

Linn County, Iowa

*Procedure Guide for
Master Gardeners*

IOWA STATE UNIVERSITY™
Extension and Outreach



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Introduction and Purpose

This guide serves as a supplement, not a replacement, for the ISU *Master Gardener Volunteer Manual*, a publication of the Iowa State University Extension and Outreach Master Gardener program.

The information in ISU's "state" *Master Gardener Volunteer Manual* supersedes the information in this document.

The Linn County Master Gardener program operates under the aegis of the ISU Extension and Outreach department. The Linn County Master Gardeners are directly under the guidance of the Linn County Master Gardener Coordinator (hereafter referred to as Master Gardener Coordinator) and the Linn County Extension and Outreach Director. They work with the Extension Council and the Regional Director to manage all extension-related projects and activities.

If you have any questions about the material in this document or in the ISU *Master Gardener Volunteer Manual*, see the Master Gardener Coordinator in the Linn County Extension and Outreach Office. The Master Gardener Coordinator is your liaison with the Iowa State University Extension and Outreach division. The Coordinator can be reached at the Linn County Extension Office, 319.377.9839.

Standards and Expectations

Master Gardeners are expected to conduct themselves honorably, responsibly, ethically, and lawfully, to enhance the honor, reputation, and usefulness of the Master Gardener program.

ISU's policy is that Master Gardeners do not compete with commercial landscape design services. Therefore, it is not appropriate for individuals to provide landscape design services while serving as a Master Gardener volunteer. It is appropriate to provide educational information and ideas for the selection of materials for sites if done in a community setting to a group of individuals.

Iowa Master Gardeners should only identify themselves as a Master Gardener when involved in unpaid public service work for approved volunteer programs. Master Gardeners cannot promote or advertise their own business or another commercial affiliation while volunteering as a Master Gardener. The Master Gardener Coordinator will review any reported instances of unapproved endorsements or fund-raising and will address the matter as necessary.

Special fund-raising activities may be necessary at times to fund approved projects or to maintain a balanced budget. Any fundraising activity can be pursued if it promotes the values and integrity of the Master Gardener mission. Fund-raising must conform to the

Linn County Extension Fiscal Policy. Work with the Master Gardener Coordinator to make sure you are following the policy.

All external funding requests should first be presented to the Master Gardener Coordinator, who solicits approval from the Extension and Outreach Director and the Extension Council (if needed) to verify alignment with fiscal policies. On approval, the request is submitted to the Executive Committee and Steering Committee. If approved, the Coordinator administers the funds through the Extension and Outreach Office.

There is to be no exchange of monies or gift cards to Master Gardeners for their speaking engagements or other interactions with the public. Violation of this requirement could result in termination of the Master Gardener's active status.

See the ISU *Master Gardener Volunteer Manual* for more details.

If a conflict should arise:

1. Discuss the issue with the Master Gardener Coordinator.
2. If not resolved, submit a grievance or complaint to the Linn County Extension and Outreach Director.
3. The Director will communicate with the parties involved to attempt a resolution.
4. If a resolution can't be reached, the Director and/or the parties involved can request action from the Extension Council.
5. Decisions of the Extension Council are final.

Summary of Certification Requirements

Initial certification

Applicants for the Master Gardener program in Linn County must complete an application form and participate in an interview with an interview committee.

After acceptance into the Master Gardener program, an applicant is considered a Master Gardener *trainee*. Each trainee must:

- Sign a volunteer agreement (see separate document)
- Participate in a background check as required by ISU Extension and Outreach
- Pay a course fee for course materials
- Complete core courses as administered by the Master Gardener Coordinator
- Attend all classes.

See the Master Gardener Coordinator for the current curriculum requirements.

After successful completion of coursework, trainees are considered Master Gardener *interns*. Interns must complete 40 hours of volunteer service in approved volunteer opportunities within a calendar year following completion of core courses.

After completion of their 40 hours of service and their course requirements, interns are considered *active Master Gardeners*.

Continuation of Certification

To remain a certified Master Gardener, a person must complete 20 hours of volunteer service and accrue 10 hours of educational credits in a calendar year, January 1 to December 31. The person must also pass a background check which is performed every three years.

If a person cannot meet these requirements due to a disability or other cause, consult with the Master Gardener Coordinator as soon as possible to determine if an accommodation can be provided.

Special cases

The Master Gardener Coordinator, in conjunction with approval of the Steering Committee, can waive some requirements in the instance of a Master Gardener who becomes ill and cannot discharge his/her duties.

In the event of the death of a Master Gardener, a sympathy card will be sent to the family of the individual. A memorial donation will be made in accordance with family wishes as specified in the obituary. In the event of the death of a spouse for the above individuals, or for office support staff, a sympathy card will be sent.

Reporting of Hours

All volunteer hours and education hours must be entered into the ISU Volunteer Reporting System (VRS) by December 31. All Master Gardeners, including those designated as *Lifetime Master Gardeners*, must enter their hours for tracking purposes. Hours entered after December 31 will not be counted for that year's accrual.

The Master Gardener Coordinator reviews entered hours to verify that the hours were spent for projects that are approved by the Steering Committee. Volunteers may enter their travel time, to and from a volunteer opportunity, as part of their volunteer hours.

Education hours can be accrued by attending library talks, educational presentations by Master Gardeners, and by viewing online webinars provided by ISU. Travel time going to and from educational opportunities cannot be counted. If you are unsure whether an event will qualify for education hours or if you are unclear about this policy, contact the Master Gardener Coordinator.

Data collected from the online reports is critical to demonstrating the impact of the Master Gardener program. Volunteers should enter their hours throughout the year and not wait until the end of the year. This assures that the reports which are generated throughout the calendar year reflect the actual hours being worked and the value of that work.

Active and Inactive Status

Any individual who does not enter the necessary education and volunteer hours into the ISU VRS by December 31 will be deemed inactive and placed on inactive status.

The Master Gardener Coordinator is responsible for compiling a report of those persons who have an inactive status and presenting that report to the Steering Committee. Anyone with an inactive status will be notified in writing and records for the volunteer are kept in the volunteer's file.

See the *ISU Master Gardener Volunteer Manual* for details about returning to active status.

Scholarships and Stipends

Scholarships are available to residents of Linn County who wish to attend training for the Master Gardener program. Requests are made by contacting the Master Gardener Coordinator, either by email or mail. The Coordinator will review the request and forward the request to the Scholarship committee for discussion. Scholarships for training are made in the form of reimbursements, after an applicant has successfully completed the mandatory training and the 40 hours of volunteer service as required by ISU.

Stipends are available to pay registration costs for Master Gardeners who wish to attend approved events. The Master Gardeners must have completed their internship, be in good standing, and must have shown a commitment to the program to apply. A stipend request for an approved event should be made by contacting the Master Gardener Coordinator, who verifies the status of the requester and who then forwards the request to the Scholarship and Stipend committee. Stipends are limited to one stipend per MG per calendar year. Master Gardeners receiving stipends are expected to provide feedback to other Master Gardeners about the event they attended either in the form of a presentation or an article in the *Germinator*.

The Scholarships and Stipends committee reviews all requests regarding the award of monies, meeting if needed with the County Director to verify that fiscal policy is being followed. The committee chair is responsible for maintaining the scholarship fund budget and reporting as needed to the Steering Committee.

Volunteer Opportunities

Several different types of opportunities based on approved Linn County Master Gardener projects are available for Master Gardeners to use to fulfill their required volunteer hours in a calendar year. New Master Gardeners are encouraged to try several different types of opportunities to find the best fit for his or her talents.

Projects

Projects form the core of Master Gardener activities and are used to provide the community with the expertise and knowledge of the Master Gardeners. The focus of all projects should be community outreach and education. The Steering Committee must approve all projects. Project approval is based on community need, availability of volunteers, and educational impact.

Each approved Master Gardener project must have a designated chairperson who submits brief quarterly summaries of activities to the Steering Committee chairperson and a more detailed year-end summary. Reports are consolidated into a single report for review by the Steering Committee. The reports are then sent to the Master Gardener Coordinator, who posts the reports online. A link to the online report and the year-end report are included in *The Germinator* (the monthly ISU Extension and Outreach Linn County newsletter).

All project chairs must submit a budget to the Executive and Steering Committees for approval. Final budget approval is by the Extension Council. If requested, a project chairperson must also submit income and expenses to the Steering Committee.

If a project chairperson does not discharge the duties of the position, the Steering Committee can request the project chairperson to step down from their role. A new project chairperson would then be appointed by the Steering Committee.

