

# Folsom Garden Club



Dear Applicant,

Thank you for your interest in the Folsom Garden Club 2018 Grant Program. This packet includes everything you will need to complete your grant application.

Folsom Garden Club looks forward to funding projects that support our mission as well as making a measurable impact on the Folsom community.

If submitting by email it must be received by **Tuesday, October 16, 2018**. If mailing it must be postmarked no later than **Saturday, October 13, 2018**, to reach us by **October 16<sup>th</sup>**.

We look forward to partnering with you in the year ahead.

Folsom Garden Club

## ***Our Mission:***

*The mission of the Folsom Garden Club shall be to educate and foster relationships among people who have a love of horticulture, and to promote beautification of the City of Folsom.*

# **Folsom Garden Club**

## **2018 Grant Guidelines & Instructions**



### **What is a Folsom Garden Club (FGC) grant?**

Grants are:

- Awarded once a year in November to non-profit (501(c)(3) organizations.
- Allocated for needs between \$200 and \$1,500 however the Grants Committee will consider and evaluate requests for other amounts.
- Subject to six- and 12-month review by the Grant Committee.

### **What Projects Qualify?**

To qualify, projects must:

- Support Folsom Garden Club's mission of spreading the knowledge and love of gardening and horticulture, the support of education in horticultural and related fields, and the beautification of public and/or historic property.
- Benefit and/or educate the city of Folsom.
- Have use for funds for the stated purpose within 12 months of receipt.
- Be typed and submitted electronically (*attachment to e-mail*), or mailed.
- Be submitted on or before October 16, 2018. (Should be postmarked by 10/13/18 to reach us in time)

### **How Will Projects Be Evaluated?**

Qualifying projects:

- Will be reviewed based on the requesting organization's perceived ability to achieve stated project goals and measured results.
- Recipients will agree to provide 6- and 12-month project updates in May 2019 and October 2019, and to return any funds not spent as specified in the grant application.

Applications will be not be given consideration if they:

- Support political, sectarian or religious programs.
- Cover existing obligations, continuing operating support, debt, liabilities or administrative salaries.
- Entail continued funding of previous requests. (*If you submitted a prior grant you can submit again but you must prepare it as a new grant request.*)
- Require funding before the annual allocation date.
- Are for projects that serve only a few people.
- Are submitted after the stated deadline.

### **When are the grants awarded?**

Grants will be awarded in November of 2018 and notification will occur no later than November 30, 2018.

### **About Folsom Garden Club Grants:**

Folsom Garden Club provides charitable funding to non-profit organizations serving the city of Folsom, California. Eligible organizations are those classified as 501(c)(3) or defined by the IRS as eligible entities that provide charitable services to their community such as public schools.

Folsom Garden Club is committed to encouraging variety and balance in the kind, purpose and size of grants given. It does not discriminate in respect to the age, race, religion, gender, sexual orientation, handicap or national origin of the requesting organization or person.



## **2018 Required Items to Include with Grant Submission:**

Your grant application must include:

- FGC Grant Application Form
- Project Overview
- FGC Grant Application Project Budget
- Your name or your organizations name on every page.

## **Submission of Grant Application:**

**Email:** Submit your completed application electronically (*as an attachment to an e-mail*) to:

[fgcgrantsinfo@gmail.com](mailto:fgcgrantsinfo@gmail.com)

**Mail:** Mail it to Folsom Garden Club Grants Committee, PO Box 1681, Folsom, CA 95763.

If submitting by email it must be received by Tuesday, October 16, 2018. If mailing it must be postmarked no later than Saturday, October 13, 2018, to reach us by October 16<sup>th</sup>.

Folsom Garden Club encourages inquiries from grant seekers prior to completing the grant application. Please contact the Grants Committee at the above email address.

# Folsom Garden Club Grant Application 2018



Applications must be typewritten or created on a computer. You may duplicate the application using a standard word processing program, but retain the original format.

## **Organization Information:**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Head of Organization: \_\_\_\_\_

Nonprofit Organizations IRS EIN No.: \_\_\_\_\_

(Must be a tax-exempt nonprofit organization)

## **Contact Information for Grant Application Purposes:**

Grant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Grant Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Checks to be made payable to: \_\_\_\_\_

(Checks cannot be made payable to an individual)

Address for Grant Check: \_\_\_\_\_

## **Project Information:**

Project Name: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Estimated Budget of Project: \_\_\_\_\_ Amount Requested From FGC: \_\_\_\_\_

Briefly describe your project and complete both the Project Overview and Budget sheets:

Has your governing board specifically endorsed this project and authorized you to submit the application for funding?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has your organization previously received funds from FGC:

If yes, when: \_\_\_\_\_ How much? \_\_\_\_\_

*Certification:*

*I have read the Folsom Garden Club Guidelines and the list of Grant Application Questions to which I am asked to respond. I certify that the information contained in this application is true and correct to the best of my knowledge. I further agree that, if a grant is awarded to me or our organization, interim reports and a final written report will be submitted and all unused funds will be returned to the Folsom Garden Club.*

\_\_\_\_\_  
**Signature of Person Submitting Application**

\_\_\_\_\_  
**Date Submitted**

# FGC Grant Application Project Overview

2018



Your application must include an in-depth project overview which addresses each of the topics below. Remember that your application will be reviewed by people who may not be familiar with your project or organization.

## Statement of Purpose:

1. What is the purpose of the project?
2. What organizational/community needs does it address?
3. Is this a new project for your group or the community?

## Target Audience:

1. Describe the target audience that will benefit from the project.

## Objectives:

1. How will the project meet the needs of the target audience?
2. Specify the activities and the timeline for implementation and completion of these activities.
3. What are the expected project outcomes?
4. Will the project proceed if the amount you requested from FGC is not fully funded?

## Personnel:

1. Who are the key people involved in this project? What are their qualifications for implementing the project? Describe the level of involvement of volunteers.

## Future Plans:

1. Is this, or will this become, an ongoing project? If so, please describe the plans you have for the projects sustainability.

## Evaluation:

1. Describe how you will measure your project's outcomes and success.

## Other Items:

1. Submit a landscape plan, color photos, drawings, etc. to support your proposal (Graphics help us visualize your project.)
2. By submitting such graphics or photos, your organization gives permission to the Folsom Garden Club to publish such information, including recognizable images of adults and children. Such permission shall apply to those images submitted with the application as well as the interim and final reports.

# FGC Grant Application Project Budget 2018



**Budget and Funding Sources** *(Use attachment for specified materials, as needed)*

Budget Category	Amount Requested from FGC	Amount Requested from Other Sources	Totals
<b>Garden Materials:</b>			
<b>Plants:</b>			
<b>Landscaping</b> <i>(Other than plants)</i>			
<b>Written Materials:</b>			
<b>Other:</b>			
<b>Total Expenses:</b>			

Note: To be considered, each grant application must be reviewed and signed by the organization administrator and the grant contact person.

I have reviewed this completed FGC Grant Application in its entirety and assume responsibility for the expenditure of any funding from the Folsom Garden Club and all grant requirements.

\_\_\_\_\_  
**Signature & Title of Grant Contact**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature & Title of Organization Administrator**

\_\_\_\_\_  
**Date**