

HILLSBOROUGH GARDEN CLUB GRANT APPLICATION

PURPOSE: The Hillsborough Garden Club (HGC) is seeking applications for funding to support community projects and programs that promote education and protect or conserve our natural resources.

Eligible organizations include 501(c)(3) entities, IRS-defined eligible charitable groups, or individuals affiliated with an organization or educational institution. Grants range from \$500 to \$2,000.



Caption

PART 1: APPLICANT INFORMATION

1. General Information

Application Date _____

Name of Organization or Individual _____

Are you a 501(c)(3) organization? [☐] Yes [☐] No (If no, please briefly explain your IRS-eligible charitable status or affiliation). _____

2. Contact Information

Contact person _____

Email address _____

Phone number _____

Mailing address. _____

3. Mission Statement / Statement of Purpose

Please state your organization's mission or your personal statement of purpose.

PART 2 -PROJECT DETAILS

4. How much funding are you requesting (The range is \$500-\$2,000)? _____

5. Describe the project for which funding is requested.

6. Project Type

Is this a: ☐ One-time project or ☐ Ongoing project?

7. Financial Support

Will HGC funds be combined with other money or resources? ☐ Yes ☐ No

If yes, please list any outside funding partners or sources and their role in your project.

8. Environmental Impact & Alignment

Please describe how your project will educate the community, protect wildlife, or conserve our natural resources.

9. Target Audience & Beneficiaries

Who will benefit from this project? Please be specific about the geographic area, community population, or age group.

10. Project timeline

What is your estimated timeline or start-to-finish schedule for this project?

11. Long-Term Maintenance & Sustainability

How will the project be maintained after completion (e.g., watering, general upkeep, long-term care)?

12. Project Leadership & Qualifications

Who are the key people leading this project, and what is their relevant experience or qualifications?

13. If this is a horticultural project, attach a landscape plan, color photos, drawings, plant list, etc. to support your proposal. Please be as detailed as possible, and include bids or quotes for any applicable materials or services.

14. Attach a signed Grant Application Project Budget (see example below).

15. Attach a copy of your organization's financial statement and budget, if applicable.

16. If applicable, has your governing board or chief executive specifically endorsed this project and authorized you to submit the application for funding? _____

17. Have you or your organization previously received grant funding during the past five years from the Hillsborough Garden Club?

If yes, when? _____ How much? _____

18. I have reviewed the Grant Agreement and am comfortable with its requirements, should I receive a grant.

Yes _____ No _____

PART 3: CERTIFICATION

I have reviewed this completed Grant Application, including the Project Budget, Draft Grant Agreement, and all other attachments. I certify that the information contained in this Grant Application is true and correct to the best of my knowledge. I further agree that, if a grant is awarded to our organization or individual, an informal report will be provided midway through the project to the HGC, and a final written report will be submitted within 30 days of project completion. All/any unused funds will be returned to the Hillsborough Garden Club. I further agree to assume responsibility for the expenditure of any funding from the Hillsborough Garden Club and all Grant requirements.

Signature and Title of Grant Contact _____

Date _____

Signature and Title of Organization Administrator _____

Date _____

PART 4: PROJECT BUDGET

<u>Budget Category</u>	<u>Amount Requested from HGC</u>	<u>Amount Currently Available from Other Sources</u> (funds, grants, pledges, etc.)	<u>Amount Requested from Other Sources</u>	<u>Total</u>
Materials, equipment, supplies: (such as plants, design elements, landscaping; printed materials, books, etc.)				
Stipends (such as Honoraria, travel costs, etc.)				
Third Party Services (such as space rental, signage, printing, other)				
Other: (Cannot include administrative / overhead expenses or staff salaries)				
Total Expenses:				