The following is a list of current projects and/or committees.

- Awards Banquet
- Charlene Woeste Plant Sale
- Community Outreach Gardens
- Creative Gardening Series
- Expert Education
- Garden Walk
- Greenhouse and Demo Gardens at Lowe Park
- Hortline
- Hort Writers
- Marion Seed Library
- New Bo City Market Garden and Education
- Noelridge Greenhouse and Garden
- Planting for Pollinators
- Project Independence
- Scholarships and Stipends
- School Gardens 101
- Speaker's Bureau
- Winter Gardening Fair
- WMT Outdoor Living Show

This project list is continually under review and may change as needed to reflect the current needs and requirements of the program. See the Master Gardener Coordinator for a list of all current projects.

If asked to speak as part of a project (such as the Winter Gardening Fair or as an outside speaker, Master Gardeners serve as representatives of the Linn County Master Gardeners and the Linn County Extension and Outreach Service. They must provide an objective, balanced presentation. They cannot promote or solicit business from attendees regarding any specific company's products or services, and any talk should provide educational, research-focused information to the general public on topics related to horticulture.

Speaking Engagements Outside a Project

In addition to speaking engagements included in a project, other speaking engagement requests should be referred to the Speaker's Bureau for processing. A request form should be filled out and a speaker will be assigned.

Speaking engagements may be conducted outside of Linn County if they are coordinated through the Master Gardener Coordinator for mileage and other expense reimbursements. Unscheduled events cannot count toward volunteer hours. Master Gardeners may not receive payments or gift cards to cover travel costs.

Project Materials and Expenses

Any project materials (such as mugs, posters, signs, brochures, handouts) should be managed by the Extension and Outreach Office. Submit requests for purchases in a timely fashion, leaving adequate time for approval and ordering, if needed. All purchases and reimbursements should adhere to the policies as outlined by the Extension Council. See the Master Gardener Coordinator for details about the policy.

Food Handling at Master Gardener Events

In order to comply with safe food handling practices as per the agreement between Iowa State University and Linn County Extension, Master Gardeners should consult with Human Science Specialists at ISU about the event. Contact the Master Gardener Coordinator for contact information. Master Gardeners should provide detailed descriptions of the type of event, where the food will be prepared, who will handle the preparations, and how the event has been managed in the past. The Human Science Specialist will determine if he/she needs to be onsite for the event. Please plan ahead for those times when you may need a certified health professional to work with you.

Note that Master Gardeners cannot prepare food at home and serve it to the public at events.

Working with Youth

Master Gardeners are sometimes asked to provide programming for children and youth in the community. As part of our agreement with ISU, it's important that all such programming be reviewed first by our Youth Development Program Specialist. The specialist will go over the curriculum and lesson plans you're using and make any recommendations that might be needed to ensure we're adhering to ISU's guidelines. Please contact him/her if you're working on any programs involving children or young people.

Committees

Volunteers can serve on several different committees, which meet monthly or on an as-needed basis.

Standing Committees

- **Executive Committee**: reviews proposals and sets the agenda for Steering Committee meetings. Comprised of the officers of the Steering Committee and the Master Gardener Coordinator. Meets monthly.
- **Steering Committee**: Not to exceed 14 members. Meets monthly to vote and approve issues affecting all Master Gardeners and the programs and projects in which they participate. Consists of the Chair, Vice-Chair, Treasurer and Secretary. They are elected by the current Steering Committee membership and assume office in January.

Term length: members serve a 2-year term, beginning on January 1, with a maximum of 2 terms allowed before going off the committee. A previous member may serve again after a hiatus of one year. The outgoing Chair will serve an additional year as a participating member after their year of service is fulfilled. This may entail a 5th year of service, in which case the outgoing chair will be a non-voting member.

Attendance at meetings is expected and is recorded. Members should give notice of an anticipated absence to the Chair or the Master Gardener Coordinator. If a member incurs more than three absences in a calendar year, the member will be excused from further service and a replacement will be sought

A quorum of more than one-half of the total membership of the Steering Committee must be present to transact official business.

