

Pender EMGV Association Grant Guidelines and Application

Grant Program General Guidelines

The Pender County Extension Master Gardener Volunteer Association (PCEMGVA) may annually allocate funds for horticultural grant awards.

The PCEMGVA may award grants to Pender County organizations for the purpose of promoting good gardening practice, landscaping, land conservation, and community education.

The applicant must be a charitable, non-profit organization, library, or school program.

The grant-related project must be accessible and within Pender County.

Requests for funding will be evaluated by a PCEMGVA grant committee and forwarded to the Board for review and approval. Grant requests will then be submitted for the general membership for final approval.

The committee will evaluate the request to determine the degree to which the proposal furthers the purpose of the PCEMGVA. The committee will consider:

- The botanical, horticultural, environmental, historic and/or educational value of the project
- The community impact of the project, the project location, public access, public interest, and target audience
- The planning and further maintenance and or monitoring of the project, how it was developed, executed and maintained if applicable.

The PCEMGVA will appoint a point of contact volunteer to serve as a sponsor for awarded projects.

All projects must have an estimated completion date.

A project end report/impact statement is required and is due to the PCEMGVA within 45 days following the completion of the project.

Funding year is from January until December. Grant requests may be submitted throughout the year. Grants will be awarded twice a year. Spring deadline is **March 1st** (with award in April). Fall deadline is **September 30th** (with award in December).

Pender County Extension Master Gardener Volunteer Association (PCEMGVA) Grant Application Criteria

In order to be eligible for consideration for a grant, requests must meet the following criteria:

1. The applicant must be a charitable, non-profit organization, library, school program, or community garden.
2. The grant-related project must be accessible and within Pender County.
3. Grants are for new projects only.
4. Grant requests cannot be to reimburse money already spent or projects already completed.
5. Along with the application, applicants must submit:
 - A. a description of the proposed project
 - B. a landscape plot plan (photos are acceptable)
 - C. a maintenance plan
 - D. plan for sustainability
6. A project must have an estimated completion date within one year of the grant award.
7. A project end report/impact statement is required and is due to the Pender County Extension Master Gardener Volunteer Association (PCEMGVA) within 45 days following the completion of the project.
8. The amount of the award is at the discretion of PCEMGVA Grants Committee.
9. Any unused portion of the grant funding must be returned to the PCEMGVA upon completion of the grant project.
10. The PCEMGVA will appoint a point of contact volunteer to serve as a sponsor for awarded projects.
11. Funding year is from January until December. Grant requests may be submitted throughout the year. Grants will be awarded twice a year. Spring deadline is **March 1st** (with award in April). Fall deadline is **September 30th** (with award in December).
12. Grants are awarded semi-annually in April and December.

Mail completed application to:

**PCEMGVA Grants Committee
Pender County Center
801 South Walker Street
Burgaw, NC 28425**



NC STATE EXTENSION

Master Gardener | Pender County
Volunteer Association

PCEMGVA Grant Application

Date: _____

Organization or name: _____

Address: _____

Phone: _____

Website (if applicable): _____

Email: _____

Contact Person:

Name: _____ Phone: _____

Email: _____

Estimated budget of total project completed: \$ _____

Amount Requested from PCEMGVA: \$ _____

Do you have the means to complete this project? Yes No

Is the applicant a charitable, non-profit organization, library, or school program? Yes No

If yes, circle which type above.

Address of project if different from address above: _____

Check to be made payable to: _____

(Checks cannot be made to an individual)

Anticipated date of completion of entire project: _____

Please answer the following and attach to your application:

1. What is the unique botanical, horticultural, environmental, historical and/or educational value of the project?
2. Describe the project location, public access, public interest and target audience. How is this location of value to the community? Submit drawings or pictures of project site.
3. In terms of community education, good gardening practices and land conservation: what will be the community impact of this project?
4. Describe the plan for project completion, on-going maintenance, and monitoring.
5. Please provide a timeline for the project including completion date.
6. Please give detailed, specific cost estimates, or a budget, as to how the money requested will be spent.
7. Are you applying to other funding sources for this project? If so, identify different grants in your budget.
8. Is any of the grant money for reimbursement of funds already spent? Please be specific in your answer.

A PCEMGVA member will contact applicant for further clarification as needed.

I have reviewed the application and assume responsibility for the expenditure of any funding received from the Pender County Extension Master Gardener Volunteer Association (PCEMGVA).

Signature of responsible party: _____

Date: _____