

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:

- This form is not fillable with most internet browsers; Save it to your desktop and open it in Adobe Acrobat. Fill in, save the changes and email the completed application form and budget to: rlbearden@uaex.edu.
- Application is limited to a TOTAL of two pages: (ONE PAGE - Application Form and ONE PAGE - Budget) Application form of more than two pages will NOT be considered. Photos may be included as attachments.

APPLICATION DEADLINE: February 28, 2021

- Recipients of grants will be notified, and all money will be awarded by **March 30, 2021**.
- Projects must be completed by **June 15, 2021**; final report forms due by **July 1, 2021**.

JUDGING CRITERIA: Grant applications will be judged on the following scale of points:

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

FUNDING GUIDELINES: Grants will not be provided for:

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

FINAL REPORT:

1. Deadline: July 1, 2022.

2. Email the following:

- A short two-to-three page report describing the project including photos or a power point overview at a HSCMaster 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 HSC-MG in print, website and socialmedia. A release form for adults and minors can be found at www.uaex.edu.

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PAGE 1 - APPLICATION
DEADLINE: FEBRUARY 28, 2021

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: February 28, 2021

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	\$
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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

\$

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

Email APPLICATION and BUDGET TO:
rlbearden@uaex.edu

For Questions: Contact Pat Treadway 501-282-7464