



Madison Area Master Gardeners Association Grant Application

2009 Community Gardening Projects

The Madison Area Master Gardeners Association (MAMGA) is now accepting grant applications for community gardening projects to be used during the calendar year 2009. We provide financial support for gardening projects that meet many of the following criteria:

- Community: Increases beauty and sense of property ownership in the community
- Educational: Increases community knowledge base/innovative gardening methods
- Stewardship: Environmentally/Ecologically responsible
- Teamwork: Involves community members through volunteering, esp. youth
- Effectiveness: Begins exchange of garden related ideas and information

We consider individual and organization sponsored community gardening projects located within Dane County. Typically, grant awards range between \$200 and \$500, but grants up to \$1000 have been awarded.

All proposals must be submitted by November 15, 2008.
Grant applicants will be notified by February 1, 2009.

The number of requests received and the merits of those requests are absolutely astounding. MAMGA's Executive Board reads and reviews each one in depth. The hardest part for us is turning down a request or not fully funding one. Typically, but not always, we strive to grant those applicants with the best rankings when scored against the project criteria, listed above.

It is exciting for us to learn of the many gardening projects that individuals and community organizations are designing and implementing for Dane County and its citizens. We shall continue to assist many of those projects with thousands of volunteer hours, if not with funding.

ABOUT US

Madison Area Master Gardeners Association is a 501(c)(3) non-profit corporation. Its members are formally trained to assist Dane County Extension Horticultural Agents with gardening concerns and the education of the county's residents. They are dedicated gardeners promoting responsible gardening through education, volunteer service and fellowship. This is our fourteenth year to write, edit, illustrate, publish and distribute the *Wisconsin Garden Journal*, which is the primary funding source for these grants.

GUIDELINES FOR GRANT APPLICANTS

Who can apply?

Applicants must be individuals or non-profit, tax-exempt organizations. Organizations that have not been recognized as tax-exempt by the IRS may apply if they have a fiscal agent relationship with a 501(c)(3) nonprofit organization. Master Gardener Volunteers are especially encouraged to apply. Grants not funded: Non-tax-exempt organization projects, capital projects, those of political or religious activities.

Requirements

Project must adhere to all private property requirements; local, state and federal regulations and ordinances. Permission for alteration of any property must be provided by the private property owner or the receiving public property curator authorized to act for the property, as directed on the application.

How to apply?

Applications: Only complete applications that use this GRANT APPLICATION FORM shall be reviewed. All applications shall be typed, single-spaced with a minimum of 10 points, either in an electronic Microsoft Word file, or on a hard copy of the form. All additional attachments, including illustrations or photographs, will be on 8-1/2" x 11" paper, or larger, or scanned/digitized in a .jpg/.tif or an Adobe Acrobat (.pdf) file, or equivalent. Contact us if using an alternative format, prior to submission deadline.

Timeline: Projects must include a specific timeline, including when it is expected to begin and when the project is expected to be completed in 2009. If the project appears to be falling behind the timeline, MAMGA will make every effort to assist, as it can, e.g., to obtain volunteers and/or donated plant material, etc., to better allow for a completed project. If it is expected that the project will need to continue after the stated time period, please contact your Community Service Committee's point of contact as early as is possible for guidance. Our Community Gardening Project Grants are currently awarded on an annual basis for projects that can be completed in a growing season. Awardees cannot assume similar funding on future calendar year grant applications for continuation work on the same project, although such awards have been made in the past. (Continuation/Multi-year awards may be made in future years, as approved by the Executive Board, especially for a capital project that benefits a Dane County community. If you are designing a capital project, please contact us to discuss how MAMGA might be able to participate, perhaps with a special fund-raising project of its own.)

Dates and Deadlines

Submission: We recommend submissions be made by email to mamgacommunity@yahoo.com by *November 15, 2008*. The blank application form will be available on our website as a Microsoft Word document, at <http://www.madison.com/communities/mamga/library>. If the submission cannot be opened/read by the receiving computer, the applicant may be asked to submit it by mail or hand delivered by this same deadline.