Duties of the committee include:

- Evaluate community needs and interests of potential MG clients in Linn County and help the Coordinator determine how to meet those needs
- Ensure the purposes of ISU Extension and Outreach, and the MG program, are being met

- Provide guidance to the Coordinator and support in management of the program
 - Work with the Coordinator to set policy for MGs
 - Provide general program oversight and approve program priorities
 - Review quarterly and annual project budget requests to make sure they are sufficient to meet the goals of the projects
 - Consider volunteer questions and concerns if necessary
 - Guide and support project chairs/teams in maximizing achievement of the goals of their projects
- **Project committees**: see the previous list of Projects and Volunteer Opportunities. Each project has a chairperson, a co-chair (in some cases), and a committee to assist.
 - **Awards Selection Committee**: a committee with a minimum of five members, formed to determine awards for Master Gardeners which are presented at the annual banquet.

The Master Gardener Coordinator will convene a committee which is comprised of previous Master Gardeners of the Year who wish to serve on the committee. If the mandatory five members cannot be gathered, additional Master Gardeners can be asked to participate by the chair of the committee.

The Master Gardener Coordinator will gather the committee members and will act as a non-voting member of the committee. The Coordinator will provide input in the form of projects, impact of projects, and other information pertinent to award criteria.

The process of general Recognition Award selection is as follows:

1. The Awards Selection Committee meets with the Master Gardener Coordinator early in the year to obtain lists of eligible candidates for the awards.
2. The Awards committee determines the award recipients for each award.
3. The results of the vote are confidential. The names of winners are shared with only the committee members and the Master Gardener Coordinator and are announced at the annual Awards Banquet.

The process for selection of Master Gardener of the Year and New Master Gardener of the Year varies slightly, as described below:

1. The Master Gardener Coordinator compiles a list of eligible candidates for each award.
2. The Awards committee members vote privately by paper ballot, indicating their top three (3) candidates for each award.
3. A second ballot is then taken to select one recipient from the top three (3).

4. The winner of each award is given to the Awards committee, to remain confidential until the Awards Banquet ceremony.

See "Volunteer Recognition" for a description of the different awards.

As-Needed or Seasonal Committees

- **Interview committee:** interviews applicants for Master Gardeners. The Master Gardener Coordinator works with the Steering Committee to solicit members to serve on the committee.
- **Nominating committee:** three people appointed by the Steering Committee chair from the existing Steering Committee membership to select candidates for the Steering Committee.

The following process is followed for nominations for new members:

1. The Master Gardener Coordinator sends a broadcast email to all members seeking nominations. If needed, the Nominating Committee will also seek out nominations.
2. A balanced committee is desired, taking into account gender, years of service, and areas of interest.
 - a. *Years of service* grouped as 1-5 years; 6-10 years; 11-15 years; 16+ years.
 - b. *Areas of interest* should represent Master Gardener activities and projects.
3. Each candidate should submit a profile including years of service, committee service, special awards, and so on.
4. Two of the three Nominating Committee members must agree to nominees placed on the ballot.
5. The written profile is provided to current Steering Committee members at the November meeting for review.
6. The slate of candidates is presented at the November meeting. Each member shall only vote for the total number of positions available.

The following are the criteria for new candidates:

- Express an interest in the position.
- Must be able to attend monthly meetings on a regular basis.
- Must be an Active Master Gardener.

New members are selected by a majority vote at the November meeting of the Steering Committee. They must be approved by the Extension Council and are then invited to attend the December Steering Committee meeting as non-voting members. They begin official duties at the January meeting.

In addition to new members, the Nominating Committee solicits candidates for the Steering Committee board positions of Vice-Chair, Secretary, and Treasurer. The slate of candidates is voted on at the December meeting of the Steering Committee.

The current Vice-Chair automatically assumes the role of Steering Committee Chair for the following year.

In the event of a vacancy on the Steering Committee in the middle of a member's term (for example, if a member must resign for health or personal reasons), the Nominating Committee will follow the same process to select candidates and present candidate profiles to the Steering Committee for review.

Volunteer Recognition

Awards are given for service in the previous calendar year. These awards are announced at the annual Awards Banquet, with a Volunteer Recognition Award Booklet prepared to identify all of the Master Gardeners and Interns who have participated in the previous year. The booklet is distributed at the Awards Banquet or mailed to those unable to attend and who request it.

The Master Gardener Coordinator determines what recognition items (for example, trophy, a pin, or a certificate) will be presented at the time of the Awards Banquet, dependent on budget and time constraints.

