

MADISON AREA MASTER GARDENER ASSOCIATION 2019-2020 COMMUNITY SERVICES GRANT APPLICATION

Attention Madison Area Master Gardener Association (MAMGA) members, Dane County community gardens and schools districts, MAMGA Gardening Project Grant Applications are being accepted for gardening and horticulture projects for the 2019-20 calendar year! The grant application period begins October 1, 2019 and closes February 1, 2020. Grants are being announced on the MAMGA website and Facebook page, the MAMGA newsletter, through UW Extension's weekly updates and will be sent directly to all MAMGA members via e-mail.

The purpose of these grants is to help support school garden and public or non-profit community gardening projects located within the Dane County area. A MAMGA Master Gardener must sponsor a project. See the MAMGA website to get information on the organization and it's members. MAMGA Gardening Project Grants cannot be used to benefit individual home gardens or private businesses.

MAMGA grant applications must complete the sections below and include each heading as listed in bold. Individual grant applications may request up to but not more than \$500. Grant funds may be used for seeds, plants, fertilizer, mulch, tools, infrastructure, etc., but not for paid labor. Be aware there are a number of sources in Madison for free seeds, seedlings and other forms of assistance that may help match the resources requested for this grant. Grant applications, guidance and scoring details may be found on the MAMGA website. See the UW Extension's website for information on the Master Gardener Training and Certification program.

- 1. Name of the MAMGA person(s) applying for the grant** – Provide name, phone number and email address for the current MAMGA member sponsor who will oversee the project through completion. Students currently enrolled are not eligible to apply but are encouraged to assist with a gardening projects.
- 2. Contact person** – Contact information of the primary person(s) working with the MAMGA sponsor. Include name, address, phone number and e-mail address.
- 3. Title of the project.**
- 4. Location of the project** – Provide the name of the school or community garden and the exact street address and phone number if applicable, where the project is located.
- 5. Non- Profit Organization-** Applicants must include a contact person's name and the exact name and address of the non-profit organization they are representing so a check can be mailed directly to that organization.
- 6. Description of the project** –
 - a. Describe in detail what will be accomplished by the project and how grant funds will be used. Provide an overall goal and individual objectives or steps for achieving the goal. Detail each step and a schedule for each to show how they will be accomplished. Include the project completion date.
 - b. Provide a list of all persons, including volunteers, participating in the project and what their responsibilities are.
- 7. Community benefit** –How and who will this project benefit in the community? Name several indicators that will demonstrate that the benefits have been achieved.
- 8. Education** –How will this project increase individual and community knowledge about gardening/horticulture and promote the exchange of gardening-related ideas and information? Describe specific activities as applicable.

9. Community Participation – Collaboration with other groups is encouraged to maximize project effectiveness. Describe the other organizations involved in the project including schools, youth, neighborhoods and businesses. What will they contribute in funds, time and materials? Note that there are sources of free seeds, seedlings and other materials in the Madison area that might be incorporated into the project.

10. Budget – Applicants must follow the general format of the Budget Sheet. The budget must be realistic and well thought-out. Budget information must be detailed to support the goal and each objective identified in the application. Successful applicants must provide receipts. **Funds not accounted for must be returned to MAMGA.**

Applications should be about 2 pages, double-spaced (not including the budget sheet). This is a competitive grant process so not all projects submitted for consideration may be funded or fully funded. Each application will be reviewed and scored for completeness and likelihood of success. Applications meeting the largest number of scoring project criteria will receive funding priority.

All applications must be postmarked by February 1, 2020. No late applications will be accepted. Grant applicants will be notified on or about February 14, 2020. Applications should be **emailed** with “MAMGA GRANT 2020” in the Subject line AND a hard copy **mailed** to the address below. An email will be sent to the successful applicants. A letter with a check will be sent to the named organization identified in the grant. Successful grant projects will be announced on the MAMGA website.

The grant coordinators should email and send a hard copy of a final report documenting how the goals were met (or not met where issues arose) along with the actual expenditures to the name listed below. Project receipts should be held by grantee for at least a year following the grant award. A MAMGA representative will schedule a visit to the site when the project is underway and should be noted in the final report. If issues arise with meeting grant goals, please notify the MAMGA grant applicant so they can help to determine how to move forward.

Grant projects will be supplied with a sign indicating MAMGA sponsorship, which is to be posted at the project site. Contact MAMGA if you do not receive a sign. We look forward to a successful grant process.

MAMGA c/o Sally Kefer
7321 W. Valley Ridge Drive
Madison, WI 53719
email: sjkm10@yahoo.com

Grant Budget Sheet

Anticipated Expenditures

Materials to be used and per item cost estimate.

1.	\$_____	Total \$	
2.	\$_____	Total \$	
3.	\$_____	Total \$	
4.	\$_____	Total \$	
5.	\$_____	Total \$	
6.	_____		\$
	Total \$	_____	
7.	_____		\$
	Total \$	_____	

Income

Sources other than MAMGA for funding and donations:

1.	Amount \$
2.	Amount \$
3.	Amount \$

4. Amount \$

Thank you for your participation!