



ALABAMA MASTER GARDENERS ASSOCIATION INC. Project Funding Program

In 2001, the AMGA State Board developed a grant program called the **Project Funding Program**. The plan is designed to offer grants to the local associations in support of community projects, where funding is needed. Attached is an application packet containing the following:

1. Application
2. Criteria for evaluating the applications
3. President's letter
4. Sample copy of the agreement to be signed upon receipt of grant funds
5. Project Status Report form

The deadline for submission of applications is **January 15**, of the award year. The applications will be evaluated by the Project Funding Program Committee.

Email your applications to the AMGA Project Funding Chairman. Check <https://www.alabamamg.org> for the latest Project Funding Chairman contact information.

The applicants whose projects are selected will be notified by the end of February of the award year, and will be announced at the State Master Gardener Conference.

PROJECT FUNDING COMMITTEE CHARTER

PURPOSE:

The Project Funding Committee will solicit applications for proposed horticultural projects that involve Master Gardeners from throughout the State of Alabama.

MEMBERSHIP:

The Project Funding Committee shall be a standing committee, composed of one board member and three state members appointed by the Board of Directors. These positions will be set up to rotate so as to establish continuity.

TERMS OF OFFICE:

Members of the Committee shall assume their duties following the Annual Meeting for a period of one year. **RESPONSIBILITIES:**

The Committee is responsible for developing a Project Funding Program to provide AMGA monies to selected local horticultural related projects in the State of Alabama.

Responsibilities are as follows:

1. Develop an application packet to be distributed to interested organizations. The information would be communicated through the AMGA newsletter, the State Advisory Council, and formal correspondence to the local Master Gardener Association Presidents.
2. Prepare evaluation criteria that would be utilized in determining the projects to be selected for funding.
3. Establish schedules for solicitation of applications, evaluation of applications, and approval of selected projects by the Board of Directors.
4. Prepare budget requests to be submitted to the AMGA Treasurer for approval by the Board of Directors.
5. Notify the individual(s)/organization(s) whose projects were selected for funding.
6. Establish guidelines to be followed in executing the projects and in providing financial accountability to AMGA.
7. Coordinate any publicity/recognition activities associated with these projects.





AMGA PROJECT FUNDING PROGRAM MISSION STATEMENT

To stimulate the love for and increase the knowledge of things horticulture, and to voluntarily and enthusiastically share the knowledge with others.

1. The AMGA allocates monies each year to help support a variety of horticultural projects in the State of Alabama. The number of requests that will be funded depends on the amount of money available each year. As a general guideline, grants will range from \$0-\$499 and \$500-\$1,000.

2. Any association requesting funding for their project must complete a written application and provide detailed information regarding the project.

If selected for funding, recipients must sign an agreement with the AMGA stating

that the grant recipient will present a project status report to the AMGA Board of Directors or AMGA membership, and/or provide an article for the State Newsletter, Garden Pathways.

The recipient of AMGA funding must agree to provide financial accountability, including all receipts, for money spent to the AMGA Treasurer within 6 months of project completion.

Recipients shall provide any other requested information, and be open to visits by the AMGA Board of Directors and/or its representatives.

3. The purpose of the project should be educational and should promote and involve the community in gardening. Funds must be utilized for capital (materials/supplies) only. Funding

request should not include decorative items such as: birdbaths, statuary, fountains, etc.

4. The project should utilize as many Master Gardeners as possible.

5. The project should have realistic goals and objectives and the funds granted should make a significant contribution to the project.

6. The project should make a difference, even in a small way, to the community it serves.

7. The project, once completed, should have a regular maintenance schedule to ensure its continued operation, where appropriate.

8. Project Funding recipients shall provide a written report on the project to the PF Committee Chair upon completion of the project.

Criteria for Evaluation of Proposed Projects

1. The applicant and project must be in the State of Alabama.

2. Priority will be given to those projects that most closely meet the mission of AMGA and Master Gardeners, in general.

3. Master Gardeners must be directly involved in the project and should be the main force in the initiation and implementation.

