

**Monarch Waystation Grant Program Application**

The Monarch Alliance (TMA) grant program awards vouchers worth up to 400 quart-sized native plants during the Spring Native Plant Sale at Sunny Meadows Garden Center. Please complete all sections of the application. Provide the required pictures and any letters of support you wish to include. For more information, please see TMA’s grants webpage at: [Monarch Alliance Grants – Potomac Valley Audubon Society (potomacaudubon.org)](https://www.potomacaudubon.org/monarch-alliance/grants/)

Contact John Maciolek at [MonarchAlliance@PotomacAudubon.org](mailto:MonarchAlliance@PotomacAudubon.org) with any questions.

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**Organization Information**

**Organization Name:**

**Organization Type:** *(e.g. - Church, School, Community Organization, Nature Center, or Park)*

**Team Leader’s Name:**

**Phone number of Team Leader:**

**Email address of Team Leader:**

**Other Team Members’ Name(s):**

**Monarch Waystation Location Name:**

**Monarch Waystation Location address:**

**What is the mission and/or goals of your organization and how will a Monarch Waystation help further this mission and/or goals?**

**Are you partnering with any other organizations? If yes, please list here:**

**Do you have or are you looking for additional funding sources? If yes, please list here:**

**Has your organization received a TMA Monarch Waystation Grant in the past?** *(If yes, please explain whether this application is for (1) a new Waystation, (2) an expansion of an existing Waystation or (3) replacing plants in an existing Waystation. If replacement plants are requested, explain why additional plants are needed, if there was a problem, and how it was resolved.)*

**Monarch Waystation Site**

**Briefly, explain why you chose the location of your potential or existing site:**

**What are the dimensions of your proposed site?**

**If your Monarch Waystation is near a building, which side of the building is it on?**

*Select One:* \_\_\_\_ North \_\_\_\_ South \_\_\_\_ East \_\_\_\_ West \_\_\_\_ Courtyard

**How much sunlight will your waystation receive?**

*Select One:* \_\_\_\_ Full Sun (>6 hours of direct sunlight)

\_\_\_\_ Partial Shade (2-6 hours of direct sunlight)

\_\_\_\_ Full Shade (<2 hours of direct sunlight)

**Describe the soil on your site:** *(e.g. wet, dry, sand, or clay)*

**Is there a garden currently planted on your site?** \_\_\_\_ YES \_\_\_\_ NO

**If yes, please indicate its size and a current inventory of plant species at your site.** *(Attach an additional page, if necessary)*

**If no, what is the current ground cover of your site?**

**How do you plan to prepare the site for planting?** *(Be specific)*

**How will you water your site? Ongoing watering is required for the 1st summer after planting, at a minimum.** *(e.g. irrigation system, nearby spigot, rain barrel)*

**Briefly describe your waystation garden maintenance plan.** *(e.g. mulching, thinning, fertilizers, soil amendments, removing dead stalks, etc.)*

**How frequently will you perform the maintenance throughout the year? Who specifically will be responsible for it? Do you anticipate staff or volunteers assisting?** *(Be specific)*

**Please insert a photo of your proposed site (“before” photo):**

**Community Involvement**

**How do you see your Monarch Waystation enhancing your community?**

**How accessible is your (existing or proposed) Monarch Waystation to the surrounding community?** *(e.g. is it always open to the public or do appointments need to be made? Is it ADA accessible?)*

**How will you share your Monarch Waystation with your community? (***e.g. media coverage, special events/activities, existing community involvement. Please acknowledge TMA**in all your public communications and share any press coverage you receive with us.)*

**Monarch Waystation Plant List and Map**

In the **Plant Request Table** below, please list all plant species to be planted in your Monarch Waystation. Include the numbers of each species and assign a symbol *(e.g. letters, colors)* to be used in your Monarch Waystation map to identify each species. The maximum grant award is 400 quart-sized plants.

* All plant selections for this grant award MUST come from **TMA Grant Plant List** provided in Attachment 1 at the end of this document.*(Note: your Monarch Waystation may include other native plants not included on this list, but The Monarch Alliance cannot provide any additional species outside our Grant Plant List via our grant program)*
* The Monarch Alliance recommends 200 plants per 100 square feet of garden space.
* At least 20% of plants in your Monarch Waystation MUST be milkweed plants. Additionally, at least two different species of milkweed must be included.
* At least nine other (non-milkweed) species of plants from the Grant Plant List must be included in your design. Be sure your Monarch Waystation will have species in bloom throughout the spring, summer, and fall (April to October).

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| --- | --- | --- | --- |
| **Plant Request Table** | | | |
| **Scientific Name** | **Common Name** | **# Requested** | **Map Symbol** |
| *Asclepias incarnata* | Swamp Milkweed |  |  |
| *Asclepias syriaca* | Common Milkweed |  |  |
| *Asclepias tuberosa* | Butterflyweed |  |  |
| *Asclepias verticillata* | Whorled Milkweed |  |  |
| *Schizachyrium scoparium* | Little Bluestem |  |  |
| *Panicum virgatum* 'Shenandoah' | Shenandoah Switchgrass |  |  |
| *Conoclinium coelestinum* | Blue Mistflower |  |  |
| *Chrysogonum virginanum* | Green and Gold |  |  |
| *Amsonia tabernaemontana* | Eastern Blue Star |  |  |
| *Aquilegia canadensis* | Red Columbine |  |  |
| *Baptisia australis* | Blue False Indigo |  |  |
| *Geranium maculatum* | Wild Geranium |  |  |
| *Penstemon digitalis* | Foxglove Beardtongue |  |  |
| *Liatris spicata* | Blazing Star |  |  |
| *Monarda didyma* | Bee Balm |  |  |
| *Monarda fistulosa* | Wild Bergamot |  |  |
| *Pycnanthemum tenuifolium* | Narrowleaf Mountain Mint |  |  |
| *Rudbeckia hirta* | Black-eyed Susan |  |  |
| *Eupatorium purpureum* | Sweet Scented Joe-Pye Weed |  |  |
| *Lobelia cardinalis* | Cardinal Flower |  |  |
| *Solidago nemoralis* | Gray or dwarf Goldenrod |  |  |
| *Solidago rugosa* | Rough-leaved Goldenrod |  |  |
| *Symphyotrichum laeve* | Smooth Blue Aster |  |  |
| *Symphyotrichum novae-angliae* | New England Aster |  |  |
| *Vernonia noveboracensis* | New York Ironweed |  |  |
| **Total Number of Plants Requested** | |  | **Must be ≤ 400** |

*Note: Substitutions of equivalent plants may be made by Sunny Meadows, our grower and partner, in consultation with TMA due to lack of availability of plants on this list.*

Using the plant map symbols you have designated in the **Plant Request Table** above, draw a **Monarch Waystation Map** to submit with your application. Include the shape and dimensions, roughly to scale, of your space. Add any additional features that are next to or within your existing or proposed Monarch Waystation garden, such as trees, fences, building(s), walkways, doorways, and adjacent vegetation. An example of a Monarch Waystation Map can be found here: [Monarch-Garden-and-Plant-List.pdf (potomacaudubon.org)](https://www.potomacaudubon.org/wp-content/uploads/2020/03/Monarch-Garden-and-Plant-List.pdf)

**Project Schedule**

Please provide a timeline for your Monarch Waystation project from the point of grant application to Monarch Waystation completion, PLUS 3 years of maintenance *(e.g. apply for grant, prepare site, plant garden, and maintenance plans, etc.)*

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| **Time Period** | **Activity** |
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**Budget**

Provide an estimated budget of costs you anticipate incurring in addition to The Monarch Alliance native plant award voucher. *(e.g. gardening tools, mulch, fencing, signage, educational materials, etc.; please do not include the plants listed previously in this budget)*

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| **Description** | **Quantity** | **Unit Cost** | **Total** |
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| **TOTAL** | | |  |

**Partner and Stakeholder Engagement**

Please place an X where you will involve different partners or stakeholders in your Monarch Waystation project. *(e.g. teachers, students, parents, administration, community volunteers, etc)*

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Planning | Promotion | Site Prep | Planting | Maintenance | Summer Care | Education |
| Team Leader |  |  |  |  |  |  |  |
| Your Team Members |  |  |  |  |  |  |  |
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Provide additional information about how partners and stakeholders will be involved in various stages. Since year-round maintenance needs to be a key part of your plan, comment on the maintenance and summer care for your waystation.

**Educational Use**

Please provide up to three examples of how you plan to use your Monarch Waystation to educate the community. For each example, include a project description, approximate number and age range of expected participants. You may provide an attachment with this information if you need more space.

Note: Education may include plant labels for visitors, prepared self-guided walks, and other passive learning activities. Estimate number of people who would benefit from these activities.

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| **Description of Educational Activity** | **Estimated Number of Participants** | **Anticipated Age Range of Participants** |
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**Evaluation Plan**

Provide at least three examples of how you will measure your project’s success. (*e.g. growth of garden; tracking of caterpillar, chrysalis, and adult sightings; citizen science events; number of walk-through visitors; community interest; outdoor learning opportunities, etc.)*

**Confirmation of Application Requirements**

I understand that receiving a TMA Monarch Waystation Grant is a 3-year commitment to maintaining the Monarch Waystation year-round. I hereby certify that I will complete the following tasks:

1. Applicants must **register as a Monarch Waystation** with the Monarch Watch [(http://www.monarchwatch.org/waystations/certify.html.)](about:blank) by **October 15, 2025**. Registration is easy and The Monarch Alliance will reimburse the registration fee to you! Upon registering, you will receive a Monarch Watch Waystation sign. We will also give you a TMA Waystation Sign.
2. **Submit a** **status report** to [MonarchAlliance@PotomacAudubon.org](mailto:MonarchAlliance@PotomacAudubon.org) on **July 15, 2025**; **August 15, 2025**; and **October 15, 2025**. Reports should include:
   1. A brief summary (3 sentences) of the Monarch Waystation’s progress, including a note on any Monarch sightings.
   2. Photographs of the Monarch Waystation.
3. **Submit an annual report**, due **May 15, 2026** and **May 15, 2027**. Annual reports must be submitted to [MonarchAlliance@PotomacAudubon.org](mailto:MonarchAlliance@PotomacAudubon.org), and will include:
   1. A project summary including the yearly results of your project evaluation plan and a discussion of the impact your Waystation has had on the community.
   2. Photographs of the Monarch Waystation.

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Team Leader Name Date

*\*\*Entering a name for the Team Leader here constitutes an electronic signature.*

**Application Completion Checklist**

* Addressed all sections and questions on pages 1-14?
* Attached or inserted a “before” photo of the proposed Monarch Waystation site on page 4? (Insertion preferred)
* Attached or inserted a map of the plant layout you’re planning for your Monarch Waystation on page 8? (Insertion preferred)
* Attached letters of support? (Not required, but encouraged!)

**SUBMIT** completed applications and attachments to John Maciolek via e-mail at [MonarchAlliance@PotomacAudubon.org](mailto:MonarchAlliance@PotomacAudubon.org).

\*\*When submitting the application, please put your organization’s name in the subject line along with **“2025 TMA Grant Application”** and ensure the attached file of the application adheres to the following naming convention: [organization name\_2025\_TMA\_Grant\_Application].

**Next Steps**

Questions can be submitted during the Q&A period to John Maciolek via e-mail at [MonarchAlliance@PotomacAudubon.org](mailto:MonarchAlliance@PotomacAudubon.org)

The grant schedule is as follows:

* **October 1, 2024** – Grant Application Opens
* **December 1, 2024** – Q&A Period Ends
* **December 15, 2024** – Applications Are Due
* **January 15, 2025** – Grant Awards Are Finalized and Grant Winners are Notified
* **mid-May 2025** – Pick up plants during our Spring Native Plant Sale

Thank you for your interest in helping the Monarch Butterfly! Please feel free to contact John Maciolek via e-mail at [Monarch](mailto:Monarch)Alliance@PotomacAudubon.org with any questions.

**Attachment 1. TMA Grant Plant List**

