

**MADISON AREA MASTER GARDENERS ASSOCIATION  
2024 COMMUNITY SERVICES GRANT APPLICATION**

Applications for gardening and horticulture grants from the Madison Area Master Gardener Association (MAMGA) are being accepted for 2023.

**The grant application period begins December 1, 2023 and closes March 1, 2024.**

The purpose of these grants is to help support school garden and public or nonprofit community gardening projects located within the Dane County area. The project must be sponsored by a MAMGA Master Gardener. Grants cannot be used to benefit individual home gardens or private businesses.

MAMGA grant applicants must complete the following sections and include each heading as listed in bold. Individual grant applications may request up to \$500. Grant funds may be used for seeds, plants, fertilizer, mulch, tools, garden infrastructure, and information and education of students and the community; funds may not be used for paid labor.

For information on the UW Extension’s Master Gardener Training and Certification program, see <https://mastergardener.extension.wisc.edu/>; for information about MAMGA, see <https://www.mamgawi.org/>

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**1. Title of project:**

**2. Name of MAMGA Master Gardener applying for grant:** Provide name, phone number and email address for MAMGA member who will sponsor and oversee the project through completion. Students currently enrolled in Master Gardener training are not eligible to apply but are encouraged to assist with a gardening project. If need be, MAMGA can provide a sponsor.

**3. Contact person:** Contact information for primary person(s) working with MAMGA sponsor. Include name, address, phone number and e-mail address.

**4. Location of project:** Provide name of school or community garden, street address, and phone number.

**5. Nonprofit organization:** Include a contact person’s name and the exact name and address of the nonprofit organization (or school) they are representing, so that a check can be mailed directly to that organization. The nonprofit issues reimbursements to individuals for grant expenditures.

**6. Description of the project:**

- a. Describe in detail what will be accomplished by the project and how grant funds will be used. Provide an overall goal and individual steps for achieving the goal. Detail each step and provide a schedule for each to show how they will be accomplished. Include the anticipated project completion date.
- b. Provide a list of all persons, including volunteers, participating in the project and describe their responsibilities.

**7. Community benefit:** How and who will this project benefit in the community? Name several indicators that will demonstrate that the benefits have been achieved.

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**8. Education:** How will this project 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. What will they contribute in funds, time and materials? Note that there are sources of free seeds, seedlings and other materials in the Dane County area that might be incorporated into the project.

**10. Budget:** Applicants must follow the format of the attached Budget Sheet. The budget must be realistic and well conceived. Budget information must be detailed to support the goals identified in the application. **Successful applicants must keep receipts for one year after project completion.** Funds not accounted for must be returned to MAMGA.

Applications should be about two pages, double-spaced (not including the budget sheet). This is a competitive grant process, so not all projects submitted for consideration will be funded; some may be partially funded. Each application will be reviewed and scored for completeness and likelihood of success. Applications meeting the scoring criteria will be given priority for funding.

All applications must be submitted by March 1, 2024. No late applications will be accepted. Grant applicants will be notified on or about March 15, 2024. **Applications should be emailed, with "MAMGA GRANT 2023" in the subject line, to Mary Collet at [mpcollet@sbcglobal.net](mailto:mpcollet@sbcglobal.net).** An email will be sent to successful applicants. The check will be mailed to the nonprofit organization identified in the grant. Successful grant projects will be announced on the MAMGA website.

A MAMGA representative will schedule a visit to the site when the project is underway. Grantees will be supplied with a sign indicating MAMGA sponsorship, which is to be posted at the project site.

Projects and a final report must be completed by October 1, 2024. The grant applicant should email a final report to the MAMGA grant coordinator, Mary Collet, documenting how the goals were met (or not met where issues arose) along with the actual budget expenditures. If issues arise with meeting grant goals, please notify the MAMGA project sponsor and the grant coordinator so they can help to determine how to move forward. We look forward to a successful grant process.

Mary Collet, MAMGA Community Services Grant Coordinator, [mpcollet@sbcglobal.net](mailto:mpcollet@sbcglobal.net)

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**Grant Budget Sheet**

**Anticipated Expenditures**

Identify materials, approximate quantity and approximate cost per item, and total.

1. \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

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

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

Total \$ \_\_\_\_\_

**Income**

Sources other than MAMGA for funding and donations:

1. \_\_\_\_\_ Amount \$ \_\_\_\_\_

2. \_\_\_\_\_ Amount \$ \_\_\_\_\_

3. \_\_\_\_\_ Amount \$ \_\_\_\_\_

4. \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Thank you for your participation!**