Attention Madison Area Master Gardener Association (MAMGA) members, Dane County community gardens and school districts, MAMGA announces Gardening Project Grant Applications for gardening and horticulture projects in the 2018-19 calendar year! The period for grant submissions begins November 1, 2018 and closes February 4, 2019. The grant announcement is on the MAMGA website, Facebook page, the MAMGA newsletter and through UW Extension's weekly updates. MAMGA members will receive it via e-mail. The grants are also announced through a local community garden network and school garden associations.

These grants are to help support school and public or non-profit community gardening projects within the Dane County area. A MAMGA Master Gardener must sponsor a project. See the MAMGA website to get information on the organization and its members and for information on the Master Gardener Training and Certification program. MAMGA Community Services Gardening Grants cannot benefit individual home gardens or private businesses.

MAMGA grant applications must provide the information outlined in the sections below and include each boldfaced heading. Each application may request up to but not more than $500. Grant funds may be used for seeds, plants, fertilizer, mulch, tools, equipment, etc., but not for paid labor. Applicants should be aware there are a number of sources in Madison for free seeds, seedlings and other forms of assistance that may enhance the grant application. You can find the grant application, guidance and scoring details on the MAMGA website.

1. **Title of the project.**
2. **Location of the project** – Provide the name of the school or community garden and the exact street address and phone number if applicable, where the project is located.
3. **Name of the MAMGA person(s) applying for the grant** – Provide name, phone number and email address for the current MAMGA member sponsor who will oversee the project through completion. Students currently enrolled are not eligible to apply but are encouraged to assist with gardening projects.
4. **Contact person –** Contact information ofthe primary person(s) working with the MAMGA sponsor. Include name, address, phone number and e-mail address.
5. **Non- Profit Organization**- Applicants must include a contact person’s name and the exact name and address of the non-profit organization they represent so a check can be mailed directly to that organization.
6. **Description of the project** –
	1. Describe in detail what the project will accomplish and how it will use grant funds. Provide an overall goal and individual objectives or steps for achieving the goal. Provide details and a schedule for reaching each step. Specify the project’s completion date.
	2. Provide a list of all project participants including volunteers and their responsibilities.
7. **Community benefit** – Explain how this project will benefit the community and who will benefit. Identify several indicators that will be used to demonstrate that the benefits have been achieved.
8. **Education** – Explain how this project will increase individual and community knowledge about gardening/horticulture and promote the exchange of gardening-related ideas and information. Describe specific activities as applicable.
9. **Community Participation** – Collaboration with other groups is encouraged to maximize project effectiveness. Describe the other organizations involved in the project including schools, youth, neighborhoods and businesses and their contributions in funds, time and materials. Note that there are sources of free seeds, seedlings and other materials in the Madison area that might support the project.
10. **Budget** – Applicants must follow the general format of the attached Budget Sheet. Add lines as necessary. The budget must be realistic and well thought-out. Budget information must be detailed to support the goal and objectives identified in the application. Successful applicants should hold on to receipts. **Funds not accounted for must be returned to MAMGA.**

Applications may be up to 2 pages and double-spaced. The budget sheet is separate. This grant process is competitive so not all projects submitted will be funded. Some may be partially funded. MAMGA will review each application and score it for completeness and likelihood of success. Applications meeting the largest number of scoring criteria will be prioritized for funding.

All applications must be postmarked by February 4, 2019. MAMGA will not accept late applications. Applications should be **emailed** with “MAMGA GRANT 2019” in the Subject line AND a hard copy **mailed** to the address below. Successful grant applicants will be notified by email by February 18, 2019. A letter with a check will be sent to the organization identified in the grant application. MAMGA will announce the successful grants on its website. A MAMGA representative will schedule a visit to the site when the project is underway.

MAMGA will supply a sign to grant recipients that indicates its sponsorship. The sign is to be posted at the project site. If a sign is not received, contact MAMGA.

Grant coordinators should email and send a hard copy of a final report documenting how the goals were met or not met where issues arose, along with the actual expenditures to the name listed below. The grant coordinator should hold a copy of receipts until the project is closed out no later than fall, 2019. If issues arise with meeting grant goals, notify the MAMGA grant applicant so they can help to determine how to move forward.

We look forward to a successful grant process.

MAMGA c/o Sally Kefer

7321 W. Valley Ridge Drive

Madison, WI 53719

email: sjkmail10@yahoo.com

**Grant Budget Sheet**

Anticipated Expenditures

Materials to be used and per item cost estimate.

1. $ Total $

2. $ Total $

3. $ Total $

4. $ Total $

5. $ Total $

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_ Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income

Sources other than MAMGA for funding and donations:

1. Amount $

2. Amount $

3. Amount $

4. Amount $

**Thank you for your participation!**