4. The project should be non-profit and/or charitable in nature.

5. The project must have the potential to benefit a significant number of citizens.

6. The project should have on-going value.

7. The project should reflect creativity and uniqueness.

8. The project will be evaluated based on the information submitted. No further contact will be made by the Evaluation Committee to obtain more information.

9. An applicant may submit only one application per organization.

10. Any applicant may receive funding for only one approved project within a three-year period.

11. Award checks must be presented to a member of the winning organizations at the AMGA Annual Conference unless prior arrangements have been made with the Project Funding Chairperson. Failure to comply will result in forfeiture of the award money.

AMGA APPLICATION: Project Funding Program

1. Name and Address of association or individual submitting application:
(Requesting MG must be a member of AMGA)

2. Name/Title of Project: _____

3. Location of Project: ADDRESS: _____

CITY: _____ COUNTY: _____

4. Amount of funding requested (provide detailed cost proposal, attachments may be included):

5. Describe your project in detail, addressing the goals to be achieved (attachments may be included):

6. How many volunteers will be used? _____

Describe volunteers' involvement, specifically, Master Gardener participation:

7. Have other sources of funding been received for this project or will they be required?

Y N

If yes, please provide details:

8. Who will be responsible for the design and implementation of the project?

9. Who will be the contact person for the project (if different from the organization submitting the application)? NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: _____

10. If required, how will you address long term maintenance?

11. Please list any special considerations you would like to have evaluated with this application.

12. The signed and dated President's Letter must accompany the completed application.

President's Letter

To the Project Funding Committee, Alabama Master Gardener Association

Re: Project Funding Application

I have reviewed the completed grant application, and I concur with the requested amount of funding as well as with the other information provided.

I understand, as stated in the Project Funding Information Packet, that if my association is selected for funding, an agreement with the Alabama Master Gardener Association must be signed. (See Sample Agreement, next page.)

My signature below indicates that I understand and accept the above criteria.
This signed letter will accompany the application.

President (or other officer if president wrote the application)

Name of Association

Date Signed



AGREEMENT BETWEEN THE ALABAMA MASTER GARDENERS ASSOCIATION, INC. AND THE

(MASTER GARDENERS ASSOCIATION)

GRANT FOR _____

The Alabama Master Gardeners Association, Inc. hereby grants \$_____ to the
_____ Master Gardeners Association for

The _____ Master Gardeners Association
agrees to:

1. Present project status report to the AMGA Board of Directors or AMGA membership and/or provide an article for the State Newsletter, *The Garden Pathways*, as requested by AMGA.
2. Provide financial accountability and all original receipts for project expenditures to the AMGA treasurer within 6 months of project completion.
3. Provide any other information requested by AMGA, including yearly updates which are necessary to maintain AMGA's 501(c)(3) status.
4. Be open to visits by the AMGA Board of Directors and/or its representatives.
5. Utilize as many Master Gardeners as possible.
6. Endeavor to promote the educational aspects of the project.
7. Assist AMGA with publicity/recognition activities associated with the project.
8. Prepare and file a Project Status Report annually by December 31 and at the completion of the project with the Project Funding Committee Chair.

President, Alabama Master Gardeners Association,

Inc. Date:

President

(Master Gardener Association)

Date:

PROJECT STATUS REPORT

Please complete this form regarding the project for which you received funding from the Alabama Master Gardener Association in 20____. This information is necessary for keeping our 501(c)(3) tax status in the event that we are audited.

Name of MG association: _____

Name of project: _____

Amount of funding received from AMGA: \$ _____

Type of organization receiving the project (city, school, park): _____

Specific Objective of Project (e.g. teach special ed students to work for landscape company):

Progress made for the first year (e.g. greenhouse is 50% complete):

Progress after the first year (e.g. greenhouse completed and 35 special education students worked 5 hours per week during the school year):

Who will maintain the project after it is completed (e.g. XX Master Gardeners and XX high school students)? _____

How many Master Gardeners participated in the project? _____

Approximately how many people were affected by this project? _____

How does your project benefit your community?

How did you promote the educational aspects of this project?

What publicity or recognition has your project received?

Other comments regarding your project: