

The Greater Greenville Master Gardeners Association (GGMGA)

Description of Community Grants Program and Guidelines for Applicants

MISSION

The Greater Greenville Master Gardeners Association, a county-wide, non-profit association of Certified Clemson University Extension Service Master Gardeners, encourages gardening by developing and implementing educational programs on horticulture and by promoting horticultural beautification and preservation. The mission of the GGMGA Community Grants Program is to utilize funds designated by the Association to help accomplish these goals.

ELIGIBLE APPLICANTS

- Teachers, staff, or volunteers with public schools and other educational institutions
- Individuals or organizations who have 501(c)(3) status
- Applicants must reside in Greenville County
- Applicants must intend to use the grant funds for endeavors within Greenville County

GRANT AWARDS

- The number and monetary value of grant awards may vary annually according to the availability of funds and the number of qualified grant requests selected for funding.
- The minimum grant amount which may be awarded is \$100.
- During any year GGMGA retains the option of not awarding any grants in the event of a lack of association funds or the absence of qualified grant requests.

Grant Applications that best meet the goals of the GGMGA and its Community Grants Program and the Evaluation Criteria may receive a grant award (See Appendix). Projects that have any of the following will be eligible for consideration:

- a project that includes a horticultural education component
- a project that promotes horticultural preservation
- a project that involves volunteers and/or community based groups
- a project that involves networking or cooperation with other community groups and organizations, especially for horticultural purposes or sharing resources
- a project that takes into account the conservation of water and other natural resources
- a project that is environmentally sound and fosters a sustainable environment
- a project that is accessible to its target audience on a permanent or semi-permanent basis
- a project that is designed to be long-term, self-sufficient and self-perpetuating
- a project that has definable and measurable outcomes
- projects from schools and educational institutions that include students in the planning and implementation

EVALUATION OF GRANT REQUESTS

- The Grants Committee will review all grant applications and evaluate the merit of the grant request on the basis of criteria outlined in the Guidelines using the Evaluation form found in the Appendix
- During the evaluation process, the Grants Committee will interview the applicant and will visit the site of the proposed project

GUIDELINES FOR GRANT APPLICANTS

To be considered, a grant application must be completed and submitted by September 30. Applicants will not be given the opportunity to complete or revise an application once the submission deadline has passed.

A grant application may be for a project that is a new initiative or a continuation of an established program.

Grant awards are considered unrestricted gifts. Grant funds may be used to purchase equipment and materials necessary for the implementation of a well-planned program or project integrated with other curriculum materials and activities. However, no personnel salaries or personnel benefits may be paid by grant funds.

It is expected the grant award will cover the project's needs within the timetable of the grant year. If a project requires more than one year of funding, a separate Grant Application must be completed each year.

If the target audience for a project is school-age children, give a breakdown on the number of children and their ages who will participate in the project, and an estimate of the amount of time the children will be involved with the project.

Narrative and financial reports are due to the Grants Committee on March 15 and May 15. These reports should detail progress on the project's activities and outcomes and compare expenditures versus budget projections.

In keeping with GGMGA's relationship with Clemson University Cooperative Extension Service, any project receiving grant funds must welcome people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, or marital or family status.

In keeping with GGMGA's status as a tax exempt organization under section 501(c)(3) of the Internal Revenue Code, any project receiving grant funds must refrain from disseminating propaganda, attempting to influence legislation or participating/intervening in any political campaign on behalf of any candidate for public office.

TIMELINE

May 1	Announcement of annual GGMGA Community Grants Program Application posted on GGMGA website http://www.ggmga.org/
September 30 (5:00 pm)	Submission deadline for Community Grants applications Confirmation of receipt will be sent to the applicant by the Grants Committee Chair
Sept 1 - Oct 15	Site visits and evaluation of Community Grants applications by Grants Committee
October 15	Selection of Community Grants recipients by Grants Committee
October (3 rd Mon)	Presentation of selected slate of grants recipients to Executive Committee of GGMGA for approval
October 31	Announcement and notification of selection will be made to grants recipients as well as those who did not receive a grant
Mid-November	Awards presentation ceremony to present checks to recipients of grants
March 15	Progress reports on Grants Projects due to GGMGA Grants Committee
March (3 rd Mon)	Report to GGMGA Executive Committee on progress of grants projects
May 15	Final reports on Grants Projects due to GGMGA Grants Committee

Requests for assistance or additional information about the GGMGA Community Grants Program may be forwarded to the GGMGA Grants Committee Chair in care of aavants@clemsun.edu.

Additional resources relevant to the GGMGA Community Grants Program:

- Clemson University Cooperative Extension Service
(www.clemson.edu/extension)
- Clemson's Home and Garden Information Center
(<http://www.clemson.edu/extension/hgic>)
- Greater Greenville Master Gardeners Association
(www.ggmga.org)
- South Carolina Master Gardeners Program
(www.clemson.edu/hort/scmg/about.php)