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**Hillsborough Garden Club Grant Application**

The Hillsborough Garden Club is seeking applications for funding that will support community projects and programs to further the Club’s goals of promoting education and protecting and conserving our natural resources. Its goal will also support and leverage our funding with that of other diverse community groups and organizations. Note: Each award will be limited to $2,000.

1. Name of Organization or Individual:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Eligible organizations are those classified as 501(c)(3) or defined by the IRS as eligible entities that provide charitable services to their community. Or individuals affiliated with an organization or educational institution.)

2. Contact information:

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is this a 501c(3) organization? Yes / No

3. Organization’s Mission Statement or Individual’s Statement of Purpose:

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4. Describe the project for which funding is being requested:

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

6. How will the Community benefit from this project? Please specifically address how it may educate, protect, and/or conserve our natural resources.
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7. Who are the beneficiaries of this project? Be as specific as possible.

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8. Will the HGC funds be leveraged by other funds or resources? If so, describe; include any related organization that may be involved.

9. If this is a horticultural project, attach any landscape plan, color photos, drawings, plant list, etc. to support your proposal (plans for the project should be made with sufficient specificity to obtain bids or quotes from providers, including but not limited to landscape architects, plant nurseries, etc.).

10. What is your estimated timeline for this project?

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11. How will the project be maintained after completion (water, upkeep, sustainability)?

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12. Who are the key people involved in this project? Who will be responsible for leading this project? What are their qualifications (or past experience) for implementing and maintaining this project?

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

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

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

 If yes, when:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How much?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

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 oral report 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 & Title of Grant Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Title of Organization Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hillsborough Garden Club Grant Application – Project Budget**

Each grant applicant must complete this form and submit it with the Grant Application. Use attachments for specific materials, as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Amount Requested from HGC** | **Amount Currently Available from Other Sources (funds, grants, pledges, etc.)** | **Amount Requested from Other Sources** | **Totals** |
| **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:** |  |  |  |  |