

Lee County Master Gardeners Association

Grant Project Funding Application Instructions

(Please read the grant evaluation criteria listed under Grants on our website, LeeMG.org)

Grant applications shall be structured in a four-category format.

(Note page limits and address the items listed in the four categories below)

1) Project Management (2 page limit):

- a) A “Project Manager” must be identified in the grant application.
- b) Application shall provide the name, postal and e-mail addresses, and phone number of the *Project Manager*. The *Project Manager* shall serve as the principal point-of-contact for the project and shall lead the project from inception to completion.
- c) If the applicant is other than the Project Manager; provide the name, postal and e-mail addresses, and phone number(s) of the association, individual(s) or representative(s) of the association applying for grant funding. **Note: A Project Manager is still required.**
- d) The proposed *Project Manager* and Applicant(s) shall be of legal age.
- e) The Grant application shall be dated, titled, and signed by the Project Manager and the other Applicant(s), as applicable.
- f) The application shall describe the *Project Manager’s* ability to successfully manage the project through its completion.
- g) The *Project Manager* shall give a “final-project” presentation to the Lee County Master Gardener Association at a meeting on the first Wednesday in September.

2) Project Description (2 page limit):

- a) Cite the primary physical address and location for the proposed project. **Note: Only Lee County Alabama projects are eligible for grant funding.**
- b) The proposed project must be non-profit, charitable in nature, and provide educational or “other” horticultural benefit(s).
- c) In simple terms, describe the project requirements, goals, and objectives.
- d) Project labor shall be provided on a “volunteer” basis. Address the volunteer hours required to complete the project and describe how the labor requirements will be met.
- e) If Lee County Master Gardener Association support is required to complete the project, address the amount and type of support needed.
- f) If support from the Alabama Cooperative Extension System (ACES), Lee County Office is required; such support shall be coordinated with and requested directly from the agency prior to your grant application. If applicable, describe the kind of support requested (e.g., supervision, education, volunteerism, etc.) and provide a point-of-contact for your project within extension agency.
- g) Address the projects longevity, i.e., short-term, or long-term in execution/operation, outreach, or educational benefit(s). If the project is intended to be a long-term endeavor, describe how it will be maintained and supported in the long-term, i.e., to continue providing horticultural benefit(s).

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3) Project Schedule (1 page limit):

- a) Provide a simple project schedule showing planned completion dates of the key project goals, activities and/or objectives. Project schedules may be provided in either literary, columnar, or graphic format. **Note: The completion time of your proposed project must not exceed eight months in duration beginning January 15th of the calendar year.**

4) Detailed Budget Request (1 page limit):

- a) Provide a detailed funding estimate in a columnar format (item, description, unit of measure, unit price, total price) to include all material, equipment, tools, and supplies to be purchased and with a grand total that matches with the grant funding request. **Note: Unless otherwise approved in advance, reimbursement(s) will be provided only for the materials, equipment, tools, and supplies provided in the grant application. In addition, "labor" costs are non-reimbursable and should not be included.**
- b) All reimbursement requests must be submitted on or before September 15th.
- c) If funding other than grant funding is required (to complete this subject grant project); cite the source(s) for the other funding to include the amount secured or pledged.
- d) Provide an acknowledgement that Lee County Master Gardeners Association grant funding is to be provided on a "cost-reimbursement basis". Address the availability of funding required for purchases in advance of grant reimbursement(s).

Important Information for Applicants

Grant applications, including all attachments, shall not exceed six pages in length.

Previously unawarded grant applications may be updated and resubmitted.

Award amount for individual grants shall be less than or equal to \$1,000.

Purchase receipts shall be provided with all reimbursement requests.

Only one reimbursement request shall be submitted in a calendar month.

Organization, individuals, or applicants are not eligible for grant awards in two consecutive years.

Applications will be accepted from October 1st until December 31st.

Grant applications must be submitted electronically in *.pdf format and e-mailed to the following address: lcmqvicepresident@gmail.com

Award Announcements to be made on or before January 15th.