

**2017 Budget/Grant Request
Master Gardener Foundation of Clark County**

Project Name: _____
Requested By: _____ **Phone:** _____
Date: _____ **Email:** _____
Address: _____
City/St/Zip: _____

Project Description: Include specific items to be funded and approximate costs per item. Attach additional sheet if necessary:

2017 Total Budget/Grant Request: _____ \$

I understand original receipts are required for reimbursement and must be received at the Foundation office November 15th. I understand I must obtain approval from the Foundation Board BEFORE incurring expenses above and beyond the approved budget.

Signature: _____

Return form by 2pm Tuesday November 15, 2016 to MGFCC, 1919 NE 78th Street, Vancouver WA 98665

FOR OFFICE USE ONLY

Budget Category:

- | | |
|--|--|
| <input type="checkbox"/> Master Gardener Program | <input type="checkbox"/> Community Project |
| <input type="checkbox"/> Youth Project | <input type="checkbox"/> Fund Raising |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Administration |

Amount Approved: _____ Date Approved: _____

Comments: _____

Foundation Board Signature: _____

Master Gardener Foundation of Clark County

Mission Statement: As a nonprofit organization, the Master Gardener Foundation of Clark County is dedicated to fundraising efforts to help perpetuate the WSU Clark County Extension Master Gardener Program and to promote research-based horticulture practices at the 78th Street Heritage Farm through education, consultative programs and experiences; and to award grants in Clark County for horticulture education projects and programs that preserve or enhance our environment.

Budget/Grant Request Application Guidelines

- BUDGET/GRANT REQUESTS MUST BE RECEIVED (not just post marked) NO LATER THAN 2PM (when the offices close) ON TUESDAY NOVEMBER 15th IN ORDER TO BE ELIGIBLE. If application is more than 3 pages (including brochures), please submit 10 copies plus original.
- Project description must include horticulture and education component. School garden requests should include description of how project/program will maintain gardens during growing season while students are typically on summer break.
- Grant applicants are responsible for the content of their application. The Master Gardener Foundation Budget Committee will make every effort to work with applicants to ensure their request meets all the requirements prior to the budget meeting.
- The Master Gardener Foundation Board of Directors will approve or disapprove and determine the Budget/Grant allocation amounts in the month of January. Notification to all applicants will be mailed upon completion of the Budget process.
- Funds granted in January must be expended by November 15th of same year.
- The Master Gardener Foundation will not accept requests for reimbursement for purchases made prior to Budget/Grant approval, nor will Master Gardener Foundation proceeds be used for expenses incurred outside of the Budget/Granting period.
- Recipients of grants must provide a written report and picture(s) of project status during the grant year to be published in the MGFCC newsletter. These can be sent in by email to MGFClark@gmail.com or mailed to address below.

COMPLETED HARD COPY APPLICATION SHOULD BE MAILED TO:

Master Gardener Foundation
Attn: Grant Request
1919 NE 78th Street
Vancouver, Washington 98665

FOR MORE INFORMATION CONTACT: MGFClark@gmail.com