etc.)

**Rate the level of commitment by teachers, volunteers, organizers, etc. to accomplish these tasks in the garden:**

**Garden Plan/Maintenance**

	No commitments	In the planning stages	Some commitments	Short-term commitments	Long-term commitments
Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Site Prep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mulching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Watering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weeding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer weeding/watering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**In this section, please describe the general attributes of your site, such as geographic location and setting.**

**Setting**

- School yard
- Courtyard
- Field edge
- Front of building
- Back of building
- Community garden
- Municipal garden
- Commercial property
- Private garden (not eligible)
- Other

Check all that apply.

**Physical Description**

Please describe the site so that we may determine if milkweed is appropriate for the chosen location.

**Type of bed**  Non-raised beds (ideal)  Raised beds  Container garden (not eligible)  Other

**Dimensions**

What is the total approximate square footage of the garden bed(s)? 100 ft sq is an ideal minimum size.

**Latitude**

Locate the garden site in Google Maps, right-click (control+click on Macs) on the location and select "what is here?" The latitude and longitude will be found after the city, state and zipcode. e.g.: Monarch Watch's latitude is 38.948181

**Longitude**

e.g.: Monarch Watch's longitude is -95.263546 For help, go to [Google Maps Help](#)

**Photo**  No file chosen

REQUIRED: Please attach a photo of the garden site. This photo should include any large structures such as trees or buildings.

**Photo Permission**  Yes  No

Does Monarch Watch have permission to use this photo in promotional materials or grant proposals? (We will not use photos of people without obtaining a signed model release.)

**Map**  No file chosen

Please attach a map of the area. Please make sure that large structures are referenced in the diagram. You may use Google Maps to create this file.

Do you have funds (\$40.95) to certify your garden as a Monarch Waystation and order a weatherproof sign? If your site is already a Waystation, please provide the certification number, if possible. *Certification is not a requirement.* You can purchase a sign at the [Monarch Watch Shop](#).

Waystation Funds?  Yes  No  Maybe  Already a Waystation

Waystation Number

If you already have a registered Monarch Waystation and a certification number, enter it here. Enter N/A if you do not have a certification number or do not know.

**Please describe your site in greater detail, here.**

Will you be creating a new garden, amending an existing garden, or expanding an existing garden?

**New or existing?**

- New garden
- Amending existing garden
- Expanding existing garden

Sunlight Availability

How many hours of sunlight is the site exposed to per day in the spring, summer and fall? Most milkweeds require full sun.

Water Availability

Is water readily available to water the garden each week?

Soil Quality  Compacted soil  Sandy soil  Clay soil  Good soil  Improving

If you choose compacted, sandy or clay soil, also choose "improving" if you intend to amend poor soil with tillage, compost or topsoil.

**Nectar Sources - 2-3 nectar plants for every 1 milkweed plant is ideal.**

- none
- 1-30 nectar plants
- 30-40 nectar plants
- 41-60 nectar plants
- 60 or more nectar plants

Monarchs need more than milkweed. How many nectar sources already exist OR will be planted in the space? Plan for 2-3 nectar plants for every 1 milkweed plant. For a list of good nectar sources for the eastern US, please visit: [Eastern US Butterfly Garden Plant List](#) For a list of good nectar sources for Texas and Oklahoma, please visit: [Texas Butterfly Garden Plant List](#)

**Bloom Times-How many species bloom in each season?**

	0-4	5-9	10-14	15-19	20-30
Spring Bloom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer Bloom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fall Bloom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Count different species, not individual plants. A diversity of flowers blooming at different times will provide nectar for adult monarchs and other insects.

**Describe the quantity and species of nectar plants - see example below.**

E.g.: 5 purple coneflower, 2 goldenrod...

**Describe Your Maintenance Plan**

When will you plant the milkweed? We can not deliver the plants before May 1 in the spring. We will not deliver plants after temperatures are above 80F.

Planting Date

**How often will you water?**

- There is no watering schedule
- Once a month
- Once a week or as needed (ideal)
- Once a day or as needed

RECOMMENDATION: Mulching with straw or other soft mulch will reduce water loss and weeds.

**How often will you weed?**

- There is no weeding schedule
- Once a month
- Once a week (ideal)
- Once a day or as needed

RECOMMENDATION: Mulching with straw or other soft mulch will reduce water loss and weeds.

**Will you evaluate the garden's success?**

To justify the funding for this project and future projects, the Natural Resources Defense Council (NRDC) asked us to request photos of your gardens at different times during the season

**Project Success**

At that time, we will also ask you to evaluate the garden's success. Tell us about your successes and failures. Tell us about the bees and butterflies that have been attracted to your garden. Most of the insects visiting the flowers in the garden can be identified using the many websites devoted to butterflies, moths, bees, flies and beetles. See examples of these websites, here: [Common Waystation Insects](#). To facilitate these identifications, have students and visitors take pictures. Lists of pollinators (and/or their pictures) could be posted in the garden or on a website dedicated to the garden. Please keep track of these so that you can evaluate the success of the garden!

**Please commit to sending us the following information in August 2017:**

**Fall Update**

	No	Yes
Photos of planting	<input type="radio"/>	<input type="radio"/>
Spring photos	<input type="radio"/>	<input type="radio"/>
Summer photos	<input type="radio"/>	<input type="radio"/>
Fall photos	<input type="radio"/>	<input type="radio"/>
Pollinator observations	<input type="radio"/>	<input type="radio"/>
Monarch observations	<input type="radio"/>	<input type="radio"/>
Media coverage	<input type="radio"/>	<input type="radio"/>
Social media links	<input type="radio"/>	<input type="radio"/>
Garden successes	<input type="radio"/>	<input type="radio"/>
Gardening failures	<input type="radio"/>	<input type="radio"/>
Innovative activities	<input type="radio"/>	<input type="radio"/>

Keep track of these as the garden progresses! Send them to us when we request them in August/September.

**Project Success**

- number of visitors
- growth of garden
- visiting pollinators
- visiting monarchs
- new partnerships
- student assessments
- other

How will you measure the project's success?

**Comments**

Please share anything that you feel was not covered by this application.