

Lee County Master Gardener Association

Grant Evaluation Criteria

(please see [Grant Project Funding Application Instructions](#) on [LeeMG.org](#))

The grant application shall be in the format and shall satisfactorily address all the requirements specified in the **Grant Project Funding Application Instructions** form including, but not limited to, the following:

- All successful projects are led by a Project Manager who is a person that manages and oversees a project through its completion. The project manager manages the project's completion to a schedule and assures material and manning resources are allocated, and work is completed on a timely basis. The application must identify an individual who will act as its "Project Manager" and briefly describe the qualifications of the individual who will fulfill that role.
 - *Note: If a Project Manager is not specifically identified in the application, the first signed grant applicant will be considered the "Project Manager".*
- If either the Project Manager or the Grant Applicants are not of Legal Age (18 years or older), a "co-applicant" of legal age is required and shall act as "the Sponsor" of minor applicant(s), if any.
- The application includes the name(s), address(es) and telephone number(s) of each Grant Applicant, to include the co-applicants and Project Manager.
- The Grant Applicant (e.g., Representative, Organization, or Individual) shall not have been awarded a Lee County Master Gardeners Association Grant in the previous calendar year.
- The grant applications shall not exceed the page length restrictions cited on the Grant Project Application Instructions form.
- The proposed project will be completed in Lee County and is horticultural in nature.
- The proposed project is non-profit or charitable in nature, educational and/or provides other significant horticultural benefit(s).
- Lee County Master Gardeners Association provides its funding on a "cost-reimbursement" basis. The grant application should address the availability of funds to complete the project on a "cost reimbursement" basis.
- The Grant Applicant(s) understand and agree that reimbursement(s) request will be accepted only for the materials, equipment and/or supplies cited and approved in the grant application submission. Additionally, that reimbursement requests must be accompanied with copies of the original purchase receipts and that the total amount of reimbursements will not the total amount approved/granted by the Lee County Master Gardeners Association.
- The Grant Applicant understands that no labor charges are eligible for cost reimbursement. Labor required for completion of the project should be volunteer labor.
- The Grant Application specifies a single point-of-contact for communication between the grantee(s) and the Association. This person shall be of legal age and is solely responsible for submitting reimbursement requests and receiving reimbursement funds.
- The Grant Applicant(s) understand and agree the proposed project must be completed on or before September 15th of the calendar year; and the application contains a line-item budget for materials and a planned project schedule for the projects major tasks (see www.leeemg.org for a Sample Grant Application Request).
- The total amount of funding requested from the Lee County Master Gardeners Association is less than or equal to \$2,000. If greater, the applicant shall cite the specific source(s) for the required additional funding.
- The Applicant(s) must agree to provide a final project presentation to the Lee County Master Gardener Association at its October meeting, which is normally scheduled the first Wednesday of the month.