

Jefferson County Master Gardener Foundation PROJECT GRANT APPLICATION

The Jefferson County Master Gardener Foundation (JCMGF) Grants Program awards funds for projects that support clean water, food security, horticultural and environmental stewardship for residents of Jefferson County. Materials and supply costs are reimbursed for projects that use research-based practices advocated by WSU Extension and the Washington State Master Gardener program. As an educational and charitable 501(c)(3) organization, JCMGF grants requests are considered and awarded without discrimination.*

- Grant applicants may apply for awards up to \$1,000.
- The purpose of the organization must be compatible with the purposes of JCMGF.
- There is one application period per year. Applications must be emailed or postmarked by May 1.
- All projects must be completed within one year of the grant award notification date.
- If awarded a grant, the applicant must submit an interim report after 6 months and a final report when the project is complete, noting benefits to the community.

Awards will be based on your application, an interview, and a visit to the project site. Awards will be announced on or before June 15.

IMPORTANT NOTE: Actual expenses outlined in the approved itemized budget are reimbursed when the project is completed and verified, and receipts and final report are received. Any revisions to the budget must be approved by the grants committee and the JCMGF Board prior to purchasing different or additional materials or supplies. Salaries, labor, consulting, and administrative costs are not eligible for reimbursement.

_____ (Initials of applicant indicate that you've read and accepted these terms.)

Procedure for Applying for a Grant

Please complete the application and sign this page. Be sure to include an itemized budget that details the materials needed, their estimated costs, and potential suppliers. Return the completed application and supporting detail to:

By Mail:	By email:
JCMGF Grants Program Attn: Nita Wester 1128 Corona Avenue Port Townsend, WA 98368	nwester@olympus.net (Please put "JCMGF Grants" in the subject line)

I confirm that the information submitted is accurate and complete to the best of my knowledge. I will be available for an interview, a site visit to provide information about the project and, if awarded a grant, a final site visit to verify that the project has been completed. By completing and submitting this application, I understand that this information and other pertinent data will be used by the Grants Committee to determine eligibility. If funding is received, I agree to abide by the criteria and guidelines. I agree to make a presentation to the Master Gardener Program and/or provide information for news releases to local newspapers or Master Gardener publications.

Signature of authorized organization representative

*JCMGF is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law when awarding and considering applications for grant funds.

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PLEASE COMPLETE THE FOLLOWING REQUIRED INFORMATION:

Project Name	
Organization Name	
Contact Person Phone Email Address	
Mailing Address	
Physical Site Address	
Amount Requested	

Actual expenses will be reimbursed when the project is completed and verified, and receipts and final report are received. Please indicate organization name for check issuance: _____

A brief description of the organization/group and its purpose:

A brief description of the project, including the environmentally safe horticulture and sustainable practices/information you plan to use:

The number of volunteers committed to this project:

The plan to assess, present and share project results with others in the community:

Estimated start date: _____ Estimated completion date: _____

- On a separate page, please attach an itemized budget that details materials needed, their estimated costs, and potential suppliers. Please make an effort to find the lowest prices available and to explore other discounts or donations that may be available for community groups and school projects.
- When project work is complete, call to schedule a final site visit.
- When receipts are in order, your report is written, and your presentation is planned, contact us so that we can schedule and/or advertise a grant completion event.
- Receipts and a written project report should be sent to Nita Wester (see contact details above).
- Questions? Call Nita Wester at (360) 385-5390.