Master Gardener Foundation of San Juan County

June 2018

**GENERAL FUND PROJECT FUNDING APPLICATION**

The mission of the Master Gardener Foundation of San Juan County is to raise funds to support WSU Master Gardener programs which promote evidence based gardening and horticultural practices in San Juan County provided by trained community volunteers.

***INFORMATION FOR PROJECT FUNDING APPLICANTS***

**What projects does MGFSJC fund?**

Funds are available to Lopez, Orcas and San Juan Island Master Gardeners to develop projects which support and benefit all San Juan County Islands. Master Gardeners may apply for money from the MGFSJC general fund to support projects that contribute to multi-island, educational gardening activities and support the San Juan County Master Gardener Program.

**Who can apply?**

Individual or groups of San Juan County Master Gardeners may apply for money to fund gardening and education projects that include plantings, materials and equipment associated with the project. SJC master gardeners may also partner with other San Juan County based non-profit organizations.

**Funding Restrictions**

1. No MGSJC funds shall be made to an endowment fund, a political or religious group, or to any group that discriminates with regard to race, religion, creed, color, national original or gender.
2. Eligible applicants may use funds to purchase plants, garden materials and related garden education activities.
3. Funds may not be used for stipends and wages.

**How to apply:**

1. Applicants must complete a written application and submit to the MGFSJCo Board. Please answer the questions below and attach any additional materials to support your application.
2. Eligible **projects or applicants** may apply for additional project funding every year but may not always receive funds.
3. Applicants may request money up to the amount set aside by the Board each year ($2500 in 2017)**.**

**When to apply**

Applications will be considered at Foundation Board Meetings, regularly held quarterly meetings (Jan., April, July and Oct.). Applicants should submit applications three weeks before a board meeting for consideration of their proposals.

Please provide the information requested and return the application to:

Master Gardener Foundation of San Juan County

P.O. Box 272

Orcas, WA 98282

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**PROJECT FUNDING APPLICATION**

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**APPLICANT INFORMATION**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master Gardener Island and Partner Organization (if a joint proposal)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT DESCRIPTION**

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you Receiving Other Sources of Funds? \_\_\_\_\_\_\_\_\_\_\_ If yes, from whom and how

much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Goal** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Project Plan**

1. Where will your project be located or if a seminar or workshop, include when it will be held?
2. Who will participate in your project? (number of people, age level)
3. How will your project fulfill the MGFSJC Mission and benefit all San Juan County islands?
4. Who will coordinate your project activities?

1. What types of experts and expertise will be used on the project?
2. What is your project timeline? (estimate start date and completion date)
3. Describe your project plan, including educational components, activities, location, list of materials & equipment needed, etc.)
4. If physical planting will be used, how will your project ensure that plantings are well-adapted to their intended location?
5. What are the long-term needs or commitments for the project? If your project requires maintenance, how does your project plan for maintenance of plantings?
6. What is your project’s budget and how will funds be used? (include cost estimates for materials, equipment and activities). Will there be equipment purchased and where will the equipment be located and who will be responsible for it?
7. How will you demonstrate the success of your project? (e.g., achievement of goal, completion of activities, number of people who benefited, etc.)

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Funding Requirements**

1. Submit written application.
2. Sign agreement.
3. Comply with project financial requirements.

* Spend the entire amount for the purpose described in the project funding application.
* Follow the proposed budget.
* Keep accurate and complete records to document how funds were spent for project activities, including receipts.
* Make financial records related to project funded activities available to MGFSJCo.

1. Inform MGFSJCo in writing about any change to key personnel, any change in contact information or any development that might affect the operation of the project.
2. Submit a short report (at 6 months) and final report (30 days after project funding completion) to MGFSJC about the funded project.
3. Project proponents may be asked to present a brief report and/or photos about the project at a Foundation meeting.

Master Gardener Foundation

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San Juan Co.

Foundation General Fund Project Application Guidelines/Policy

1.The Master Gardener Foundation Board can review a project funding request) at a regularly scheduled quarterly meeting or as provided by the bylaws. A project application must be approved by a majority of the Board.

2. Any project is considered to be a one-time project and is not renewable unless a new application is made.

3. Both operating expenses for an existing project and start-up or expansion projects are eligible for a project. A detailed budget must be submitted with each application.

4. A project leader must be designated.

5. Joint programs with other non-profit organizations and governmental organizations are eligible but financial control of the awarded funds must remain with the master gardener organization.

6. Only complete applications will be accepted for review.

7. Funding Restrictions

1. No MGSJC funds shall be made to an endowment fund, a political or religious group, or to any group that discriminates with regard to race, religion, creed, color, national original or gender.
2. Eligible applicants may use funds to purchase plants, garden materials and related garden education activities.
3. Funds may only be used for stipends and wages in accordance with the bylaws.
4. Eligible **projects or applicants** may apply for additional project funding every year but may not always receive funds.
5. Applicants may request money up to the amount set aside by the Board each year**.**