

HOT SPRING COUNTY MASTER GARDENERS

Community Project Grants

Guidelines and Application

The Community Project Grants Program is sponsored by Hot Spring County Master Gardener Program for new or existing community projects in Hot Spring County. Projects may be a joint venture with another organization/s. The scope of these projects may include but are not limited to:

- Beautification and/or restoration
- Community gardens
- Youth gardening
- Habitat for Humanity landscaping
- Landscaping projects
- Implementation of environmental practices

Grant Amount: Up to \$500.00 is available to be used for direct expenses of projects.

Who May Apply:

- Groups or organizations within Hot Spring County

How to Apply:

- Application is limited to a **TOTAL** of **two (2) pages**.
 - **ONE (1) PAGE** - Application Form
 - **ONE (1) PAGE** - Budget
- *Application form of more than two pages will **NOT** be considered. Photos may be included as attachments.*

• Save this form to your desktop and open it in Adobe Acrobat; it is not fillable with most internet browsers. Fill in, save the changes and email the completed **application form** and **budget** to: rlbearden@uada.edu

Application Deadline: March 15, 2024

- Grant recipients will be notified **March 30, 2024**, and money awarded at **10 am on April 6, 2024 at plant sale**.
- Final report form due upon completion of project, but before **November 1, 2024**.

Judging Criteria:

In evaluating grant applications, judging is based on the following Scale of Points:

| | | | |
|---|----|---|------------|
| Benefits and visibility in community | 40 | Collaboration with other community groups | 15 |
| Impact and scope of project | 25 | Application form complete | 5 |
| Involvement & participation by organization members | 15 | TOTAL | 100 |

Funding Guidelines:

Grants will not be provided for:

- Projects in which organization does not participate in some aspect
- Purchase of Blue or Gold Star Markers
- Competitive Flower Shows
- Scout projects
- Salaries or benefits of personnel
- Political action programs
- Capital drives and fund building
- Scholarships and endowments
- Private gardens
- Lawsuits and litigation
- Overhead costs

Final Report:

1. **Deadline: November 1, 2024.**
2. Email the following:
 - A short two-to-three page report describing the project including photos or a power point overview at a HSC Master Gardener meeting
 - A copy of the final financial report including all income and expenses
 - A copy of any publicity
 - Documentation of an "in-kind" or volunteer hours

NOTE: Please indicate if permission has been given for use of photos by HSCMG in print, website and social media. A release form for adults and minors can be found www.uada.edu.

PAGE 1 - APPLICATION

DEADLINE: MARCH 15, 2024

Date of Application:

Name of Organization:

Contact: (Name of individual representative)

Address:

Email:

Phone:

New Project: Yes No

Beginning date:

Completion date:

Number of Org. Members:

Anticipated Number Members Involved in Project:

Amount Requested (up to \$500):

Total Project Budget:

Description of Intended Project: (Please use font size "10" or larger)

Brief description of how the funds will be used: (type of plants, hardscape items, construction, etc.)

Brief statement of any in-kind or volunteer services: (who, number of hours, function, etc.)

PAGE 2 - BUDGET
DEADLINE: MARCH 15, 2024

Organization Name:

City:

TOTAL EXPENSES (including grant and other costs to complete the project)

| | | |
|--------------------------------|----|---------|
| Plants (# X \$.00) | \$ | |
| Delivery of plants | \$ | |
| Soil amendments/mulch | \$ | |
| Labor | \$ | |
| Other Purchases (listed below) | \$ | |
| | | |
| Total | \$ | \$ 0.00 |

TOTAL VALUE of Project (grant and in kind donations)

| | | |
|--|----|--|
| Money received from Community Project Grant | \$ | (Total \$ requested from HSC MG grant) |
| | | |
| Approximate value of donated Labor/ services | \$ | |
| | | |
| Approximate value of donated Supplies/products | \$ | |
| | | |
| Organization's Contribution | \$ | (use of equipment, tools, and other donated items) |
| | | |
| Other Organizations' Donations | \$ | |
| | | |
| Other | \$ | |
| | | |
| *TOTAL | | \$ 0.00 |

***Totals for value and expenses must be equal.**

Email APPLICATION and BUDGET TO:
rlbearden@uada.edu

For Questions: Contact Pat Treadway 501-282-7464