If submitted by mail, especially if any computer file is of such a size—possibly due to illustrations/graphics—it would be difficult to submit electronically, a hard copy of the application package (including a CD-ROM) shall be postmarked by the *November 15, 2008* deadline. Submit to MAMGA GRANTS, PO Box 259318, Madison, WI 53725-9318. Call 608-224-3721 and leave a message, if you cannot contact us by email.

Award: All applicants will receive a response whether the grant is awarded or denied by *February 1, 2009*. Awards will be presented at the Annual MAMGA Business Meeting in *February 2009 (date and place to be announced)*. If award cannot be made in person at that time, it will be mailed immediately thereafter. We can help awardees in preparing organizational and community newsletter/newspaper press releases, and can be available for press photographs. MAMGA reserves the right to disseminate any information about the project, related to its own funding, to the extent it deems appropriate.

Progress Report(s): In *May 2009*, members of the Community Service Committee will make contact with the grant awardees, to make appointments in order to make a site visit. The purpose of the visit will be to review the progress of the project, to assist with any implementation needs discovered at that time, and to prepare a progress report for MAMGA's Executive Board, which will meet in *July*. If possible, a point of contact for the awardee may choose to attend the Board Meeting, with a personal progress report. It would be beneficial to arrange the visit when a special event is taking place, e.g., parents visiting a school garden project with their children, the same time as a visit by the Board of the awardee's organization—or a tour by Master Gardener Volunteers. The following items will be expected to be available for MAMGA for the visit.

- Itemized fiscal list of expenses and receipts for all to-date purchases.
- Narrative of the progress, explanation as to lack of progress, and copies of any press clippings.
- Photographs and/or a poster/illustration(s) of the project site, preferably with working members and recipients of the gardening project. Items will become the property of MAMGA for viewing by the Executive Board, Dane County Master Gardener Class participants, MAMGA members, and may be shown for any other need that supports the mission of MAMGA.

Unused funds: Must be returned and all remaining expense receipts must be submitted to MAMGA by *September 1, 2009*. An explanation of the reason for the unused funds would be appreciated. We would prefer funds be used for the purpose of the project in a timely manner. Note: For this particular award year, MAMGA has no plan in place to supplement additional needs of an awardee.

Final Report: Grant awardees shall present their final report at the Annual MAMGA Business Meeting in *February 2010*. The report must be five (5) minutes or less, if in the form of a power point or slide presentation. Photographs and illustrations on poster board, at least 24" x 24" (or larger), attended with a spokesperson and/or written narrative (not more than two pages) can also suffice in place of an electronic presentation.

Project Detail (Use additional pages, if necessary, but please keep your responses brief) Initials of Applicant:

1. Who/What group from the community will be directly participating in the project?

2. Who/What group will benefit from the project and how?

3. Describe project site/conditions/address. Property Owner must MAIL us a letter, certifying their permission.

4. Add any additional timeline information.

Budget Breakout	Budget			
<i>Add additional lines, as needed Retain Receipts for Progress Reports. Salaries will not be paid from MAMGA grants.</i>	MAMGA	Other Institution(s) (include cash & In-Kind)	Other Self Fund Raising (include cash & In-Kind)	Total
COSTS				
Services				
Total Services				
Supplies				
Total Supplies				
Equipment				
Total Equipment				
Miscellaneous				
Total Miscellaneous				
TOTAL COSTS				

Other Institution(s) <i>* - Co-sponsor of project</i>	Breakout \$/In-Kind Equivalent	Self Support	Breakout \$/In-Kind Equivalent
		Routinely Budgeted	
		Donation/Fund Raising Campaign	
		Own Volunteers (#)	

If Awarded, Make Check Payable to

Name:

Institution: