



## ISU Extension Mills County Master Gardeners Request for Financial Assistance Special Projects

**Purpose:** To provide financial assistance to Mills County Master Gardeners for projects which they are directly involved in.

**Eligibility:** To be eligible, projects must meet the following criteria:

1. The project must satisfy the mission of the organization as stated in the *Bylaws of the Mills County Master Gardeners* (to serve the citizens of Mills County with education and consulting activities, addressing horticultural and associated problems with information derived from a broad base of knowledge developed and/or endorsed by Iowa State University.)
2. The project must be located or take place within Mills County.
3. The project must involve volunteer service of at least two members of the Mills County Master Gardeners.
4. Project leaders must agree to:
  - a. Fill out the Request for Financial Assistance Form completely.
  - b. Submit a brief written report after the project is completed (or yearly for on-going projects), summarizing the work that was done.
  - c. Take a photograph of the site prior to beginning the project and again after the project is completed (or during the event, if that is the type of project), and make copies of those photographs available to the Master Gardener Advisory Council.

**Amount of Request:** The applicant is free to request any dollar amount deemed necessary; however, the amount should be in line with the scope of the project and in relation to the number of citizens who will be served by the outcomes of the project.

Name of person completing the Request for Financial Assistance \_\_\_\_\_

## Request for Financial Assistance Form

1. Describe the project - Please include goals of the project, location for the project, problem to be addressed (if any).

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2. Identify who will benefit from this project.

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3. Identify the Master Gardeners who are directly involved with this project.

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4. Give an estimate of the project start date and completion date.

Start \_\_\_\_\_ Completion \_\_\_\_\_

5. Name(s) of person or persons who will be authorized to submit invoices to be paid from Master Gardener Special Projects funds. \_\_\_\_\_

6. Please attach a diagram or illustration of the planned project if appropriate.

7. Please attach an itemized estimate of total costs as well as contributions from other sources including in-kind goods or services.

8. Amount of Request. \_\_\_\_\_

Requests will be reviewed by the Mills County Master Gardener Advisory Council. Financial assistance amounts will be awarded, in part or in full, to qualifying projects and are subject to the availability of funds.

**Payment and Reimbursement Procedures:** Special Projects funds will be used to reimburse individual Mills County Master Gardeners for actual expenses of the project. Requests for reimbursement shall be submitted to the Mills County Extension office on the *Master Gardeners Expense Reimbursement Request Form*. Only expenses itemized in the request for financial assistance (#7 above) will be paid unless prior approval is given.