

Georgia Master Gardener Association, Inc.
Project Grant Proposal
Cover Sheet - 2024

Applicant:

Date:

Must be GMGA Member. Check status by e-mail to membership4gmga@gmail.com

Address of Applicant:

Phone #:

Email address:

Name of project and non-profit organization:

County in which project will be created:

Amount of Grant Applied for:

Number of Master Gardeners who will work on the project:

If awarded a grant, the Payee must have an active bank account and be an officer (suggest Treasurer) of the non-profit organization). Indicate the name and mailing address to be used for the check:

Name and Address of Payee

Signature of Applicant

Signature of your GMGA District Director

Check <https://georgiamastergardeners.org/about-us/district-director-map/>

Your District Director will submit the application to GMGA

Your signature indicates your agreement to comply with all the rules and regulations pertaining to this grant, the application forms, and GMGA policies.

Georgia Master Gardener Association Project Grant Proposal

Mission Statement

To enthusiastically, voluntarily, and responsibly promote and disseminate the knowledge of university based applied research through a statewide network of Master Gardeners.

The Georgia Master Gardener Association allocates monies each year to support a variety of horticultural projects in Georgia. The number of requests awarded depends on the funds available. Funding requests cannot exceed \$500. Organizations submitting applications must be non-profit and have no political affiliations. *A certified Master Gardener who is a member of GMGA must make the application.*

Applicants requesting a project grant must complete a written proposal that provides detailed information about the project. If selected, the recipient must sign an agreement with GMGA that states:

- By September 1 of the year following the date funds are received, the recipient(s) of the grant will submit the attached Grant Expenditure Form to the GMGA Treasurer with all original receipts attached.
- The recipient(s) will provide a written digital report, documenting the work performed to accomplish the project along with at least three digital photographs of the project (within one year from the date funds are received). These may be “in progress” or “before and after” photographs. The report and photos must be suitable for publication in The Scoop and submitted to the District Director with a copy to the VP of Grants (grants.gmga@gmail.com), and the Scoop Editor at (gmgascoop@gmail.com). Failure to provide documentation may result in denial of future grants.
- Additional documentation such as an instructional CD, a “how to” CD or manual, educational materials such as lesson plans/activities, or other effective educational techniques in digital form may be submitted but are not required.
- Any funds not used within one year from the date of delivery of the check must be returned to GMGA.

Should the applicant not provide required reports or financial documentation, the county represented will not be considered for a GMGA Project Grant the following year.

Indemnity: Applicant agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless GMGA, its officers, directors, and members from and against any and all claims, liabilities, losses and expenses (including reasonable attorney’s fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of Applicant, its employees or agents, in applying for or accepting the grant, in expending or applying grant funds, or in carrying out the project as set forth in the proposal.

The GMGA Board of Directors or its representative(s) may visit project sites awarded grants.

Project Grants are limited to one grant per physical location every three years and are limited to two per County.

The following are examples of the types of things funded in the past:

- Plants and planting material
- Educational materials such as books, printed pamphlets, tapes, cd's, teaching materials, and signage
- Materials for creating raised beds or compost bins
- Arbors and benches as long as handmade
- Funds for certified Junior Master Gardener or MGSprouts youth gardening programs.

Deadline for submitting an application for a GMGA Project Grant to your GMGA District Director is March 1. The GMGA District Director shall evaluate the project and submit to the GMGA VP of Grants by March 15. If there is no District Director for the project, send the grant application directly to: grants.gmga@gmail.com

Criteria for Awarding GMGA Project Grant Money

1. The purpose of the project is educational.
2. The project promotes community involvement in horticulture.
3. The project utilizes as many Master Gardeners as possible.
4. The project has realistic goals and objectives.
5. The funds granted will make a significant contribution to the achievement of the educational goals of the project.
6. The project will make a difference to the community it serves.
7. The project proposal will include a regular maintenance schedule.
8. A plan for documenting the project for GMGA and your community that instructs and informs so that others may benefit from your work is described.

Application Procedures

Complete the Proposal Cover Sheet that includes basic contact information and requires the signatures of both you and the GMGA District Director. Attach the Proposal Cover Sheet to your proposal. To assure the check can be cashed or deposited, grant cover sheet must include a payee who has an active bank account. The proposal should be no longer than three pages. Attachments such as photographs may be included. Scan and forward digitally all application material.

The project proposal will (in this order):

- Describe your project, including goals and objectives.
- State who will be involved in the project, including the number of Master Gardeners, other volunteer organizations, groups, and volunteers from the community.
- Describe how your project will benefit the community.
- Describe how the project will be maintained and who will provide oversight.
- Describe your plan for documentation of the project.
- Describe your planned use of the funds in a detailed budget.

GRANT RECEIPTS FORM

GMGA DISTRICT DIRECTOR RECEIVING CHECK:		Grant Approved Date
PROJECT		Date of Form Submission
PROJECT CHAIRPERSON CHAIRPERSON'S EMAIL ADDRESS		
EXPENSES		
RECEIPT NUMBER OR DATE	ITEMS PURCHASED FOR PROJECT	AMOUNT
#1		
#2		
#3		
#4		
#5		
	GRANT TOTAL	\$
	PROJECT TOTAL COST	
<p>Attach receipts (Original Receipts only):</p> <ol style="list-style-type: none"> 1. Number receipts (#1 through End). 2. On receipt, identify item(s) purchased for GMGA grant project. 3. Record on this form each receipt by number along with the corresponding items purchased and amount. 4. Attach receipts in numerical or date order. 		
<p>Mail to Treasurer: Dawn Nash, 139 Hampton Ridge Rd; Macon, Ga 31220</p>		

01.01.2024