

Delaware County Master Gardeners Community Horticulture Grant Program

OVERVIEW: The Community Horticulture Grant Program has been established through the leadership of Delaware County Master Gardeners and administered by Iowa State University Extension – Delaware County. The goal of the program is to provide financial assistance to local community horticulture projects involving members of Delaware County Master Gardeners. Approved projects may receive a 100% match of local contributions, up to a maximum grant of \$100, for reimbursement of actual expenses.

ELIGIBILITY: To be eligible, projects must meet the following criteria:

- 1) The project must involve planning, planting and/or maintaining decorative or functional vegetation on property within Delaware County.
- 2) The primary purpose of the project must be related to the interests of the general public, and cannot be for the sole benefit of private groups or individuals.
- 3) The project must involve volunteer service of at least one member of Delaware County Master Gardeners.
- 4) Project leaders must agree to:
 - a) Submit information on total project costs and the amount of financial support from local donors or participants.
 - b) Take a photograph of the site prior to beginning the project and again after the project is completed, and make copies of those photographs available to the Delaware County Extension Service.
 - c) Submit a brief written report after the project is completed, summarizing the work that was done.
 - d) Include recognition of Delaware County Master Gardeners and ISU Extension – Delaware County in any display, public notice, or publication that recognizes donors or participants in the project.

AMOUNT OF GRANT: Maximum award will be \$100 or 100% match of local community contributions, whichever is lower. “Local community contributions” does not include grants, contributions, or other matching funds from sources outside Delaware County. Awards of less than \$100 or matches of less than 100% may be awarded. Grant awards are subject to the availability of funds.

DEADLINE FOR APPLICATION: No deadline. Applications may be submitted at any time during the year

APPLICATION PROCEDURE: Submit a brief written description of the project and a diagram or other illustration of the planned improvements. The description should include the following:

- 1) Description of problem to be addressed (if any), goals of the project, and work to be done.
- 2) Itemized estimate of total costs, local community contributions, contributions from other sources, and the amount requested from the Community Horticulture Grant Program.
- 3) Information about the involvement of one or more Master Gardener members in the project.
- 4) A statement agreeing to the requirements outlined in this summary.
- 5) Name(s) of the person or persons who will be authorized to sign vouchers for reimbursements or submit invoices to be paid from grant funds.
- 6) Signature of individual with authority to represent the organization responsible for the project.

Applications will be reviewed by the President of Delaware County Master Gardeners and forwarded to the Delaware County Extension Education Director (CEED) for a final decision. The Master Gardener President may recommend approval, modified approval, deferral, or rejection of the application, or may choose to forward the application to the CEED without any recommendation.

PAYMENT AND REIMBURSEMENT PROCEDURES: Grant funds will be used to reimburse organizations or individuals for actual expenses of the project, or to pay invoices for such expenses. Requests for payment or reimbursement shall be submitted to the Delaware County Extension office on the appropriate forms. Expenses may be charged to the Delaware County Extension office if prior approval is given by the CEED. Only expenses itemized in the grant application will be paid unless prior approval is given.

For more information, contact the Delaware County Extension office, 1417 N. Franklin St., Manchester, (563)927-4201.