

**CHELSEA AREA GARDEN CLUB
2019 GRANT APPLICATION COVER SHEET**

Please print:

This completed form must accompany all requests and be postmarked by November 30, 2018

Date of Application: _____ Year Founded _____

Legal Name of Organization: _____

Organization Address _____

City/State/Zip: _____ Website _____

Non-Profit Tax Exempt 501c3 Yes ___ No ___ IF Other/specify _____

Executive Director _____ Email _____
(If Applicable)

Contact Person _____ Title _____
(If different from above or individual for community project)

Phone: (_____) _____ Email: _____

Direct Phone/Cell (_____) _____ if different than above

Geographic Area Served - Location of Project: (Check one)

City of Chelsea ___ Lima Township ___ Sharon Township ___ Dexter Township ___
Lyndon Township ___ Sylvan Township ___ Freedom Township ___ other _____

Project Name: _____

Purpose/Project Goals :(short description): _____

Beginning & Ending Dates of Project: _____

Amount Requested \$ _____ Total Project Cost \$ _____

Signature of Authorized Official/Applicant _____

The objectives of the CAGC are to stimulate the love of gardening, to encourage and assist in community beautification, to promote environmentally responsible horticultural practices and to encourage all forms of conservation through education and demonstration.

Awards will be based on a comparative review of the proposed projects with regard to their feasibility and compatibility with the Club's objectives and the current state of the CAGC budget. Preference will be given to applicants who reside in the CAGC service area.

Grant applications are reviewed based on the significance to the CAGC grant goals, community benefit and education, project feasibility, organizational capability and clarity of communications. **Individuals may apply for projects that serve the community, with written consent of the organization. Personal or private projects are not eligible.**

See page 2 for additional Grant Request criteria and project overview required

Please provide the following information in your grant proposal:

Project Overview:

1. Give a complete description of your project. Indicate who will be served or receive benefit from the funds, and who will be responsible for overseeing the project.
2. Include a timetable for implementation. Indicate expected date of completion of the project.
3. **If for any reason the dates change, please contact me with an explanation and revised date.**
4. Please list other partners, individuals or organizations (if any) helping to fund this project. Explain what effort will be made to work cooperatively. Provide supporting documents for all other partners, individuals or organizations including costs or timeline involved in the grant request project. Include costs of “others” (labor/materials) substantiated by written quotes/estimates. Include timeline for “others” committed to complete this project.
5. Describe the qualifications of staff and volunteers that will ensure the success of the program/project. Include photographs, diagrams and other anecdotal material, as appropriate to the project only.
6. Explain strategies for maintaining this project at the end of the grant period. If the project requires continuing maintenance, describe how this will be accomplished including any existing commitments that have been acquired and who will be responsible for the project sustainability.
7. Please provide a letter from the Organization (if other than applicant) indicating their acceptance and support of the proposal and grant request on their behalf.
8. Do not send CD’s, DVD’s or other electronic promotional materials.

Project Budget: Include a cost breakdown and spending timeline. Provide budget categories such as plant material, supplies, soil, hard scape items, etc. In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.

CAGC does not typically fund the following:

Salaries or Presenter Fees	Normal operating expenses
Annual giving or capital campaigns	Religious or political purposes
Computer hardware	Annual meetings
Loans	Food items
Previously completed projects	For-Profit or Individual Project Requests

Progress Reports must be received by September 10, 2019 for the project or program. Each grant recipient must submit a final report comparing 1) work performed with the original project goals and 2) actual expenditure compared with the proposed budget.

- **Unspent funds at the end of the grant period (November 30th of the grant year) should be returned to the Chelsea Area Garden Club.**

All recipients are expected to present a report on their project at the CAGC meeting in Chelsea on October 14, 2019. Recipients will receive further information.

Direct application questions to

Charlene Harris at (734) 433-9773 or charris@provide.net

Completed applications must be Postmarked by November 30, 2018 and mailed to:

CAGC Grant Program, PO Box 519, Chelsea, MI 48118