The following is a list of annual awards:

- **Silver Star**: for volunteers who exhibited outstanding dedication by contributing 100-199 hours during the award year.
- **Gold Star**: for volunteers who exhibited outstanding dedication by contributing 200 or more hours during the award year.
- **Silver Trowel**: for the volunteer who contributed the most volunteer hours during the award year. This is awarded to a person once in their Master Gardener career.

- **500 Hours Appreciation:** for those volunteers who accumulated their first 500 volunteer hours.
- **1000 Hours Appreciation:** for those volunteers who accumulated their first 1000 volunteer hours.
- **Awards of Special Merit:** for those volunteers who accumulated their first 2000, 3000, 4000, and so on, hours of service.
- **Lifetime Master Gardener:** for those volunteers who have accrued 10 or more years **and** 1500 or more hours of volunteer service in the Master Gardener program.
- **Outstanding New Master Gardener of the Year:** The recipient should have shown leadership to a project or provided significant contributions to a variety of projects. Multiple awards may be given if two or more interns have achieved comparable service.
- **Master Gardener of the Year:** awarded to the volunteer who has shown extraordinary dedication to the program over a period of years and in a variety of services. This volunteer should have shown leadership in a chairperson role on several projects or in the administration of the Master Gardener program. Contributions of teaching classes, public speaking, and sharing horticultural knowledge are given special emphasis. The recipient must have a minimum of 6 years of continuous service contributed over 1200 volunteer hours.

The following is a list of discretionary awards, all determined with input from the Master Gardener Coordinator:

- **Project Team Award:** for team members on a Master Gardener project who exhibited outstanding performance in providing horticultural information to the public.
- **New Project Award:** for team members who demonstrated initiative and dedication in establishing a new project to serve the public.
- **Youth Award:** for team members for outstanding performance in stimulating interest in horticulture among young people.
- **Jack-of-all-Trades Award:** for a volunteer who has worked quietly and unnoticed behind the scenes on a variety of projects, doing whatever tasks needed to be done.
- **Friend of Linn County Master Gardeners:** presented to a spouse or other friend for their dedicated service in support of the program

Appendix:

- Project Description Template
- Project Proposal Template
- Quarterly Report Template
- Year End Summary Template
- Project Chair Duties Template
- Budget Request

Linn County Master Gardeners
Current Project Descriptions

Project title

Project chair and co-chair and contact information

Community contact and contact information

Location of project activities

Purpose, goals, and objectives of project

Activities and services provided

- *Educational benefits*
- *Contribution to the community*

Timeline of work (i.e., which months are the busiest, when volunteers are needed, etc.)

Time commitment for volunteers (seasonal, year-round, day, evening, hours/week)

Membership required (e.g. number of MGs, number of community volunteers)

Financial and material support needed (do you anticipate needing donations? Will all materials be purchased?)

**Linn County Master Gardener
Project Proposal**

Proposed project title

Project chair and co-chair

Community contact

Location of project activities

Description of project (include purpose, goals, objectives)

Expected educational benefits

Potential contributions to the community

Necessary membership for success (Master Gardeners, community members)

Anticipated time commitment for volunteers (seasonal, year round, day, evening, hours/week)

Proposed financial and material needs (including donation items or other materials)

**Linn County Master Gardener
Quarterly Project Reports**

Project Title

Project chair and co-chair

Quarter reporting (1st, 2nd, 3rd, 4th)

Description of current activities

Description of successes and/or challenges

Description of changes and/or modifications under consideration

**Linn County Master Gardeners
Project Year-end Summary**

Project title

Project chair and co-chair

Committee membership (number of community members and/or Master Gardeners)

Summary of activities/services provided

Description of greatest successes

Description of greatest challenges

Summary of educational benefits

Summary of contributions to the community

Anticipated challenges for next year

Planned changes for the future

Linn County Master Gardeners Project Chair Responsibilities and Duties

The following are the expectations for people who have accepted a position as Project Chair. Please provide a brief explanation of how you fulfill these expectations, as a way to assure any future project leaders of what is entailed in the duties of your position.

Project: _____

- **Acknowledge and abide by policies and procedures in the ISU and Linn County Master Gardener handbooks**
Do you discuss procedures if needed with your committee members?
- **Establish budget needs, submit budget requests and track expenses**
What types of items do you normally purchase (i.e., plants, vermiculite, publicity material)? Who can submit budget requests? Do you work with your overall committee to discuss budget needs?
- **Work to identify community needs that your project can fulfill**
Where does your project fit with the community? What areas does it serve--is it direct participation with community members, education, outreach? If education, what kinds of education (garden know-how, nutrition, and so on). How many community members will be working with you on the project? How will you solicit community involvement?
- **Convene and conduct meetings**
How often do you meet? How long do the meetings last? Do you have more meetings at a certain time of the year (i.e, in the spring) or are meetings held throughout the year?
- **Prepare agendas and distribute materials for meetings**
What kinds of materials do you distribute? How do you prepare materials--do you contact the Coordinator to provide copies, do you email materials to committee people, do you make copies yourself?
- **Coordinate and facilitate committee activities**
What kind of activities are coordinated (i.e., conducting classes, or writing articles, or a combination of many kinds of activities)? Do you have sub-committees or do you manage most of the coordination yourself?

- **Submit media requests to Coordinator**
Do you submit all media requests or do you have a designated committee person to do that? What other kinds of publicity do you normally have for your project (if any)?
- **Recruit members and vice-chair or shadow for succession of leadership**
How do you recruit committee members? Is your co-chair involved in all decision-making?
- **Update timeline of activities throughout the year**
What is a general timeline of events that you plan on? For example, January: begin planting for plant sale; February: continue monitoring plants
- **Monitor community involvement in project or committee**
Do you measure involvement by the community (i.e., track attendance?) Do you do exit interviews or have attendees fill out an exit survey?
- **Submit civil rights reporting forms as needed to coordinator**
Civil Rights forms should be submitted for any event that is open to the public. Do you submit the forms or do you have a designated committee member do that?
- **Submit quarterly and annual reports to Steering Committee**
How do you prepare for your reports? Do you solicit input from your committee for reports, or do you prepare them yourself?
- **Provide estimate of time commitment for chair responsibilities as needed**
Do you work on project leadership duties weekly, monthly, daily? Approximately how much time do you spend on different aspects of leadership (for example, preparing agendas, reviewing reports, meeting with your committee, and so on)

Budget Submission Form

The budget process has begun. All budget requests are due by **OCTOBER 31**. The budget committee will meet after that date to review budget requests and prepare a budget to be approved by Steering Committee. After the steering committee approves it, our budget is forwarded to the Extension Council.

An "overhead" category is included in our overall budget for payment to Extension for items such as rent, utilities, phone, staff usage, and general office expenses like copying and paper usage. Overhead is estimated at 25% of gross revenue for the Master Gardener program. Unless there are extenuating circumstances, *do not* budget for items generally considered to be covered in the overhead. We are trying to "go green" and eliminate as much paper use and mailings as is possible by using electronic communication. If you do budget for these type of expenses because of extenuating circumstances, please explain those circumstances in your request.

If possible, don't budget for compost unless essential. Compost is available free at the landfill and a MG volunteer with a truck can get and deliver your compost. Contact the Coordinator to put out a call for a volunteer to help.

You do not have to request the same amount as last year. You can request more funding if you feel you can justify it and you'll use it.

Plan to spend your entire budget. Consider what you need to produce a quality product/project for the public and for the Master Gardener volunteers working on the project. Remember, your project represents the Master Gardener program and we want it to be the best it can be.

Budget considerations:

1. Include your committee members in the budget process.
2. Try to list your expected expenses in as much detail as possible. Don't include a number as a placeholder or just indicate "what we spent last year." A budget of "0" is acceptable, if nothing is needed, but consider budgeting for improvements if you need them.
3. You can include reasonable estimates. The budget can be adjusted if necessary.
4. If an unanticipated expense or opportunity comes up during the year, you can request additional funds.
5. Use as much space as you need to answer the budget questions. Try to help the budget committee understand your project and how your purchases will help it succeed.

Budget Request Form

Project Title:

Project chair and co-chair:

Email(s):

Phone(s):

Total Budget Requested:

Estimated Revenue Generated by this Project:

Please indicate the source of the revenue (for example “tickets sold”):

If no revenue is expected, will this project be funded from the general budget?

What are the ongoing expenses associated with your project?

Capital items (of continuing value), such as grow lights or signs for events? Please list and give an approximate cost.

Disposable expenses (supplies, tools, plants)? Please list and give an approximate cost.

Are there additional enhancements for your project that you'd like to have funded?