

Washington County Master Gardener **Project Agreement**

Purpose: The Project Proposal and Site Manager Contract form is intended to provide a guideline with which the Master Gardeners can reach agreement and document the project with a prospective recipient of our services. Upon completion all parties have the same expectations at project completion and a common understanding of respective responsibilities.

Project Tasks and Responsibilities (Check Appropriate Box):

<u>Task</u>	<u>Master Gardeners</u>	<u>Project Site Manager</u>	<u>Comments</u>
Garden Design & Planning *			
Water Source (irrigation, hose etc)		required	
Irrigation System Design			
Irrigation System Install			
Plant Selection *			
Planting			
Application of Mulch			
*Include site pictures, drawings & plant lists as attachments.			

Ongoing Maintenance Responsibilities (Check Appropriate Box):

<u>Task</u>	<u>Master Gardeners</u>	<u>Project Site Manager</u>	<u>Comments</u>
Periodic irrigation			
Routine weeding etc.			
Planting, replanting, Plant division			
Periodic mulching			
Periodic feeding			

Project Cost Estimate:

<u>Task</u>	<u>Master Gardeners</u>	<u>Project Site Manager</u>	<u>Comments</u>
Irrigation System			
Plant Materials			
Soil Amendments			
Mulch			
Fertilizer			

Funding Source:

<u>Source</u>	<u>Amount</u>	<u>Comment: How will funds be disbursed?</u>
Total		

Master Gardener Commitment:

Number of Gardeners_____

Estimated Total Hours_____

Comments:

Names of committed volunteers:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Master Gardeners may display a sign at the site. Yes_____ No_____

Proposed by:_____ (Master Gardener) Date:_____

Accepted by:_____ (Project Site Manager) Date:_____

Please submit this form to the **Project Review Committee** through the Extension Office

Project Review Committee_____

Date:_____

Executive Committee_____

Date:_____

County Extension Agent_____

Date:_____

Membership Approval: _____ Yes _____ No

Date:_____