

Master Gardener Foundation of San Juan County

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

- a. 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 origin or gender.
- b. Eligible applicants may use funds to purchase plants, garden materials and related garden education activities.
- c. Funds may not be used for stipends and wages.

How to apply:

- a. 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.

- b. Eligible **projects or applicants** may apply for additional project funding every year but may not always receive funds.
- c. 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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APPLICANT INFORMATION

Date _____

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

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 _____

Project Plan

- a. Where will your project be located or if a seminar or workshop, include when it will be held?

- b. Who will participate in your project? (number of people, age level)

- c. How will your project fulfill the MGFSJC Mission and benefit all San Juan County islands?

Project Funding Requirements

- a. Submit written application.
- b. Sign agreement.
- c. 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.
- d. 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.
- e. Submit a short report (at 6 months) and final report (30 days after project funding completion) to MGFSJC about the funded project.
- f. Project proponents may be asked to present a brief report and/or photos about the project at a Foundation meeting.

Master Gardener Foundation
of
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

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- b. Eligible applicants may use funds to purchase plants, garden materials and related garden education activities.
- c. Funds may only be used for stipends and wages in accordance with the bylaws.
- d. Eligible **projects or applicants** may apply for additional project funding every year but may not always receive funds.
- e. Applicants may request money up to the amount set aside by the Board each year.