

Lincoln County Master Gardener Grant Committee Chair Responsibilities

Position Description

As Grant Committee Chair, your primary responsibility is to coordinate the Grant Committee to share about grant opportunities with Master Gardeners and shepherd interested Master Gardeners through the process of applying for and using grants as needed.

The total time Master Gardener Grant Committee Chair spends volunteering in this role will count towards volunteer hours for recertification. For example, if you spend one hour a month completing Grant Committee Chair responsibilities, you will receive 1 hour of volunteer credit every month.

Requirements for Becoming the Grant Committee Chair:

Lincoln County Master Gardeners are eligible to be the Grant Committee Chair if they meet the following requirements:

- Be an active or associate member of the Lincoln County Master Gardener Association and in good standing with the Master Gardeners

The Role of the Grant Committee Chair

- Gather information regarding grants from OMGA and others available to non-profit organizations and review for relevance
- Communicate to LCMGA Board and project leaders any grants that might be of interest
- Assist with completion of applications and give feedback to requesters
- Review completed applications and make recommendations to Board
- Liaison between requester and Granter to insure timely processing
- Provide information to Treasurer to properly record financial impact
- Report all grant activity to Board on a periodic basis (TBD)
- Record and retain all files related to grants

Useful Links and Documents